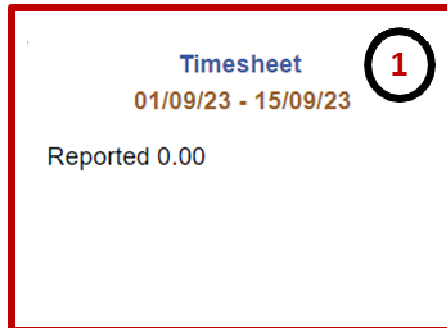


Hourly Employee– Punch Time Entry

Hourly employees will submit timesheets online through Employee Self Service in PeopleSoft. Submissions will route to the employee’s Manager for approval.



1. Click on the **Timesheet** button.
2. Use the **Punch In & Out** columns to report time.

*Please note, time must be entered in a 12-hour format with the respective AM or PM period entered after the hour. Hours without period submissions will default to AM..

Enter Time

Employee Information

Name **Alan Jackson** FTE 0.476000 Manager
Empl ID 600133333 - 0 Type Hourly Manager **Jesse Guzman**
Empl Red 0 FLSA Status Nonexempt Manager ID 600122222 - 0
Empl Class Student Earliest Change Date 01/09/2023

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

Job Title Undergraduate Assistant II

August 1, 2023 - August 15, 2023 *View By

Scheduled 88.00 Reported 24.00

| Day Summary | In | Out | Time Reporting Code | Quantity | Time Details | Comments |
|-----------------------------------|--------------|-------------|---------------------|----------|--------------|----------|
| 01 Tuesday Aug Reported 6.00 | 11:00:00a.m. | 5:00:00p.m. | | | | + - |
| 02 Wednesday Aug Reported 6.00 | 11:00:00a.m. | 5:00:00p.m. | | | | + - |

3. Click either on the **Save for later** or on the **Submit**.
4. Say **Yes** to validate your timesheet and wait for approval.

Would you like to validate worked time?

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.

Employee Information

Name **Alan Jackson** FTE 0.475000 Manager [View Comp Time Balances](#)
Empl ID 600133333 - 0 Type Hourly Manager | **Jesse Guzman** [View Absence Balances](#)
Empl Red 0 FLSA Status Nonexempt Manager ID 600122222 - 0 [View Payable Time](#)
Empl Class Student Earliest Change Date 09/01/2023

Jazel Aguirre Escobar
Undergraduate Assistant II
[Return to Select Employee](#)

July 31, 2023 - August 6, 2023 *View By Weekly

Scheduled 40.00 | Reported 30.00 | Unapproved Time 30.00

Elapsed Punch Save for Later Submit Clear Print Timesheet

| Day Summary | In | Out | Time Reporting Code | Quantity | Time Details | Comments | Reported Status |
|-----------------------------------|------------|-----------|---------------------|----------|--------------|----------|-----------------|
| 31 Monday Jul Reported 6.00 | 11:00:00AM | 5:00:00PM | | | | | Needs Approval |
| 01 Tuesday Aug Reported 6.00 | 11:00:00AM | 5:00:00PM | | | | | Needs Approval |
| 02 Wednesday Aug Reported 6.00 | 11:00:00AM | 5:00:00PM | | | | | Needs Approval |

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

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 the 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 re-submit.