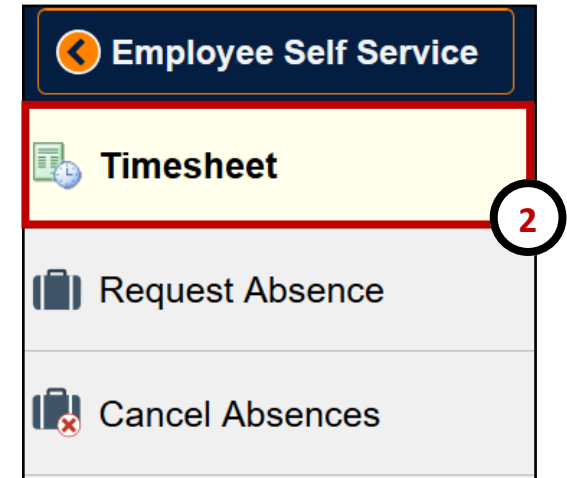


Hourly Employee- Punch Time Entry

Hourly employees will submit timesheets online through Employee Self Service in PeopleSoft.

Submissions will route to the employee's Manager for approval.

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

Manuel Gonzalez

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- Punch Time Entry

6. 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.
- 6a. Enter the start time (In).
 6b. Enter the end time (Out).
7. 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

*Date

Reported Hours 0.00

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

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	+	-

8

Please note: Comments can be added, if needed.

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

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8. After entering/reviewing the time, select the **Save for Later** button. Entries must be updated and saved on a daily basis
9. From the pop-up, select **Yes** to save your entries.

Hourly Employee- Punch Time Entry

10. 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.
11. At the end of the week, or on the date of the Timesheet deadline, review your entries and select the **Submit** button. The submission will trigger a notification and route to your manager for approval.
12. From the Submit Confirmation screen, select **OK**.

Select Another Timesheet

*View By

*Date

Reported Hours 14.00

From 07/01/2020 to 07/15/2020 10

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	<input type="text"/>	<input type="text"/>	7/1	+	-
			Saved	3:00:00PM	5:00:00PM	2.00	<input type="text"/>	<input type="text"/>	7/1	+	-
	Thu	7/2	Saved	8:00:00AM	10:30:00AM	2.50	<input type="text"/>	<input type="text"/>	7/2	+	-
			Saved	2:00:00PM	5:00:00PM	3.00	<input type="text"/>	<input type="text"/>	7/2	+	-
	Fri	7/3	Saved	10:15:00AM	3:45:00PM	5.50	<input type="text"/>	<input type="text"/>	7/3	+	-

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Timesheet

Submit Confirmation

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

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Hourly Employee- Punch Time Entry

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

Select Another Timesheet

*View By Calendar Period

Previous Period Next Period

*Date 07/01/2020

Reported Hours 14.00

Print Timesheet Elapsed Timesheet

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

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			7/1	+	-
			Needs Approval	3:00:00PM	5:00:00PM						
	Thu	7/2	Needs Approval	8:00:00AM	10:30:00AM						
			Needs Approval	2:00:00PM	5:00:00PM						
	Fri	7/3	Needs Approval	10:15:00AM	3:45:00PM						

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 will be paid out on the corresponding pay cycle.
- If the request is Denied, you may need to modify and resubmit.