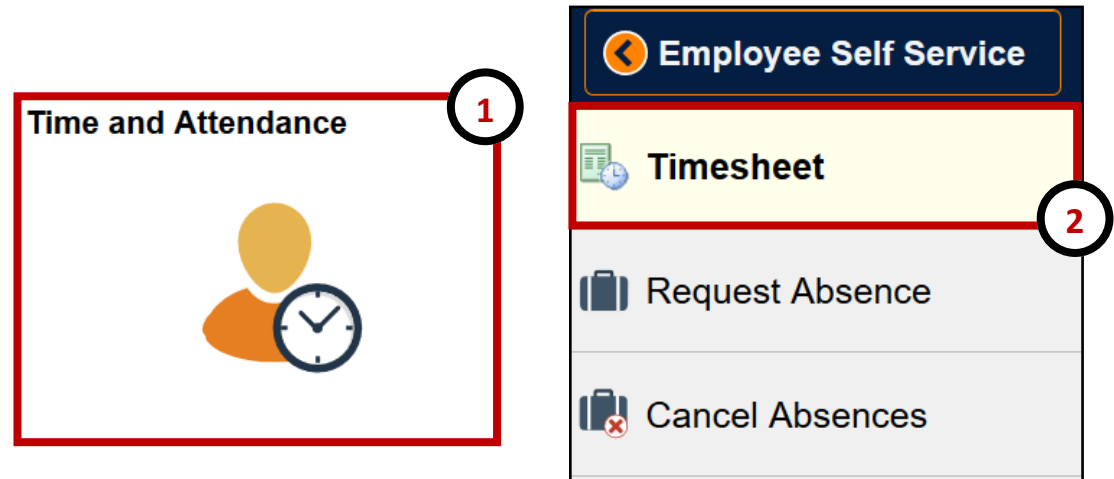


# Hourly Employee- Modifying Punch Time Entries

Hourly employees can modify their timesheets online through the Employee Self Service 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. Log into PeopleSoft, from the Employee Self Service homepage select the **Time and Attendance** tile.
2. Next, select the **Timesheet** option located on the left panel.
3. Select the **Date**.
4. 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
5. Select the refresh icon to update the timesheet.



## 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 600144444

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](#)

# Hourly Employee- Modifying Punch Time Entries

## Timesheet

**Itzel Rivas**

Undergraduate Assistant II

Manager Name Diana Espino

Actions

Employee ID 60

Empl Record 0

Empl Class Stu

Earliest Change Date 03

6. 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.

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

8. 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

# Hourly Employee- Modifying Punch Time Entries

**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						

- Re-enter the start time (In).
  - 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.**
- Review your entries and select the **Submit** button. As a reminder, the submission will trigger a notification and route to your manager for approval.
  - 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**

# Hourly Employee- Modifying Punch Time Entries

## Timesheet

Manuel Gonzalez  
Undergraduate Assistant II

Manager Name Diana Espino

Actions

Employee ID 6001

Empl Record 0

Empl Class Stud

Earliest Change Date 03/1

### Select Another Timesheet

\*View By Calendar Period

\*Date 07/01/2020

Reported Hours 12.50

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13. Total **Reported Hours** will be updated and will display the total hours submitted.

14. 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, it 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	+	-

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