Online Timesheet

**HR Login**- Click ‘Login to HR’ and enter your User ID (Warrior Username) and Password. Once you are into the system, refer to page two of handout.

Online Timesheets are entered in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online.

Please Note: Paper timesheets **OR** late timesheets may cause a delay in processing.
1. Select the View By: Week, Day, or Time Period
2. If selecting by week, enter the date of the week you wish to enter.
3. Enter the hours for each day
4. Select the Time Reporting Code; REG – Regular Hours Worked
5. Click the Submit Button. Click OK on the confirmation page.
6. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are needed. This must be done before your supervisor approves the time and communication with them is key.

NOTE: If the submit button is not selected for all hours, you will not get paid for that time.

NOTE: If you work for multiple departments as a casual worker, you will need to choose the department and pay rate for the hours you wish to log.
7. If entering hours by **Day**, select the day in which you want to enter for
8. Enter the hours worked for that day
9. Select the Time Reporting Code; **REG** – Regular Hours Worked
10. Click the Submit Button.
   Click OK on the confirmation page.
11. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.

**NOTE:** If the submit button is not selected for all hours, you will not get paid for that time.

12. If entering hours for **Time Period**, select the date of the Time Period you which to enter
13. Enter the hours for each day worked
14. Click the Submit button.
   Click OK on the confirmation page.
15. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.
15. Click the Yes button to check for errors.
Note: This will happen when Save or Submit is selected.

16. Select the Date in which you want to view

17. Click the Get Rows button