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. 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 popup and Click **Done**.
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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
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9. 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.

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

11. From the Delete Confirmation screen, select **Yes - Delete**.
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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.

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.