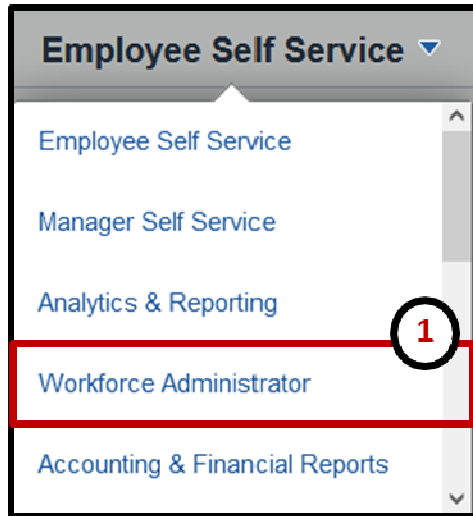
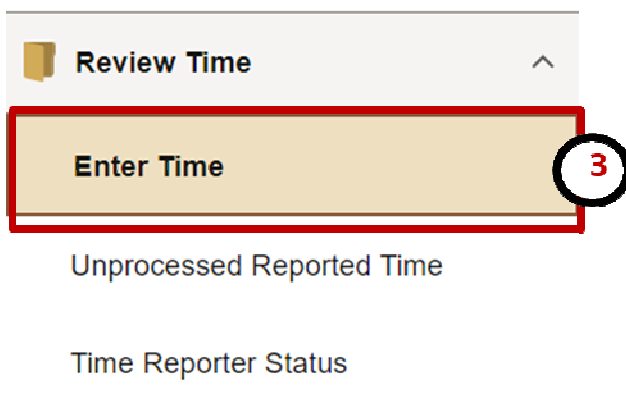
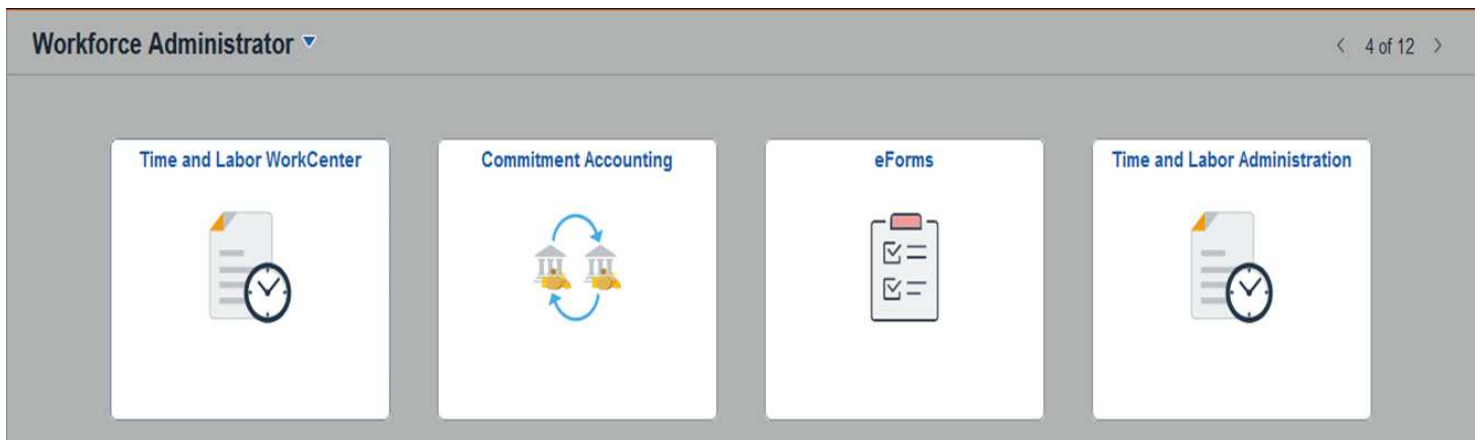


# Timekeeper- Punch Time Entries

Timekeepers can submit hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Submissions will route to the employee's Manager for approval, all approved requests will be processed in the corresponding pay cycle.



1. From the Employee Self Service drop down select the **Workforce Administrator**.
2. Click the **Time and Labor Administration** tile.
3. Next, select the **Enter Time** option located on the left panel

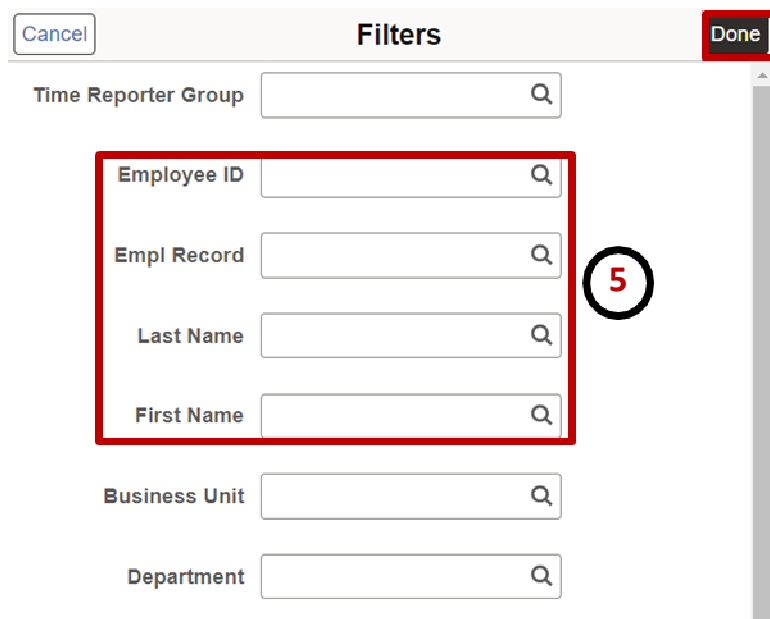


# Timekeeper- Punch Time Entries

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## Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

The image shows a 'Filters' dialog box with a 'Cancel' button on the left and a 'Done' button on the right. The dialog contains several search fields: 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Business Unit', and 'Department'. The search fields for 'Employee ID', 'Empl Record', 'Last Name', and 'First Name' are grouped together and highlighted with a red border, with a circled '5' next to them.

4. Click on Filter.

5. Search for employee using Empl ID, Last Name, or First Name fields and click Done.

6. Employee will populate at bottom of the screen, select employee's name to view the timesheet.

## Enter Time

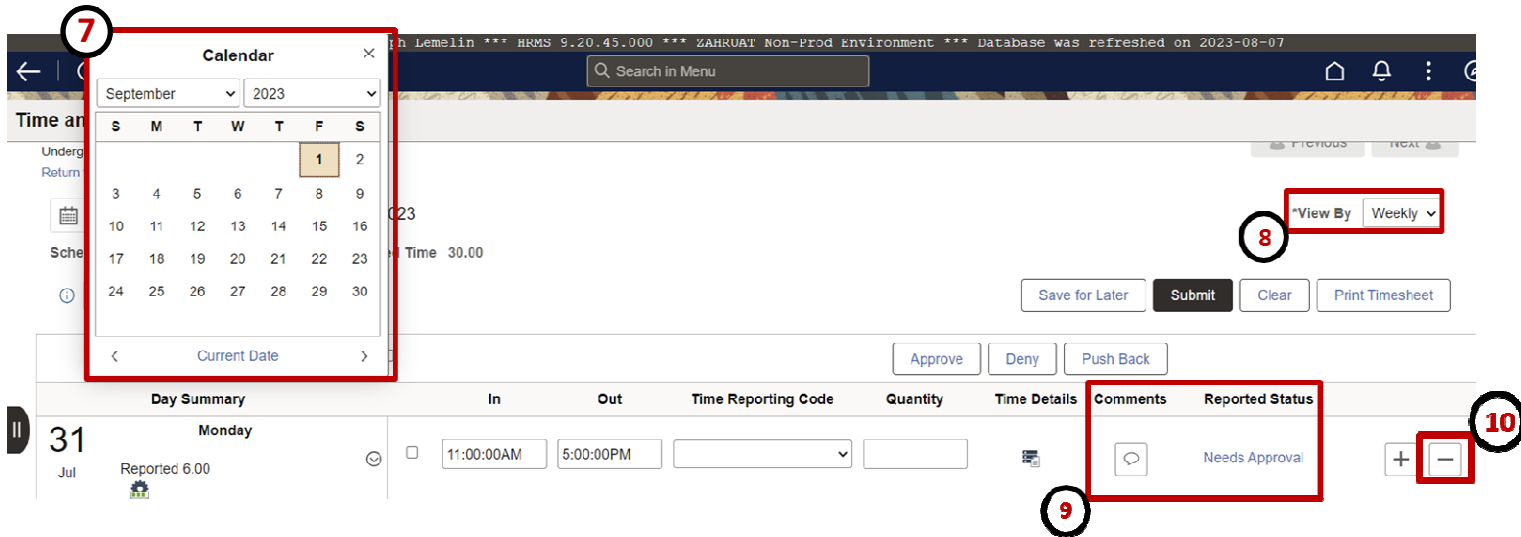
Select Employee



Name/Title	Exceptions	Hours to be Approved
Alan Jackson Undergraduate Assistant II		30.00

# Timekeeper– Punch Time Entries

Timekeepers can submit hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Submissions will route to the employee’s Manager for approval, all approved requests will be processed in the corresponding pay cycle.



Are you sure you want to delete reported time for Date : 2023-07-03?

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7. Select 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
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**.

# Timekeeper– Punch Time Entries

Timekeepers can submit hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Submissions will route to the employee’s Manager for approval, all approved requests will be processed in the corresponding pay cycle.

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
<b>02</b> Wednesday Aug Reported 0.00	<b>13</b> 11:00:00AM	<b>14</b> 5:00:00PM					Needs Approval
<b>03</b> Thursday Aug Reported 6.00	11:00:00AM	5:00:00PM					Needs Approval

13. Re-enter the start time (**In**).
14. Re-enter the end time (**Out**).
15. 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.
16. Review your entries and select the Submit button. As a reminder, the submission will trigger a notification and route to the employee’s manager for approval.

# Timekeeper– Punch Time Entries

Timekeepers can submit hourly employee timesheets through the Time and Labor Administration tile under the Workforce Administrator homepage in PeopleSoft. Submissions will route to the employee’s Manager for approval, all approved requests will be processed in the corresponding pay cycle.

August 2, 2023 - August 8, 2023 17

Scheduled 40.00 Reported 18.00 Unapproved Time 18.00

Elapsed **Punch** Save for Later **Submit** Clear Print Timesheet

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
02 Aug Reported 6.00	11:00:00AM	5:00:00PM					<span style="border: 1px solid red; padding: 2px;">Needs Approval</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">18</span>

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

18. 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 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 resubmit.