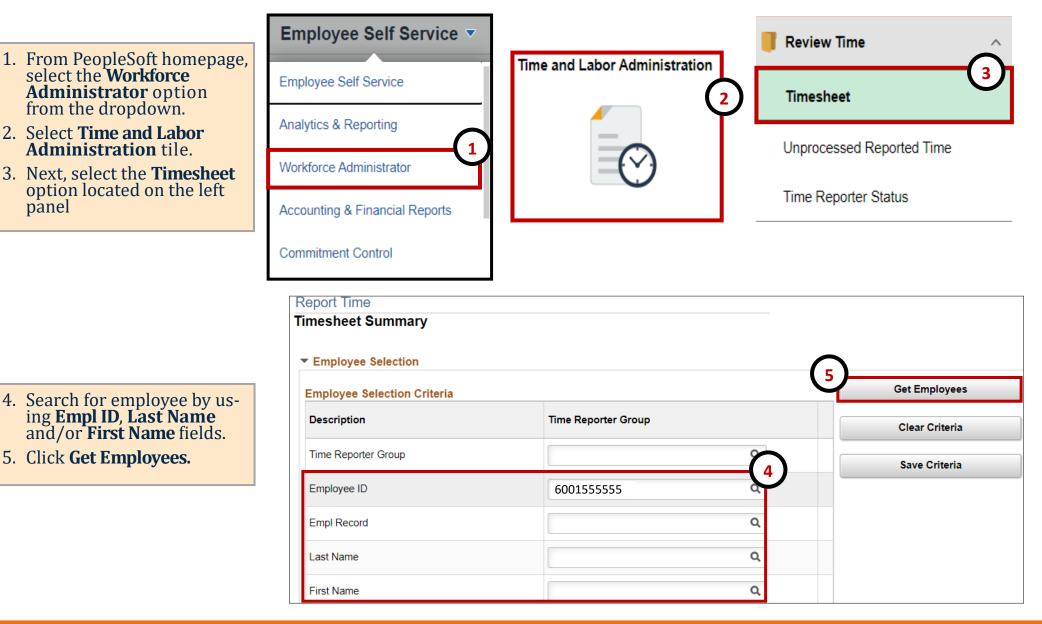
Timekeepers can modify hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Re-submissions will route to the employee's Manager for approval, all approved changes will be processed in the next corresponding pay cycle.



	Week 04/05/2019 📰 🍫	7. 8.	employ Select t From the C I I V	vee's last the Date . he "View Calendar Day – Dis Veek – D	name to By" option Period plays jus Displays o	view the t on, select o - Displays t one day ne week	imesheet. one of the f one pay pe	ollowing eriod (2 w	options:	ink with the
Time Summary	Demographics									
ast 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 Riva Undergraduate / Ianager Name Actions - Select Ano	Assistant II	<mark>Calendar Period</mark> Day Week				Earli	Employee Empl Reco Empl Clas est Change Da	rd 0 ss Student	Empl	
	*View By *Date	Calendar Period	1 9)			Pr	evious Perio	d Next Period	I
		(7)	R	eported Ho	ours 0.00		P	rint Timeshee	et Elapsed Tir	nesheet

limesneet			
Itzel Rivas		Employee ID 60 Empl Record 0	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
Manager Name Diana Espino		Empl Class Stu	nied , use the comments icon to review comments added
Actions - Select Another Timesheet		Earliest Change Date 03/	
*View By	Calendar Period ~	Previous I	11. Next, delete the line by selecting the (—) minus sign.
*Date	07/01/2020		12. From the Delete Confirmation screen, select Yes - Delete.
	Reported Hours 14.00	Print Time	

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

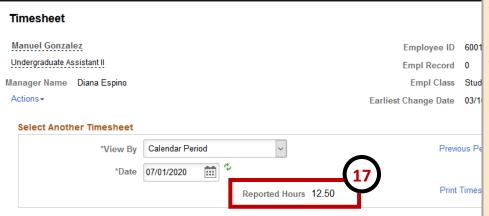
. . . .

Review Comments	Day	Date	Reported Status	In	Out	<u>Punch</u> <u>Total</u>	Time Reporting Code	Quantity	Date		1
	Wed	7/1	Denied	1:00:00PM	2:00:00PM	1.00	v		7/1	+	Ē
Q	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50	v		7/2	+	-
Q			Approved	2:00:00PM	5:00:00PM	3.00			7/2	+	-
Q	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50	~		7/3	+	-
Q	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. 12 Yes - Delete No - Do Not Delete

Timesheet Itzel Riva Undergraduate As Manager Name Actions • Select Anoth	Diana Espin Diana Espin ter Timeshe *View	et	¢.		Employee ID 60 Empl Record 0 Empl Class Str t Change Date 03 Previous 1 Print Time	14. R A W th A S 15. R re to	e-enter the start time (In). e-enter the end time (Out) s a reminder, time must be ith the respective AM (A) he hour. Hours without per M. If you have multiple line ceps 6-10 before moving eview your entries and sel eminder, the submission wo your manager for approve	entered in or PM (P) p iod submis es that requ onto subm ect the Sub ill trigger a al.	eriod sions lire ch litting mit bu notifi	l enter will do anges g the t utton. ication	red after efault to 5, follow imesheet. As a
From 07/01/20)20 to 07/1	5/2020 ⑦				16. F	rom the Submit Confirmat	ion screen,	select	: OK .	
Review Comments	Day	Date	Reported Status	In	Out	<u>Total</u>	Time Reporting Code	Quantity	Date		
Þ	Wed	7/1	Denied			2	~		7/1	+	-
2	Thu	7/2	Approved	8:00:00AM	10:30:00AM	2.50	~		7/2	+	-
0			Approved	2:00:00PM	5:00:00PM	3.00	~		7/2	+	-
ρ	Fri	7/3	Approved	10:15:00AM	3:45:00PM	5.50	~		7/3	+	-
Q	Fri	7/3	Approved	10:15:00AM	3:45:00PM						
Sa	ve for l	Later	Sub	mit	15		The Submit was successful. Time for the Time Period of 202	20-07-01 to 202	20-07-15	is subn	nitted



From 07/01/2020 to 07/15/2020 ⑦

- 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.

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