Hourly Employee Timesheet

Timekeepers have the ability to enter, correct and submit Timesheets for Hourly Employees into PeopleSoft for their respective department.

1. Navigate to **Timesheet**.
2. Search for employee by using **Empl ID**, **Last Name** and/or **First Name** fields.
3. Click **Get Employees**.
4. Employee will populate at bottom of the screen, select the hyperlink with the employee’s last name to view the timesheet.
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5. Use the drop down to View By:
   - Calendar Period – Displays one pay period (2 weeks or 1 month)
   - Day – Displays one day
   - Week – Displays one week

6. Enter the Date and click the green Refresh icon to display results.

7. Enter hours worked under the Quantity column.

8. Click Submit for processing.

9. Then click OK to confirm Timesheet submission.

10. Submitted hours will reflect under Reported Hours.

11. You can use Print Timesheet to print a copy of submitted time.