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.