

Timekeeper- 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



Employee Self Service

Analytics & Reporting

Workforce Administrator

Accounting & Financial Reports

Commitment Control

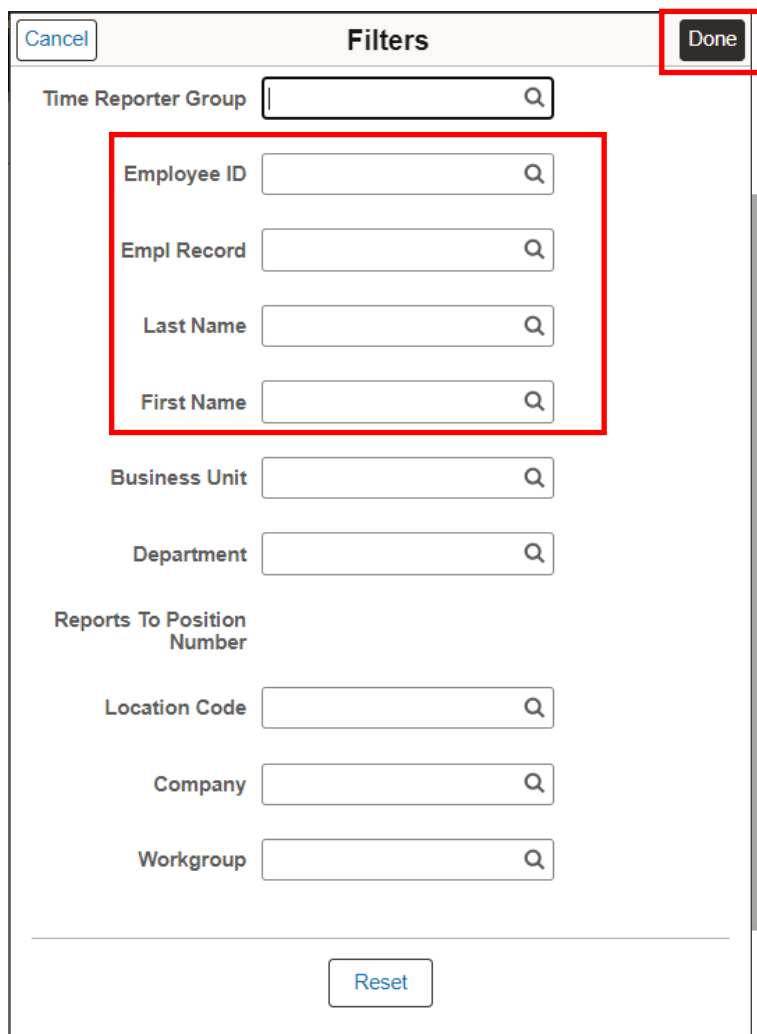


Enter Time

Use filters to change the search criteria



Get Employees Filter



Cancel Filters Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Business Unit

Department

Reports To Position Number

Location Code

Company

Workgroup

Reset

1. From PeopleSoft homepage, select the **Workforce Administrator** option from the dropdown.
2. Select **Time and Labor Administration** tile.
3. Next, select the **Enter Time** option located on the left panel
4. Click either the **Get Employees** or the **Filter** option to look up the employee with the **Employee ID** or **Name**.
5. Search the employee in the pop-up and Click **Done**.

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Enter Time

Select Employee 28 rows

Name/Title	Exceptions	Hours to be Approved
Andrew Jackson Summer Helper I		
Adrian Rodriguez Undergraduate Assistant I		

6. The **Select Employee** section appears and click in the employee you need.
7. Click in the **Calendar** icon to choose the date.
8. From the **“View By”** option, select one of the following options:
 - Calendar Period – Displays one pay period (2 weeks)
 - Week – Displays one week

Calendar

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Current Date

View By Weekly

Save for Later Submit Clear Print Timesheet

Approve Deny Push Back

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

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Employee Information

Name: Andrew Jackson | TE: 0 475000 | Manager: [Link] | View Comp Time Balances
Empl ID: 6001243691 | Type: Hourly | Manager: Justin Smith | View Absence Balances
Empl Rcd: 0 | FLSA Status: Nonexempt | Manager ID: 6001203121 | View Payable Time
Empl Class: Student | Earliest Change Date: 09/01/2023

Andrew Jackson
Undergraduate Assistant II
Return to Select Employee

September 11, 2023 - September 17, 2023
Scheduled: 40.00 | Reported: 9.00 | Unapproved Time: 9.00

Elapsed | Punch

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
Sep 14 Thursday Reported 0.00							New
Sep 15 Friday Reported 9.00	8:00:00AM	5:00:00PM					Approval In Process

Time Reporting Comments

Comments related to Time entered for 09/15/2023

Comment once entered cannot be altered or removed.

Add a new Comment

- 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.
- Next, delete the line by selecting the **(-)** minus sign.
- From the Delete Confirmation screen, select **Yes - Delete**.

Are you sure you want to delete reported time for Date : 2023-09-15?

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13. Re-enter the start time (**In**) and 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.

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

The screenshot shows the PeopleSoft Timekeeper interface for the period September 11, 2023 - September 17, 2023. The 'Reported' time is 0.00 and 'Unapproved Time' is 9.00. The 'Submit' button is highlighted in red. The table below shows the punch time entry for Friday, September 15, 2023.

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
Sep 14 Thursday Reported 0.00							New
Sep 15 Friday Reported 0.00	8:00:00AM	13:00					Approval In Process

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

16. 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.