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.

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

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.
14. The page will reload, notice the entries have updated, \textit{Reported Status} has changed to “Saved,” and the \textit{Punch Total} column reflects the total hours per line.

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

16. From the Submit Confirmation screen, select \textit{OK}.
### Timekeeper – Punch Time Entries

#### Timesheet

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Comments</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>7/1</td>
<td></td>
<td>1:00:00PM</td>
<td>2:00:00PM</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3:00:00PM</td>
<td>5:00:00PM</td>
<td>2.00</td>
</tr>
<tr>
<td>Thu</td>
<td>7/2</td>
<td></td>
<td>8:00:00AM</td>
<td>10:30:00AM</td>
<td>2.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2:00:00PM</td>
<td>5:00:00PM</td>
<td>3.00</td>
</tr>
<tr>
<td>Fri</td>
<td>7/3</td>
<td></td>
<td>10:15:00AM</td>
<td>3:45:00PM</td>
<td>5.50</td>
</tr>
</tbody>
</table>

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.