Hourly Employee Timesheet

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

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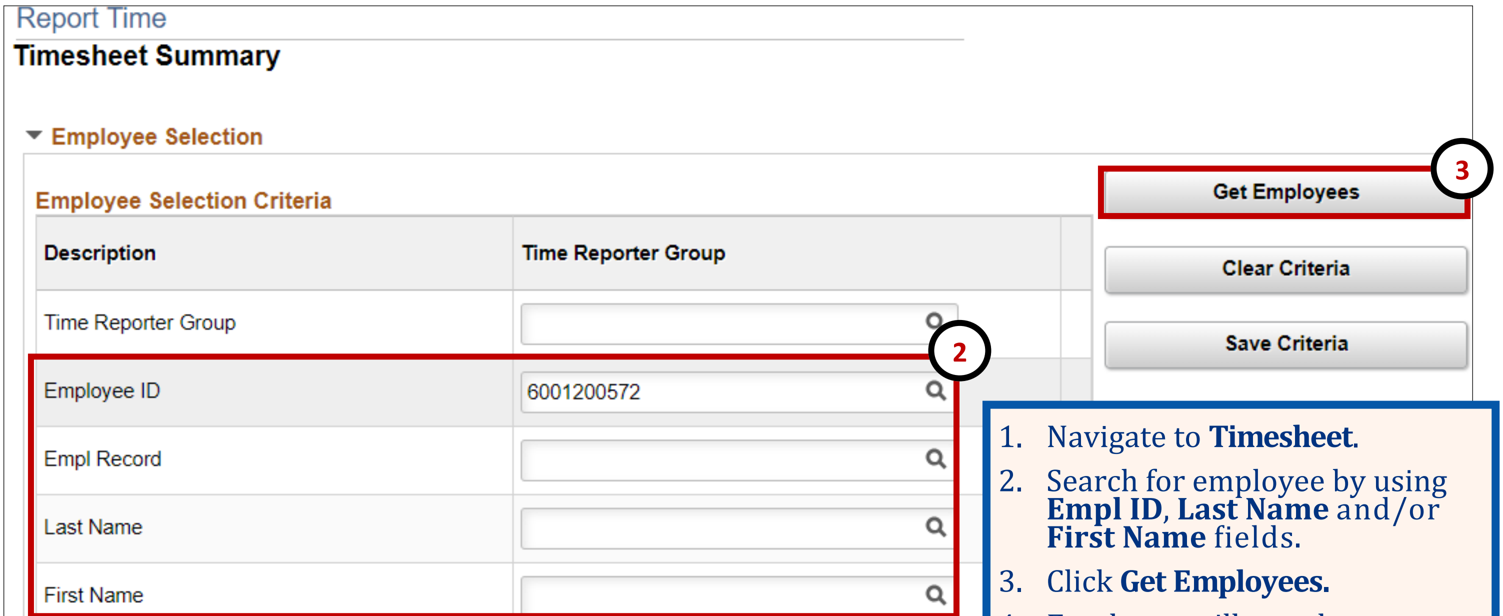
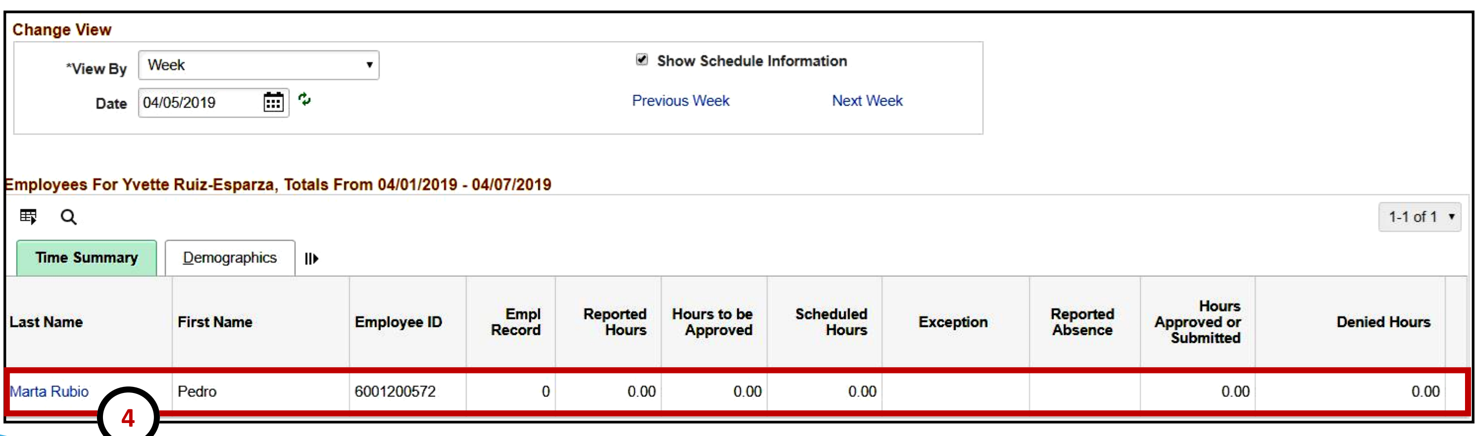
Main Menu> Manager Self Service> Time Management> Report Time> Timesheet



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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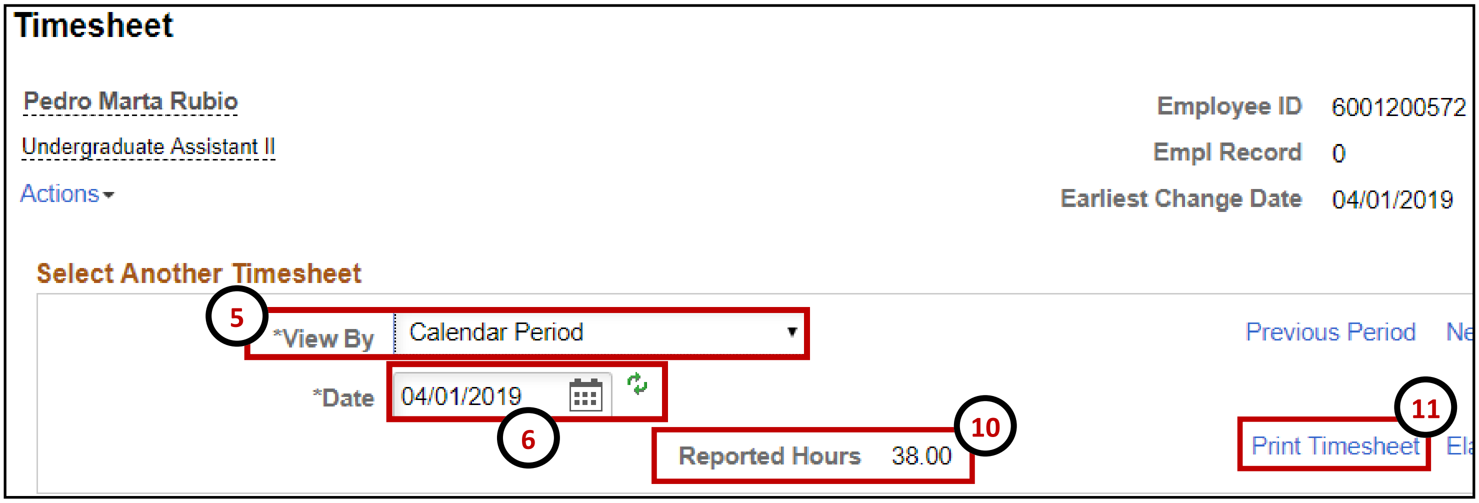
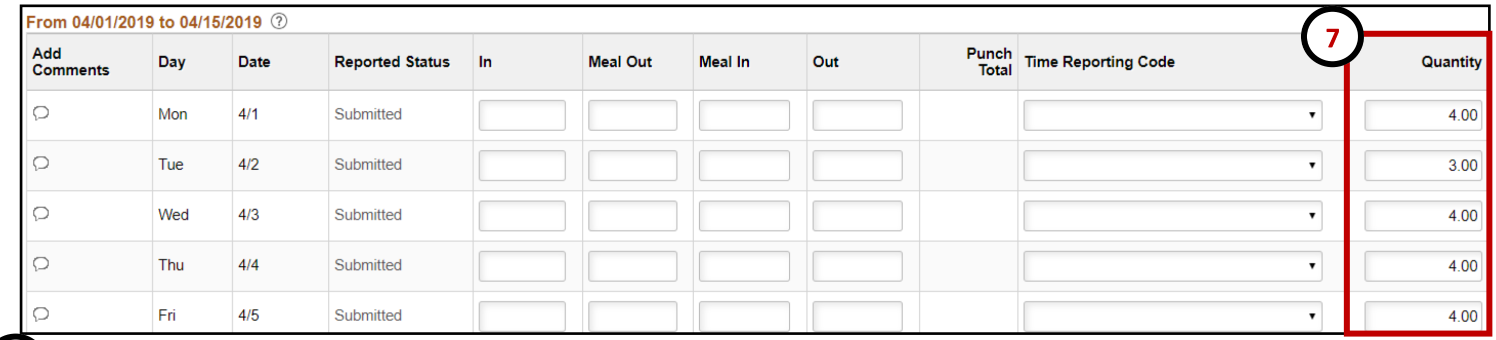
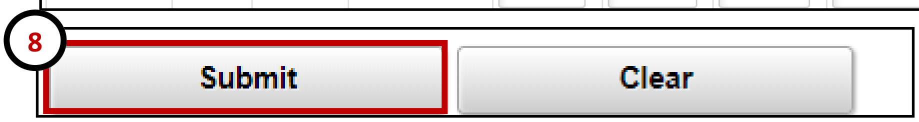
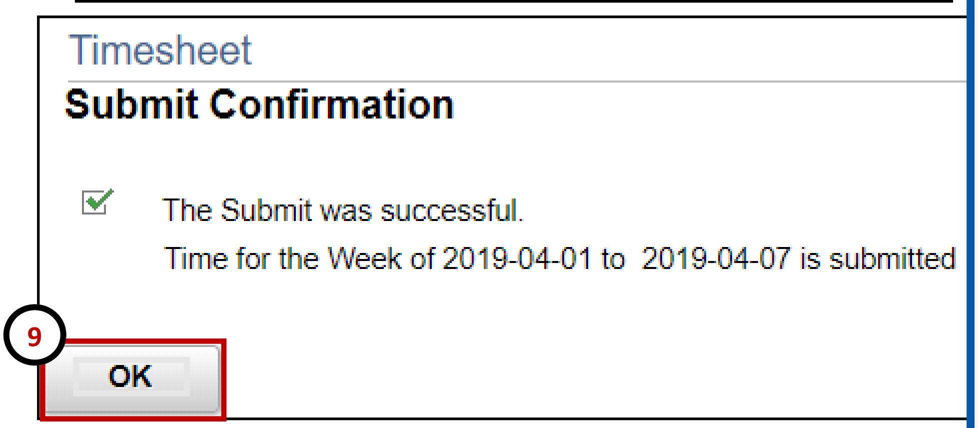



From 04/01/2019 to 04/15/2019

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity
	Mon	4/1	Submitted							4.00
	Tue	4/2	Submitted							3.00
	Wed	4/3	Submitted							4.00
	Thu	4/4	Submitted							4.00
	Fri	4/5	Submitted							4.00





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.