

How to edit a timesheet as a timekeeper

1. log in to PeopleSoft, and on the landing page, select **Employee Self-Service**.
2. Select **Manager Self-Service**.
3. Select the **Team Time and Attendance** tile.

The image shows a two-part screenshot of the PeopleSoft interface. The left part shows the 'Employee Self Service' dropdown menu with 'Manager Self Service' selected. The right part shows the 'Manager Self Service' dashboard with the 'Team Time and Attendance' tile highlighted.

Employee Self Service (Step 1)

- Employee Self Service
- Manager Self Service** (Step 2)
- Analytics & Reporting
- Workforce Administrator
- Accounting & Financial Reports

Manager Self Service (Step 3)

- Financial Approvals (0)
- HRMS Approvals (1)
- Team Time and Attendance** (3848 Exceptions)
- Absence Analytics

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4. To look for an employee, click **Filter**.
5. Search by **Employee ID**.
6. Click **Done**.

Team Time and Attendance

- Enter Time
- Payable Time Detail
- Manage Absences
- Cancel Absences

Enter Time

As of Date: 04/01/2024

There were no employees found based upon your selection criteria.



Filters

Time Reporter Group

5 → Employee ID

Empl Record

Last Name

First Name

Business Unit

Department

Reports To Position Number 10022005

Location Code

Company

Workgroup




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7. Click on the employee's name

Enter Time

As of Date 

 Hours to be Approved and Exception counts are as of 04/01/2024.

Select Employee

1 row

Name/Title	Exceptions	Hours to be Approved
Michael Jordan Undergraduate Assistant II		3.00



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- 8. You can now make the necessary changes to the timesheet.
- 9. Once the edits have been completed, click **Submit**.

Team Time and Attendance

Enter Time

Employee Information

Name Michael Jordan FTE 0.475000 Manager
Empl ID 6000000007 Type Hourly Manager Tom Landry
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6000000009
Empl Class Student Earliest Change Date 04/01/2024

[View Comp Time Balances](#)
[View Absence Balances](#)
[View Payable Time](#)

Michael Jordan
Undergraduate Assistant II
[Return to Select Employee](#)

April 1, 2024 - April 7, 2024

Scheduled 40.00 | Reported 3.00Hours | Unapproved Time 3.00

Elapsed **Punch**

Save for Later **Submit** Clear Print Timesheet

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Previous Next

*View By Weekly

Approve Deny Push Back

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
01 Monday Apr Reported 3.00 	8:00:00AM	11:00:00AM					Needs Approval + -
02 Tuesday Apr Reported 0.00	8	8					New + -