

# 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**

Report Time  
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	6001200572
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

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.

Change View

\*View By: Week  Show Schedule Information

Date: 04/05/2019

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

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Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Marta Rubio	Pedro	6001200572	0	0.00	0.00	0.00			0.00	0.00

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# Hourly Employee Timesheet

**Timesheet**



Pedro Marta Rubio  
Undergraduate Assistant II

Employee ID 6001200572  
Empl Record 0  
Earliest Change Date 04/01/2019

Actions ▾

Select Another Timesheet






\*View By Calendar Period ▾ Previous Period Next Period

\*Date 04/01/2019  

Reported Hours 38.00

[Print Timesheet](#)

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="4.00"/>
	Tue	4/2	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="3.00"/>
	Wed	4/3	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="4.00"/>
	Thu	4/4	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="4.00"/>
	Fri	4/5	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="4.00"/>

## Timesheet

### Submit Confirmation

The Submit was successful.  
Time for the Week of 2019-04-01 to 2019-04-07 is submitted

#### 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.