Timekeeper– Modifying Punch Time Entries

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.

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**.

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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. 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.

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

12. From the Delete Confirmation screen, select Yes - Delete.
13. Re-enter the start time (In).
14. 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.**

15. Review your entries and select the Submit button. As a reminder, the submission will trigger a notification and route to your manager for approval.

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