

Timekeeper- Modifying Punch Time Entries

Timekeepers can modify hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Re-submissions will route to the employee's Manager for approval, all approved changes will be processed in the next corresponding pay cycle.

1. From PeopleSoft homepage, select the **Workforce Administrator** option from the dropdown.
2. Select **Time and Labor Administration** tile.
3. Next, select the **Timesheet** option located on the left panel

Employee Self Service

Employee Self Service

Analytics & Reporting

Workforce Administrator

Accounting & Financial Reports

Commitment Control

Time and Labor Administration

Icon of a document and a clock.

Review Time

Timesheet

Unprocessed Reported Time

Time Reporter Status

4. Search for employee by using **Empl ID, Last Name** and/or **First Name** fields.
5. Click **Get Employees**.

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	6001555555
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Clear Criteria



Save Criteria

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6. Employee will populate at bottom of the screen, select the hyperlink with the employee's last name to view the timesheet.
7. Select the **Date**.
8. From the "View By" option, select one of the following options:
 - **Calendar Period** – Displays one pay period (2 weeks)
 - **Day** – Displays just one day
 - **Week** – Displays one week
9. Select the refresh icon to update the timesheet.

Change View

*View By Week

Date 04/05/2019  

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

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
Rivas	Itzel	600155555	0	0.00	0.00	0.00	6		0.00	0.00

Timesheet



Itzel Rivas
Undergraduate Assistant II

Manager Name Diana Espino

Actions ▾

Select Another Timesheet

*View By Calendar Period

*Date 07/01/2020  

Reported Hours 0.00

Employee ID 600155555 FTE 0.475000
Empl Record 0 Empl Type Hourly
Empl Class Student
Earliest Change Date 03/16/2020 FLSA Status Nonexempt

Previous Period Next Period

Print Timesheet Elapsed Timesheet

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Timesheet

Itzel Rivas

Undergraduate Assistant II

Manager Name Diana Espino

Actions

Employee ID 60

Empl Record 0

Empl Class Stu

Earliest Change Date 03

10. If the status of the line item is Saved, Needs Approval, or Approved, you can skip this step. If the request has been **Denied**, use the comments icon to review comments added by the Manager. In this example, we will make modifications based on the manager comments.

11. Next, delete the line by selecting the (—) minus sign.

12. From the Delete Confirmation screen, select **Yes - Delete**.







Select Another Timesheet

*View By Calendar Period

*Date 07/01/2020

Reported Hours 14.00

From 07/01/2020 to 07/15/2020

Review Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	Denied	1:00:00PM	2:00:00PM	1.00			7/1	+	
	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50			7/2	+	-
			Approved	2:00:00PM	5:00:00PM	3.00			7/2	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50			7/3	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50			7/3	+	-



Date	User ID	DateTime Created	Source	Comment
1 07/01/2020	6001205272	06/27/2020 1:20AM	Approvals	Student arrived 30 minutes early, the 1:00pm to 2:00pm punch in/out should be corrected to reflect 12:30pm to 2:00pm.

Timesheet

Delete Confirmation

?

Are you sure you want to delete reported time? Row 1.

Yes - Delete **No - Do Not Delete**

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Timesheet

Itzel Rivas
Undergraduate Assistant II

Employee ID 600
Empl Record 0
Empl Class Stu
Earliest Change Date 03/

Manager Name Diana Espino

Actions

Select Another Timesheet

*View By Calendar Period

*Date 07/01/2020

Reported Hours 14.00

From 07/01/2020 to 07/15/2020

Review Comments	Day	Date	Reported Status	In	Out	Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	Denied						7/1	+	-
	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50			7/2	+	-
			Approved	2:00:00PM	5:00:00PM	3.00			7/2	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50			7/3	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM						

13. Re-enter the start time (In).

14. Re-enter the end time (Out).

As a reminder, time must be entered in a **12-hour** format with the respective **AM (A)** or **PM (P)** period entered after the hour. Hours without period submissions will default to AM. **If you have multiple lines that require changes, follow steps 6-10 before moving onto submitting the timesheet.**

15. Review your entries and select the **Submit** button. As a reminder, the submission will trigger a notification and route to your manager for approval.

16. From the Submit Confirmation screen, select **OK**.

Save for Later

Submit

Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Time Period of 2020-07-01 to 2020-07-15 is submitted

OK

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Timesheet

Manuel Gonzalez
Undergraduate Assistant II

Manager Name Diana Espino

Employee ID 6001
Empl Record 0
Empl Class Stud
Earliest Change Date 03/1

Actions

Select Another Timesheet

*View By Calendar Period

*Date 07/01/2020

Reported Hours 12.50

17. Total **Reported Hours** will be updated and will display the total hours submitted.
18. The submission will route to your manager for approval and the **Reported Status** will update to reflect "Needs Approval" and approvals are required in order for the hours to be paid out as expected.
 - If your request is Approved, the time will be paid out on the corresponding pay cycle.
 - If the request is Denied, you may need to modify and resubmit.

From 07/01/2020 to 07/15/2020

Review Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Wed	7/1	Needs Approval	12:30:00PM	2:00:00PM	1.50			7/1	+	-
	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50			7/2	+	-
			Approved	2:00:00PM	5:00:00PM	3.00			7/2	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50			7/3	+	-
	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50			7/3	+	-