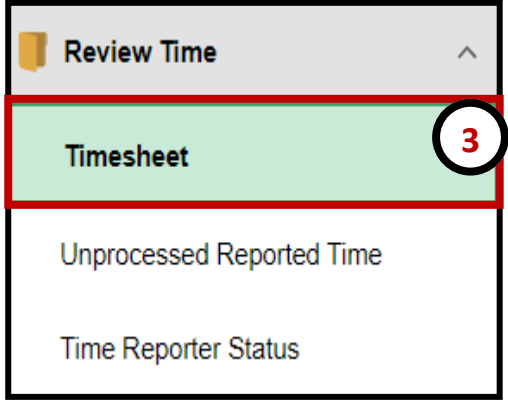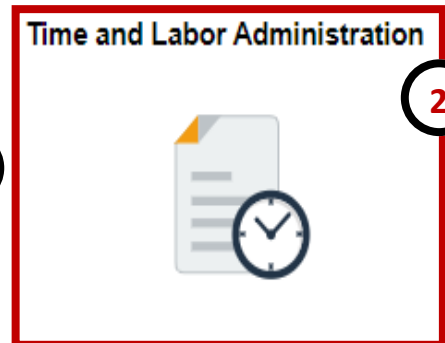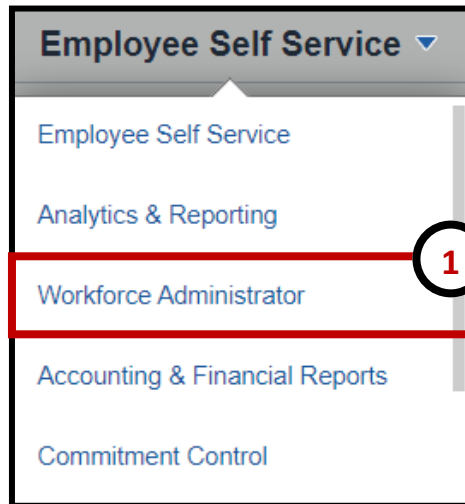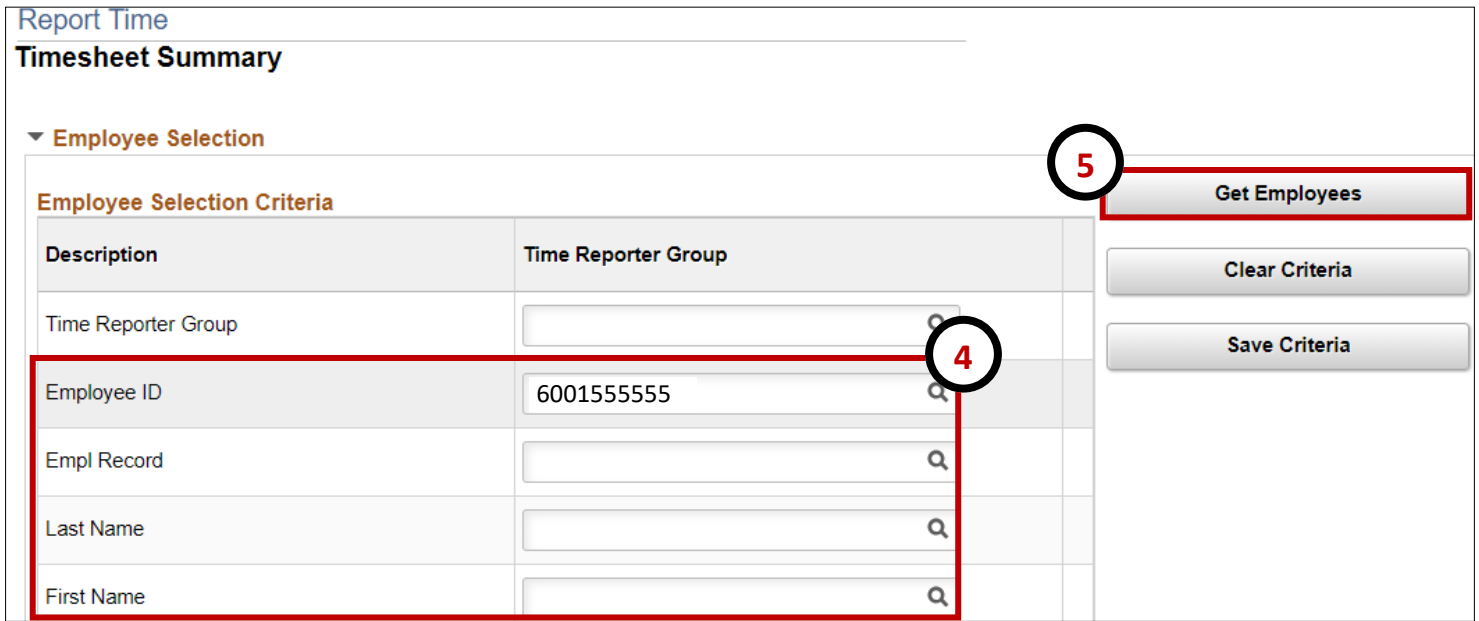# Timekeeper– Punch Time Entries

Timekeepers can submit hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Submissions will route to the employee's Manager for approval, all approved requests will be processed in the corresponding pay cycle.

Employee Self Service ▼

Employee Self Service

Analytics & Reporting

Workforce Administrator ①

Accounting & Financial Reports

Commitment Control

Time and Labor Administration ②

Review Time ∧

🗀 **Timesheet** ③

Unprocessed Reported Time

Time Reporter Status

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

Report Time
Timesheet Summary

▼ **Employee Selection**

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	
Employee ID	6001555555 ④
Empl Record	
Last Name	
First Name	

⑤ **Get Employees**

Clear Criteria

Save Criteria

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

Timekeeper– Punch Time Entries

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 04/01/2

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

Manuel Gonzalez

Undergraduate Assistant II

Manager Name   Diana Espino

Actions ▾

Employee ID	600144444	FTE	0.475000
Empl Record	0	Empl Type	Hourly
Empl Class	Student		
Earliest Change Date	03/16/2020	FLSA Status	Nonexempt

⑧

Calendar Period
Day
Week

Select Another Timesheet

*View By   Calendar Period   ⑨

Previous Period   Next Period

*Date   07/01/2020

⑦

Reported Hours   0.00

Print Timesheet   Elapsed Timesheet

Timekeeper– Punch Time Entries

10. Use the **Punch In & Out** columns to report time:

Please note, 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.

10a. Enter the start time (In).

10b. Enter the end time (Out).

11. If an additional shift must be added for the same date, select the **+** button to add a new line, then enter the start and end time on the new row.

Select Another Timesheet

| *View By | Calendar Period |
| *Date | 07/01/2020 |

Reported Hours   0.00

From 07/01/2020 to 07/15/2020 ⑦

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
💬	Wed	7/1	New	1:00:00PM	2:00:00PM				7/1	+	−
			New	3pm	5pm				7/1	+	−
💬	Thu	7/2	New	8:00AM	10:30AM				7/2	+	−
			New	2p	5p				7/2	+	−
💬	Fri	7/3	New	10:15A	3:45P				7/3	+	−

Save for Later   **Submit**

Please note: Comments can be added, if needed.

Would you like to validate worked time? (13504,10066)

Yes   **No**

12. After entering/reviewing the time, select the **Save for Later** button. Entries must be updated and saved on a daily basis

13. From the pop-up, select **Yes** to save your entries.

Timekeeper– Punch Time Entries

14. The page will reload, notice the entries have updated, **Reported Status** has changed to "Saved," and the **Punch Total** column reflects the total hours per line.

15. At the end of the week, review your entries and select the **Submit** button. The submission will trigger a notification and route to your manager for approval.

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

Select Another Timesheet

*View By   Calendar Period

*Date   07/01/2020

Reported Hours   14.00

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

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Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code		Quantity	Date		
💬	Wed	7/1	Saved	1:00:00PM	2:00:00PM	1.00		▽		7/1	➕	➖
💬			Saved	3:00:00PM	5:00:00PM	2.00		▽		7/1	➕	➖
💬	Thu	7/2	Saved	8:00:00AM	10:30:00AM	2.50		▽		7/2	➕	➖
💬			Saved	2:00:00PM	5:00:00PM	3.00		▽		7/2	➕	➖
💬	Fri	7/3	Saved	10:15:00AM	3:45:00PM	5.50		▽		7/3	➕	➖

Save for Later   **Submit**   **15**

Timesheet

Submit Confirmation

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

16

OK

Timekeeper– Punch Time Entries

Timesheet

Manuel Gonzalez | Employee ID 6001444444 | FTE 0.475000
Undergraduate Assistant II | Empl Record 0 | Empl Type Hourly
Manager Name Diana Espino | Empl Class Student
Actions | Earliest Change Date 03/16/2020 | FLSA Status Nonexempt

Select Another Timesheet

*View By [Calendar Period ▼]   Previous Period   Next Period

*Date [07/01/2020] 📅 ↻   **(17)**

Reported Hours 14.00   Print Timesheet   Elapsed Timesheet

From 07/01/2020 to 07/15/2020 ⓘ   **(18)**

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date
💬	Wed	7/1	Needs Approval	1:00:00PM	2:00:00PM	1.00			
💬			Needs Approval	3:00:00PM	5:00:00PM	2.00			
💬	Thu	7/2	Needs Approval	8:00:00AM	10:30:00AM	2.50			
💬			Needs Approval	2:00:00PM	5:00:00PM	3.00			
💬	Fri	7/3	Needs Approval	10:15:00AM	3:45:00PM	5.50			

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." Please note, 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.