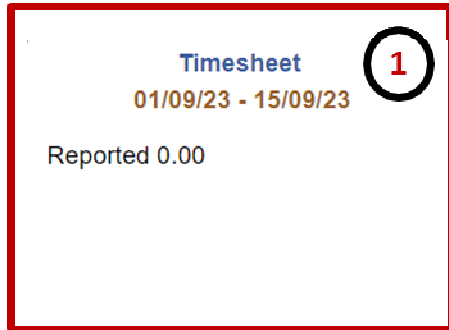
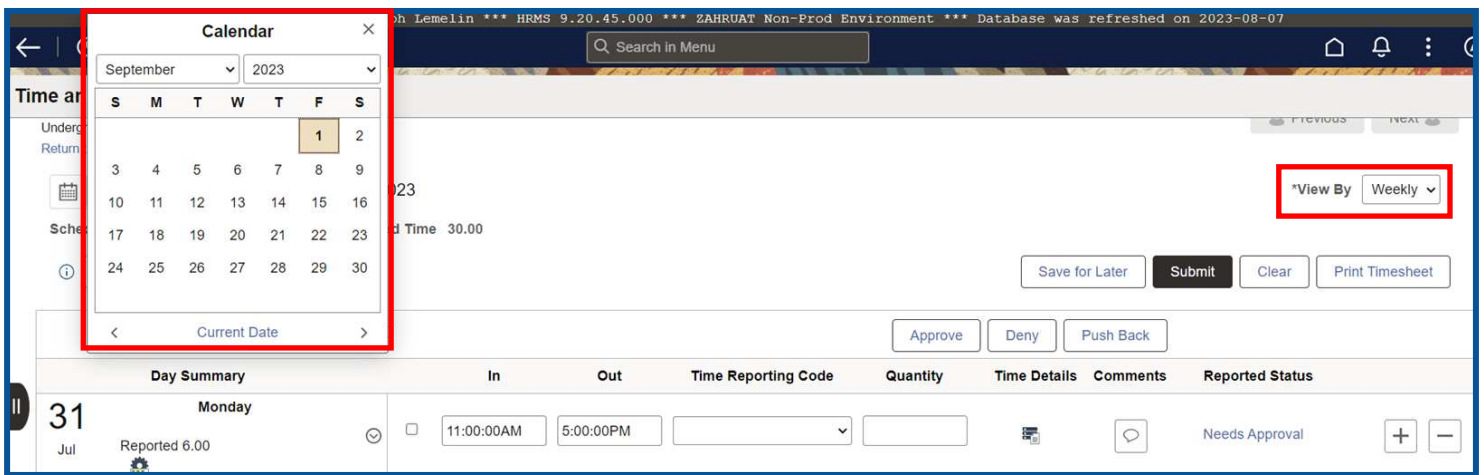


Hourly Employee– Modifying Punch Time Entry

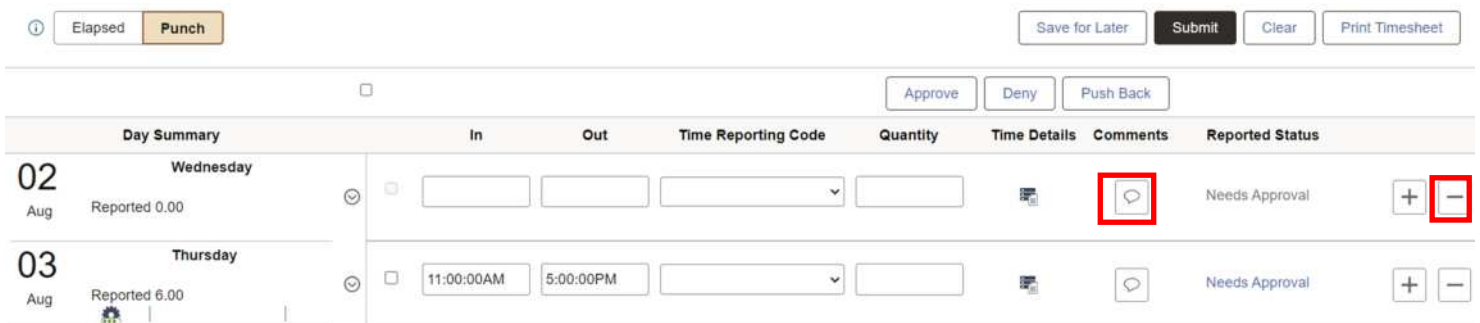
Hourly employees can modify their timesheets online through the Employee Self Service in PeopleSoft. Re-submissions will route to the employee’s Manager for approval, all approved changes will be processed in the next corresponding pay cycle



1. Click on the **Timesheet** button.
2. Select the **Date** from the Calendar icon.
4. From the “**View By**” option, select one of the following options:
 - Calendar Period – Displays one pay period (2 weeks)
 - Week – Displays one week



3. 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.
4. Next, delete the line by selecting the (—) minus sign.



Hourly Employee– Modifying Punch Time Entry

Hourly employees can modify their timesheets online through the Employee Self Service 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

5. Re-enter the start time (**In**) and end time (**Out**).
6. Review your entries and select the Submit button. As a reminder, the submission will trigger a notification and route to your manager for approval.
7. From the **Submit Confirmation** screen, select **OK**.

Enter Time

Employee Information

Name **Alan Jackson** FTE 0.475000 Manager
Empl ID 6001333333 - 0 Type Hourly Manager **Jesse Guzman**
Empl Rcd 0 FLSA Status Nonexempt Manager ID 6001222222 - 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

Scheduled 40.00 **Reported 12.00** Unapproved Time 18.00

Elapsed Punch

Save for Later **Submit** Clear Print Timesheet

Approve Deny Push Back

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
02 Wednesday Aug Reported 0.00	11:00:00AM	5:00:00PM					Needs Approval
03 Thursday Aug Reported 6.00	11:00:00AM	5:00:00PM					Needs Approval

8. **Total Reported Hours** will be updated and will display the total hours submitted.
9. 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, it will be paid out on the corresponding pay cycle.
 - If the request is Denied, you may need to modify and resubmit.