Employee Self Service: Time and Labor
Entering Your Timesheet Online (Employees)

Entering Time Online

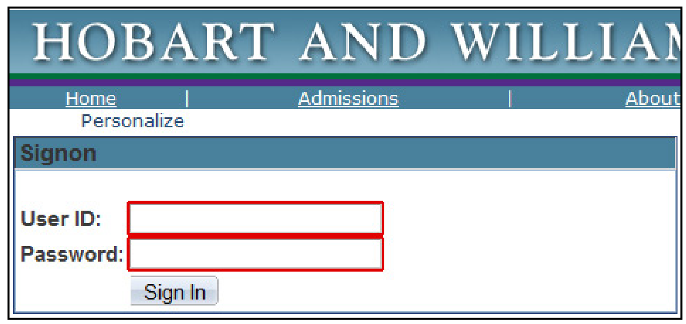
Employees may now enter their time in an online timesheet through Self Service in PeopleSoft. The timesheet will be approved online by the employee's manager.

If submitted times need correction, the manager may request the employee to make corrections before approval. In this case, the manager may either "push back" or "deny" times. The employee will receive an e-mail alerting him or her of this situation, and the employee must make a correction to the rejected time and re-submit it.

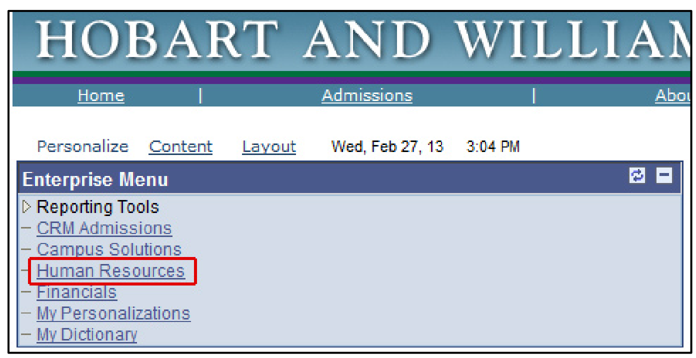
To enter time in Self Service:

Your timesheet is now online in Self Service. Once you have submitted the time, your manager will receive an e-mail so he or she can approve the time. When your submitted time has been approved, you will receive an e-mail confirmation that your time has been approved for payment.

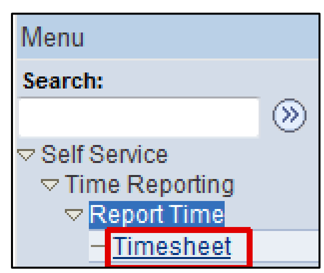
1. Log in to PeopleSoft Portal at http://psportal.hws.edu using your HWS username and password



2. On the portal page, click **Human Resources**



3. On the menu, click **Self Service** > **Time Reporting** > **Report Time** > **Timesheet**



Employee Self Service: Time and Labor
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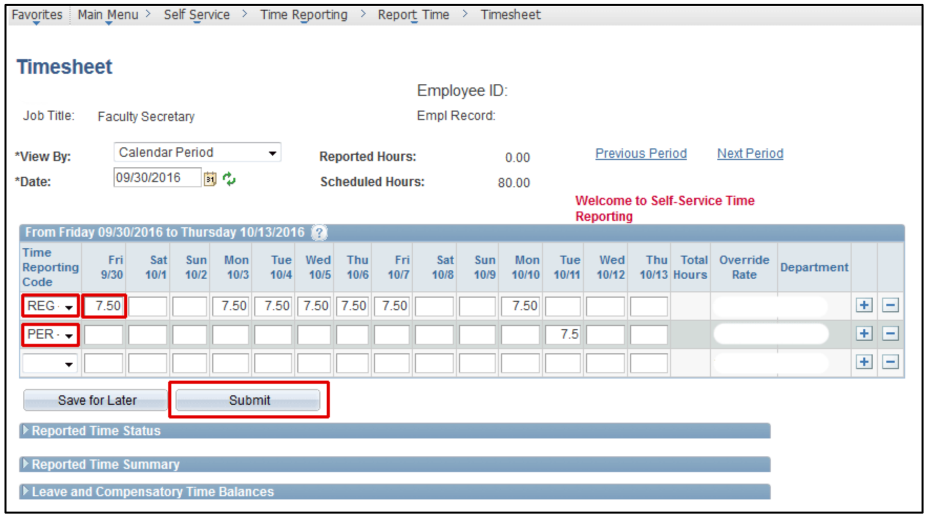
4. From the dropdown menu on the first line, select the appropriate **Time Reporting Code** (such as REG for Regular Hours)

   Use one time reporting code per line.

   If more than one time reporting code is needed, enter the additional codes each on their own line. If necessary, use the plus sign at the far right to add a row.



5. Enter the **hours** for each day worked

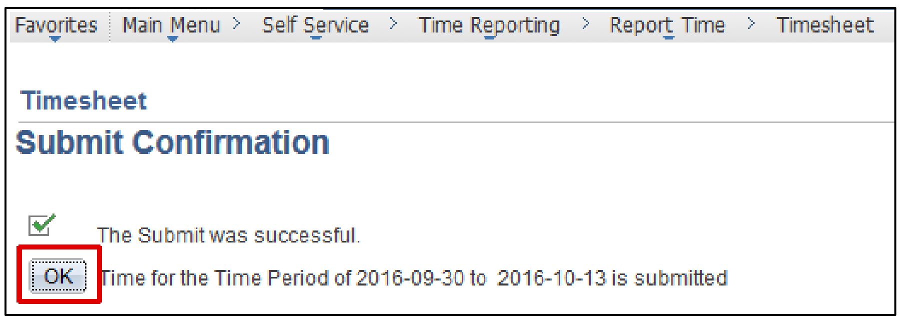
   Note: Dates go across to the right.

6. When finished, below the time grid click **Submit**

   An e-mail will be sent to your manager, indicating the timesheet requires approval.

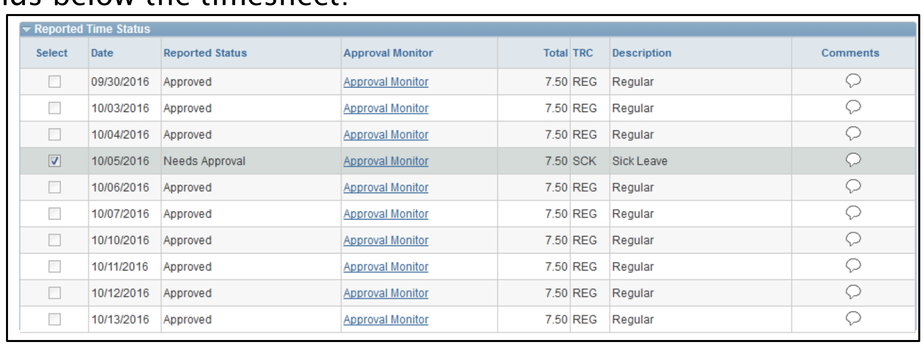
   A Submit Confirmation screen will appear.

7. On the Submit Confirmation screen, click **OK**



Other information is shown in the grids below the timesheet:

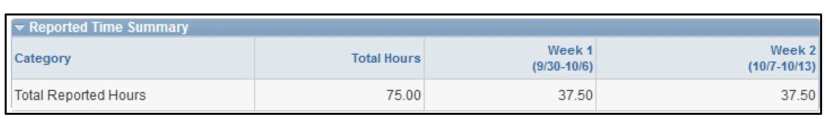
Check the status (Approved, Needs Approval, Pushed Back) of submitted times under **Reported Time Status.**



Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
☐	09/30/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/03/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/04/2016	Approved	Approval Monitor	7.50	REG	Regular	
☑	10/05/2016	Needs Approval	Approval Monitor	7.50	SCK	Sick Leave	
☐	10/06/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/07/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/10/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/11/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/12/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/13/2016	Approved	Approval Monitor	7.50	REG	Regular	

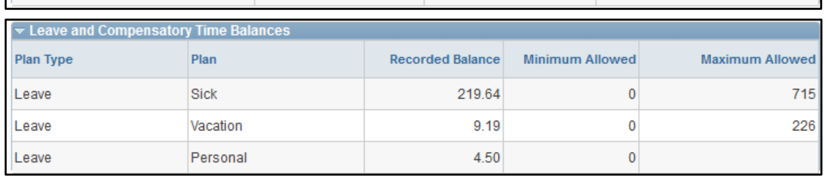
Check your total hours under **Reported Time Summary.**



Reported Time Summary

Category	Total Hours	Week 1 (9/30-10/6)	Week 2 (10/7-10/13)
Total Reported Hours	75.00	37.50	37.50

Check your sick, vacation, and personal time under **Leave and Compensatory Time Balances.**



Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Leave	Sick	219.64	0	715
Leave	Vacation	9.19	0	226
Leave	Personal	4.50	0	

Employee Self Service: Time and Labor
Entering Your Timesheet Online (Employees)

Correcting Entered Time

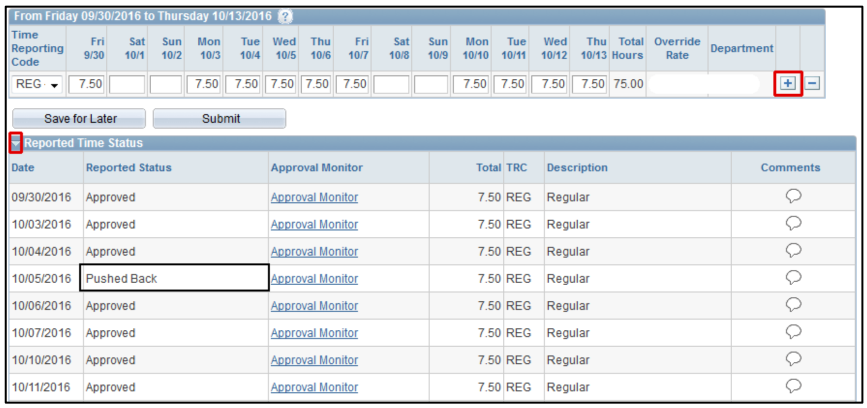
If a mistake has been made and the time has already been submitted, a manager may push back or deny the time, rather than approving it. The employee may then edit the pushed back or denied times, then re-submit them. If time has been pushed back or denied, the employee will receive an e-mail to that effect, as an alert of the unapproved status. **Approved time will be communicated in a separate e-mail.**

To correct a time entry from Pushed Back:

You have received an e-mail saying "Pushed Back reported time requires your review." The e-mail contains a link to your timesheet. Your time edits must be made in a new row on the timesheet.

1. Click on the **link** in the e-mail
2. **Log in** to Self Service

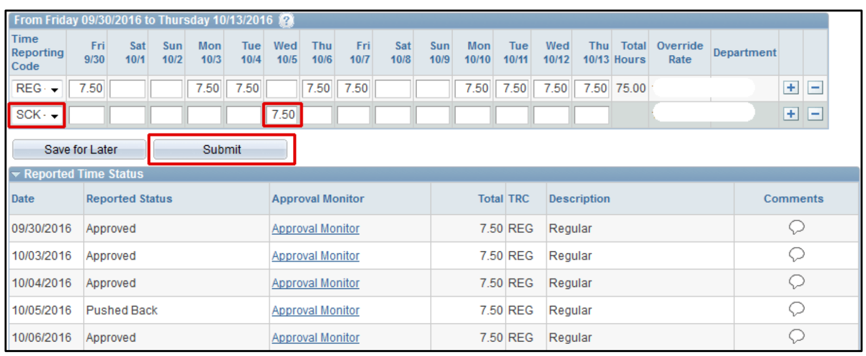
   You will see your submitted time.



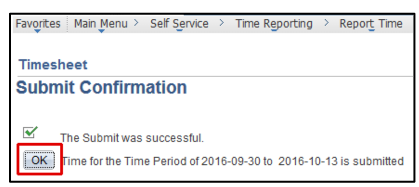
3. Expand the list of days by clicking **Reported Time Status**

   You will see the reported status of Pushed Back.

4. Click the **plus sign** to add a row



5. Enter a different **time reporting code**, if applicable
6. Reference the Reported Time Status table for the **date** of pushed back time
7. Move (cut/paste) the **pushed back time to the new row**, verifying the date is correct
8. Click **Submit**

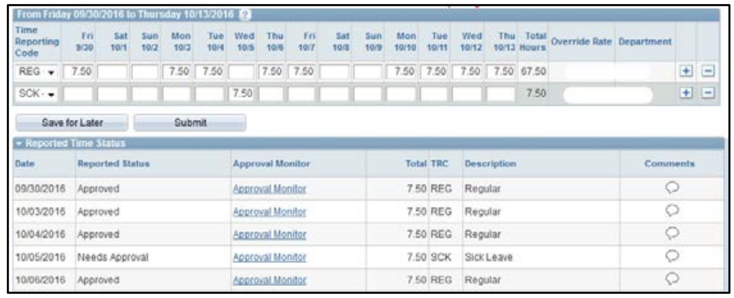


   An e-mail will be sent to your manager, indicating the timesheet requires approval.

   A Submit Confirmation screen will appear.

9. On the Submit Confirmation page, click **OK**

   The Reported Time status for the pushed back date now should say Needs Approval.

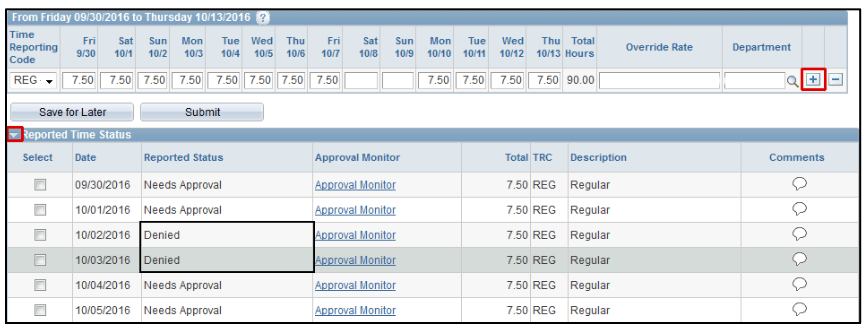


To correct a time entry from Denied Time:

You have received an e-mail saying “Timesheet denied for payment.” Any time in Denied status will not be paid. If the time was entered in error, you may ignore it. If the time was entered incorrectly (incorrect TRC, etc.) you must correct it to be paid. The e-mail contains a link to your timesheet. Your time edits must be made in a new row on the timesheet.

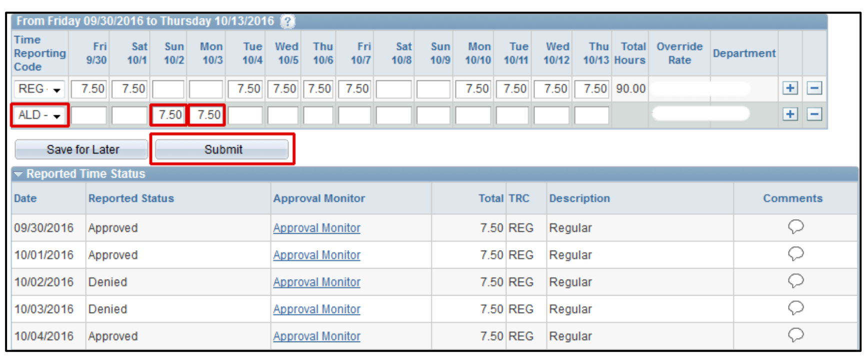
1. Click on the **link** in the e-mail
2. **Log in** to Self Service

   You will see your submitted time.



3. Expand the list of days by clicking **Reported Time Status**

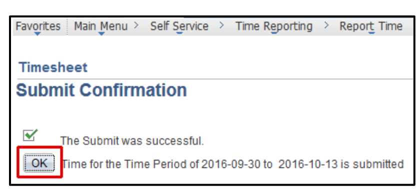
   You will see the Reported Status of Denied.
4. Click the **plus sign** to add a row
5. Enter a different **time reporting code**, if applicable



6. Reference the Reported Time Status table for the **date** of denied time
7. Move (cut/paste) the **denied time to the new row**, verifying the date and hours are correct
8. Click **Submit**

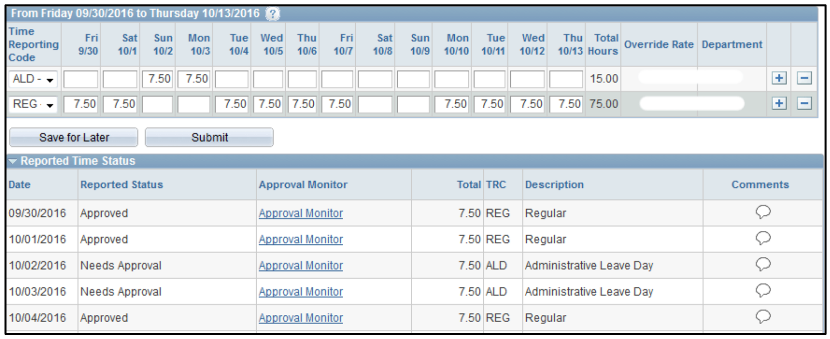
   An e-mail will be sent to your manager, indicating the timesheet requires approval.

   A Submit Confirmation screen will appear.



9. On the Submit Confirmation page, click **OK**

   The Reported Time status for the denied date now should say Needs Approval.



From Friday 09/30/2016 to Thursday 10/13/2016

Time Reporting Code	Fri 9/30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total Hours	Override Rate	Department
ALD -			7.50	7.50											15.00		
REG ·	7.50	7.50			7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	75.00		

Save for Later Submit

Reported Time Status

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
09/30/2016	Approved	Approval Monitor	7.50	REG	Regular	
10/01/2016	Approved	Approval Monitor	7.50	REG	Regular	
10/02/2016	Needs Approval	Approval Monitor	7.50	ALD	Administrative Leave Day	
10/03/2016	Needs Approval	Approval Monitor	7.50	ALD	Administrative Leave Day	
10/04/2016	Approved	Approval Monitor	7.50	REG	Regular	

Employee Self Service: Time and Labor
Approving Time (Manager)

Approving Time Entries on Employees’ Timesheets

Employees may now enter their timesheets online. When they submit their timesheets, their manager receives an e-mail alerting that time requires approval. For an employee to be paid for time entered, the employee’s manager must approve the entry. When the manager approves the timesheet, the employee will receive an e-mail indicating the approval.

If time has been entered in error, the manager may send the time back to the employee to be corrected, either by “pushing back” or denying the time. Time pushed back or denied must be re-submitted by the employee, and then approved by the manager.

To approve an employee’s time:

Once your employees have submitted their time, you will receive an e-mail indicating that time requires approval.

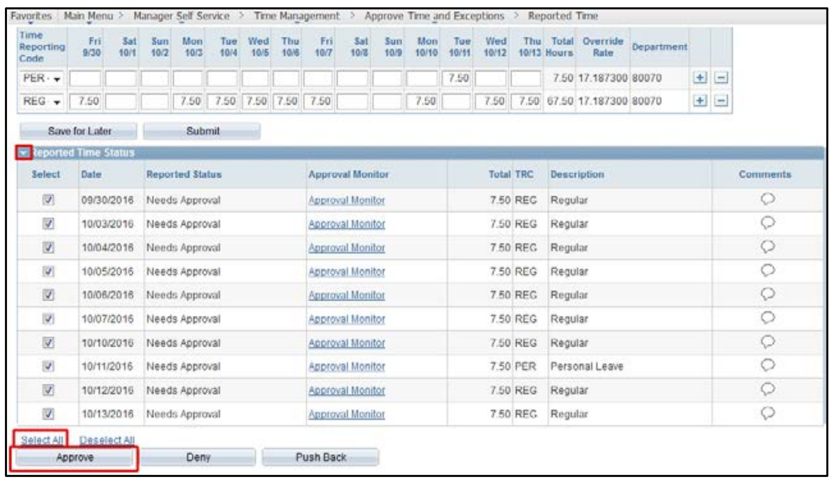
1. Click on the **link** in the e-mail

2. **Log in** to PeopleSoft

   The Timesheet Summary page will appear on the Approve Reported Time page. Any employees who have submitted time will appear in the list.

3. Click on the **name** of an employee

   You will see the employee’s timesheet page.



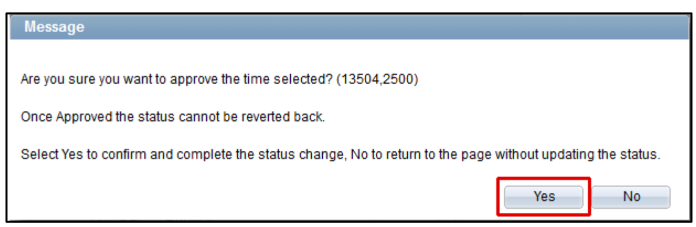
4. Review the expanded **Reported Time Status** list

5. Select specific **days** to approve (or use the Select All link below the grid)

6. Click **Approve**

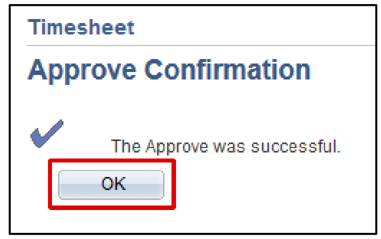
   An assurance message will appear.

7. On the message, click **Yes**



8. On the Approve Confirmation, click **OK**

   An e-mail indicating approval will be sent to each employee whose time has been approved.



Note: To see all employees with reported time, navigate to Manager Self Service > Time Management > Approve Time > Reported Time and click Get Employees.

Rejecting Time Entries on Employees' Timesheets

To push back time for correction:

If time has been entered in error, the manager may "push back" the time to the employee to be corrected.

1. Click on the **link** in the e-mail

2. **Log in** to PeopleSoft

   The Timesheet Summary page will appear on the Approve Reported Time page. Any employees who have submitted time will appear in the list.

3. Click on the **name** of an employee

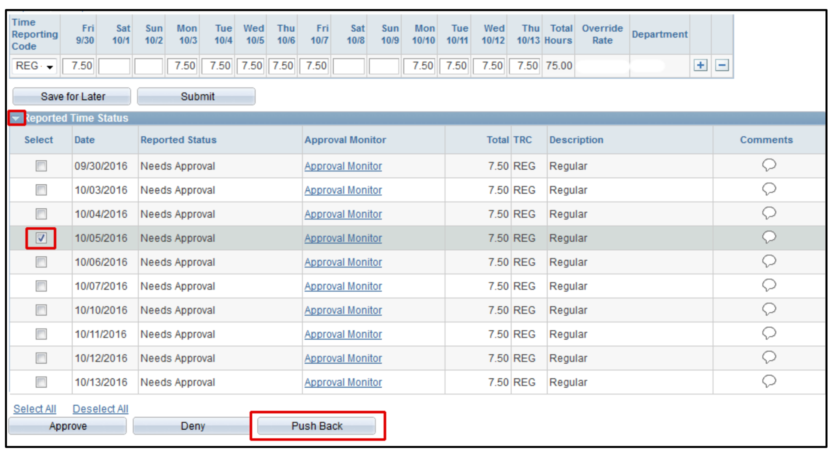
   You will see the employee's timesheet page.

4. Expand the list of days by clicking **Reported Time Status**

5. Select the **row for the date/time** that needs to be corrected

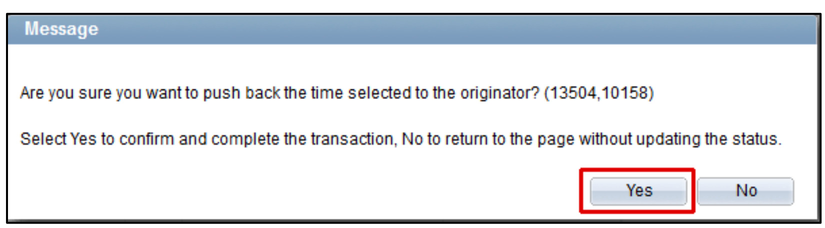
6. Click **Push Back**

   The remaining days will still need to be approved.



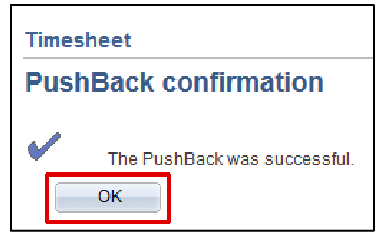
   An assurance message will appear.

7. On the message, click **Yes**



8. On the PushBack Confirmation, click **OK**

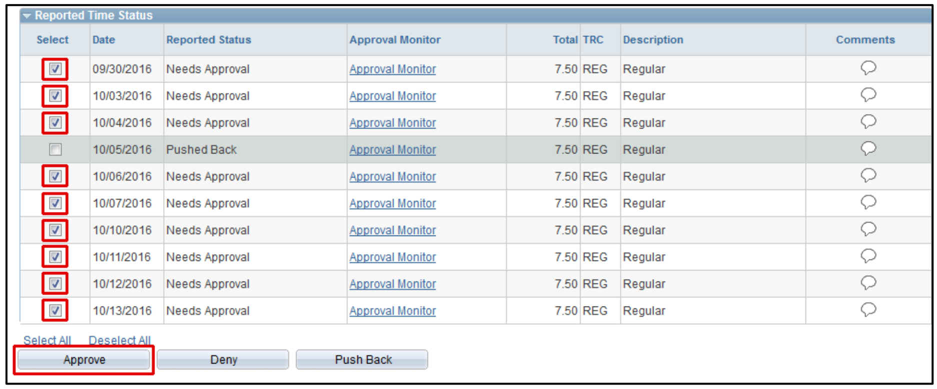
   Employees whose time has been pushed back will receive an e-mail notification of push back.



9. **Select** the rest of the days that are correct

10. Click **Approve**

    An assurance message will appear.

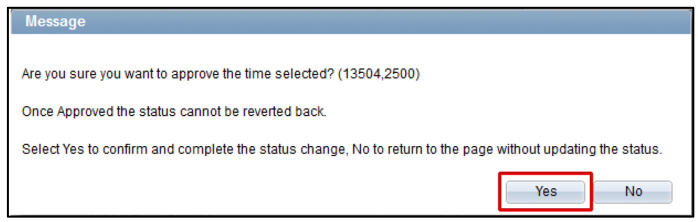

Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
☑	09/30/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/03/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/04/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/05/2016	Pushed Back	Approval Monitor	7.50	REG	Regular	
☑	10/06/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/07/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/10/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/11/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/12/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/13/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	

Select All Deselect All

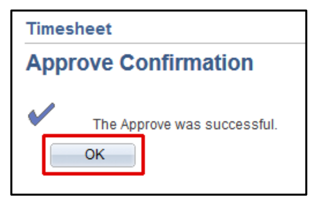
Approve Deny Push Back

9. On the message, click **Yes**



10. On the Approve Confirmation, click **OK**

    An e-mail indicating approval will be sent to each employee whose time has been approved.



To approve a corrected pushed back time

When an employee corrects time from a push back, he or she must re-submit it for approval, and the manager will receive an e-mail notification.

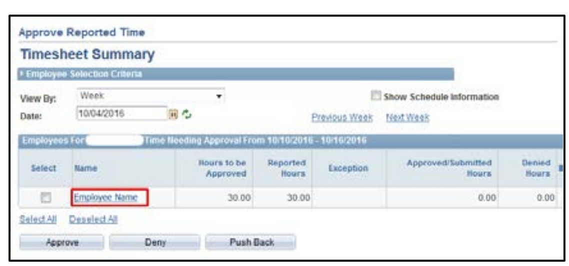
1. Click on the **link** in the e-mail

2. Log in to PeopleSoft

   The Timesheet Summary page will appear on the Approve Reported Time page. Any employees who have submitted time will appear in the list. The employee who has corrected pushed back time should also appear.

3. Click on the name of the **employee** whose time has been corrected

   The employee's timesheet page will be displayed.



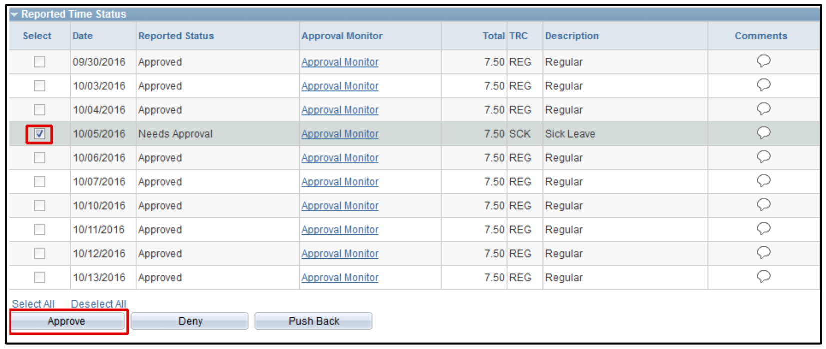
Employee Self Service: Time and Labor
Approving Time (Manager)

4. Review the expanded **Reported Time Status** list

5. Select the day whose status is **Needs Approval**

6. Click **Approve**

   An assurance message will appear.



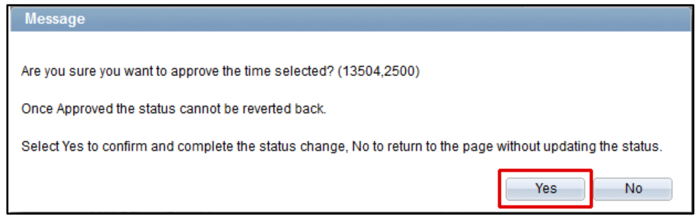
Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
☐	09/30/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/03/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/04/2016	Approved	Approval Monitor	7.50	REG	Regular	
☑	10/05/2016	Needs Approval	Approval Monitor	7.50	SCK	Sick Leave	
☐	10/06/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/07/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/10/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/11/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/12/2016	Approved	Approval Monitor	7.50	REG	Regular	
☐	10/13/2016	Approved	Approval Monitor	7.50	REG	Regular	

Select All Deselect All

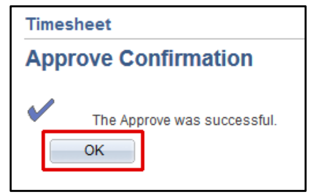
Approve Deny Push Back

11. On the message, click **Yes**



12. On the Approve Confirmation, click **OK**

    An e-mail indicating approval will be sent to each employee whose time has been approved.



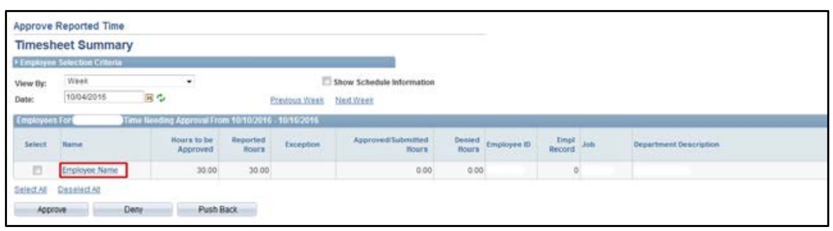
To Deny Time:

If time has been entered in error, the manager may deny the time to the employee.

1. Click on the **link** in the e-mail

2. **Log in** to PeopleSoft

   The Timesheet Summary page will appear on the Approve Reported Time page. Any employees who have submitted time will appear in the list.



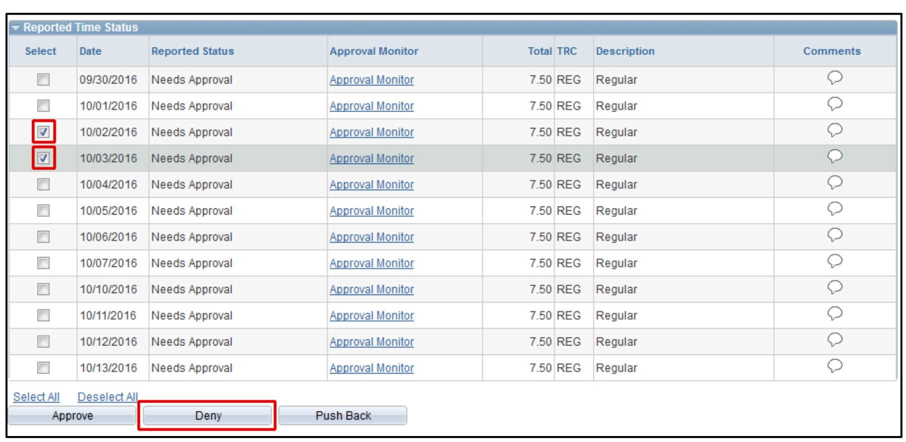
3. Click on the **name** of an employee

   You will see the employee's timesheet page.

4. Review the expanded **Reported Time Status** list

7. Select the **day** that needs to be denied

8. Click **Deny**



Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
☐	09/30/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/01/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/02/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☑	10/03/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/04/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/05/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/06/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/07/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/10/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/11/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/12/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	
☐	10/13/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	

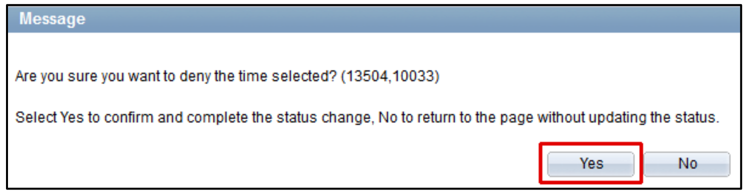
Select All Deselect All

Approve Deny Push Back

An e-mail notification will be sent to the employee.

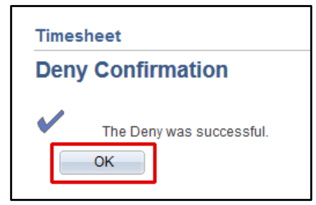
The remaining days will still need to be approved.

An assurance message will appear.



11. On the message, click **Yes**

12. On the Deny Confirmation, click **OK**

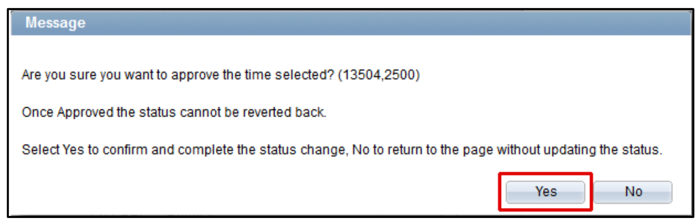


13. **Select** the rest of the days that are correct

14. Click **Approve**

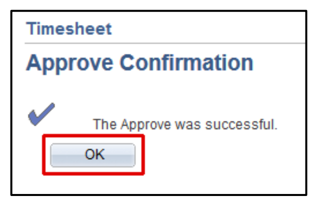
    An assurance message will appear.

13. On the message, click **Yes**



14. On the Approve Confirmation, click **OK**

    An e-mail indicating approval will be sent to each employee whose time has been approved.



To approve a corrected denied time:

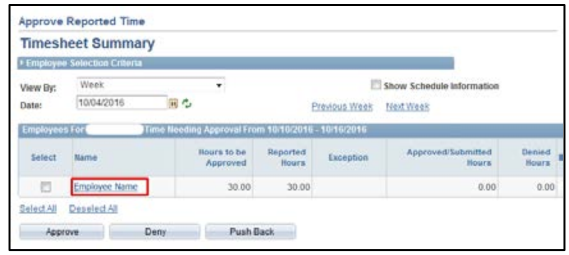
When an employee corrects time from a denial, he or she must re-submit it for approval, and the manager will receive an e-mail notification.

1. Click on the **link** in the e-mail

2. Log in to PeopleSoft

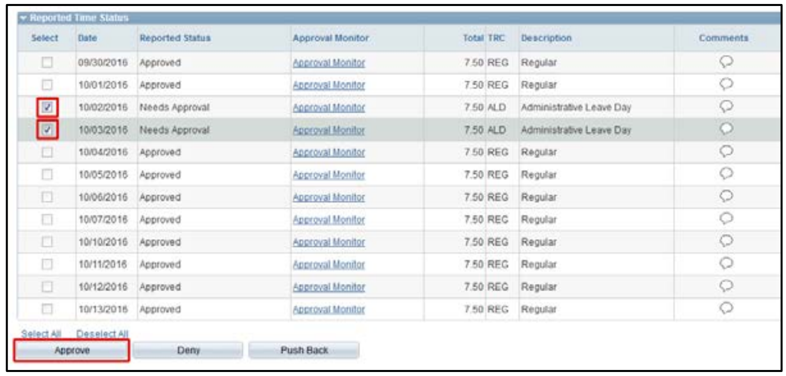
Employee Self Service: Time and Labor
Approving Time (Manager)

The Timesheet Summary page will appear on the Approve Reported Time page. Any employees who have submitted time will appear in the list. The employee who has corrected pushed back time should also appear.



3. Click on the name of the **employee** whose time has been corrected

   The employee's timesheet page will be displayed.

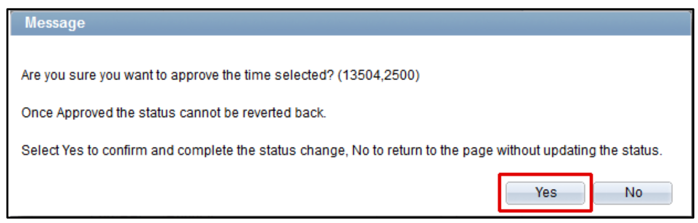


4. Review the expanded **Reported Time Status** list

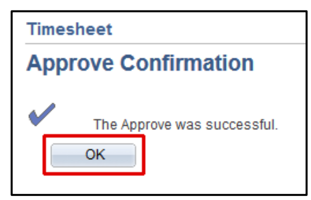
5. Select the day whose status is **Needs Approval**

6. Click **Approve**

   An assurance message will appear.



15. On the message, click **Yes**



16. On the Approve Confirmation, click **OK**

    An e-mail indicating approval will be sent to each employee whose time has been approved.

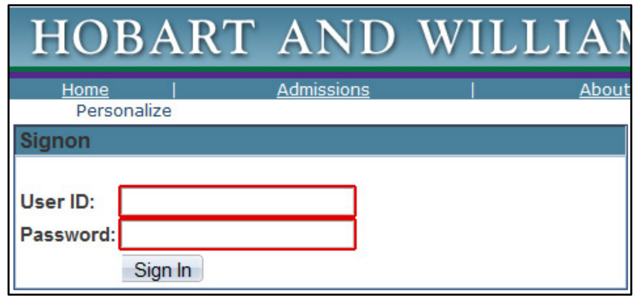
Employee Self Service: Time and Labor
Delegating Time Approval (Manager)

Delegating Time Approval

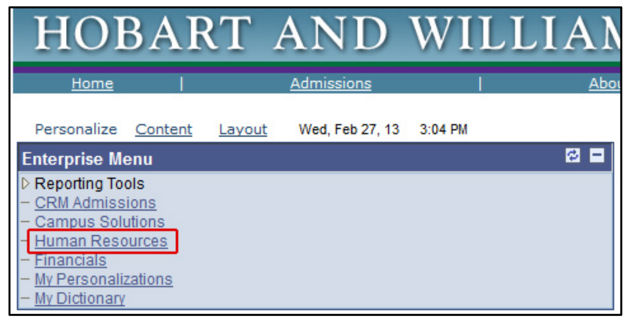
A manager may delegate time approval for a specific, limited time period to a proxy. The person to whom time entry approval is delegated will receive an e-mail notification of the request, and must accept the delegation.

To delegate time approval:

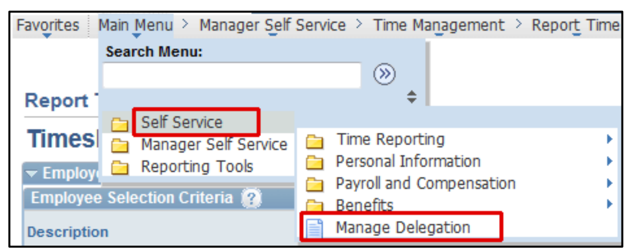
1. Log in to PeopleSoft Portal at http://psportal.hws.edu using your HWS username and password



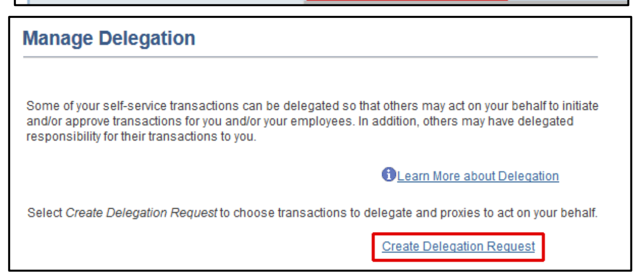
2. On the portal page, click **Human Resources**



3. On the menu, click **Self Service > Manage Delegation**

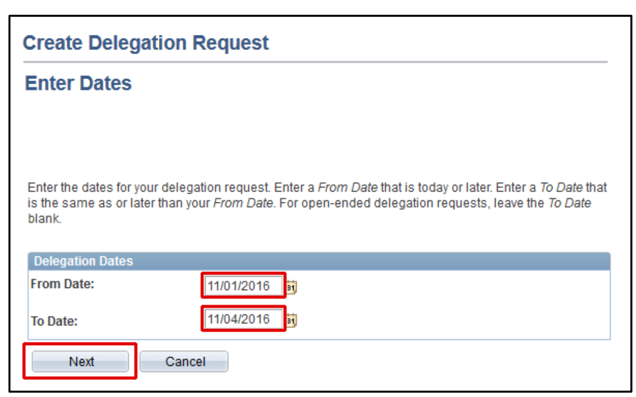


4. On the Manage Delegation page, click **Create Delegation Request**

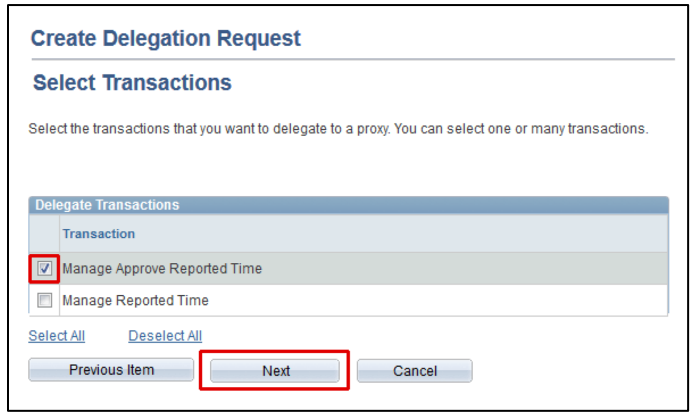


5. On the Create Delegation Request Enter Dates page, select the **start and end dates** for the delegate to enter time

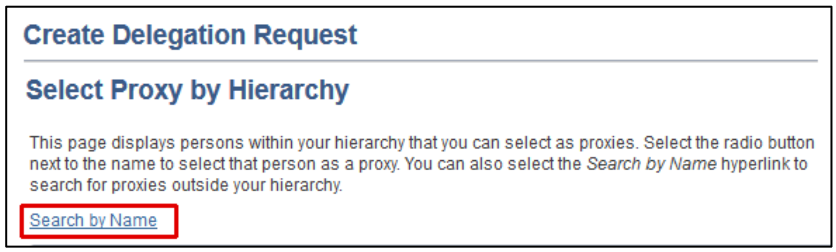
6. Click **Next**



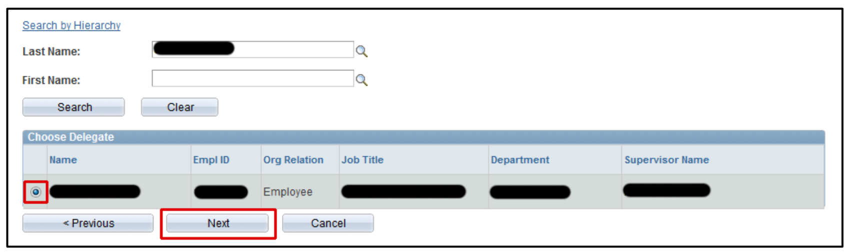
7. Check **Manage Approve Reported Time**
8. Click **Next**



9. On the Select Proxy by Hierarchy page, click **Search by Name** to find the person to whom to delegate
10. Use the search to find the proxy: enter the **person's name** and click **Search**

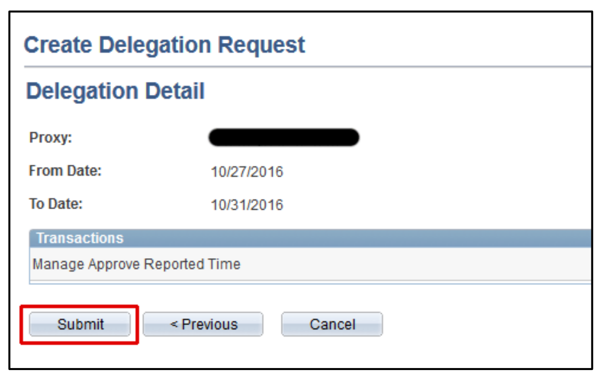


11. In the Choose Delegate area, select the **person**
12. Click **Next**

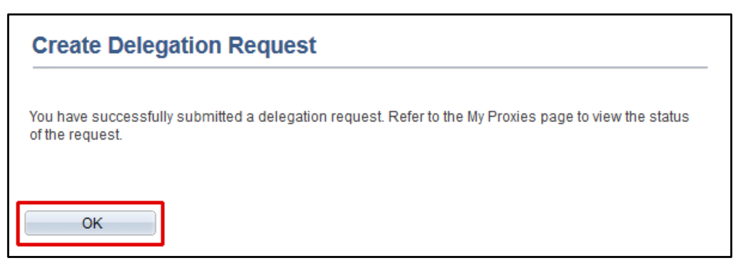


13. On the Delegation Detail page, click **Submit**

    An e-mail notification will be sent to the chosen delegate.



14. On the delegation confirmation page, click **OK**



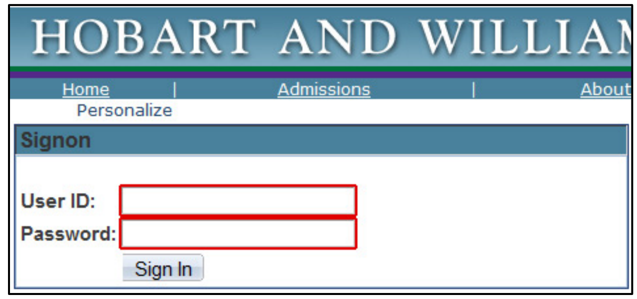
Employee Self Service: Time and Labor
Delegating Time Approval (Manager)

Revoking Delegation

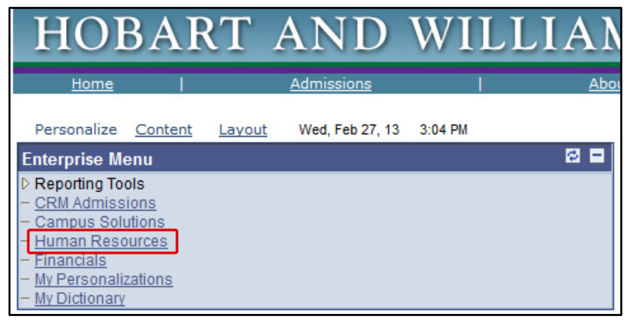
Managers may also revoke delegation of a proxy.

To revoke delegation (before the delegation expire date):

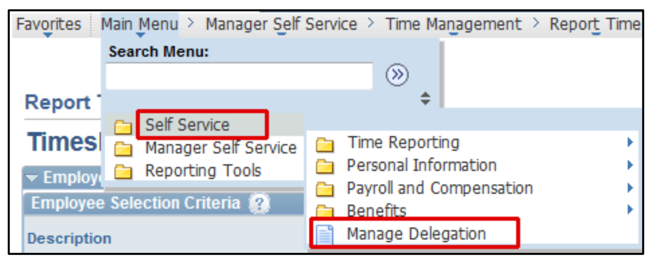
1. Log in to PeopleSoft Portal at http://psportal.hws.edu using your HWS username and password



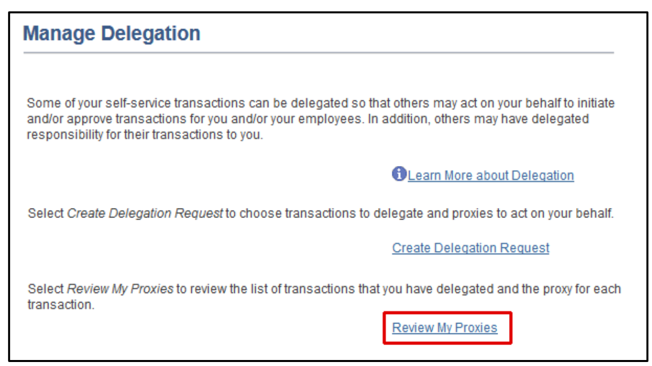
2. On the portal page, click **Human Resources**



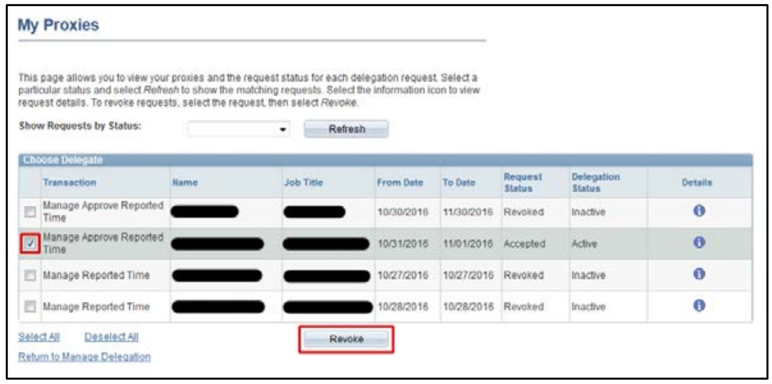
3. On the Main Menu, go to **Self Service > Manage Delegation**



4. On the Manage Delegation page, click **Review My Proxies**



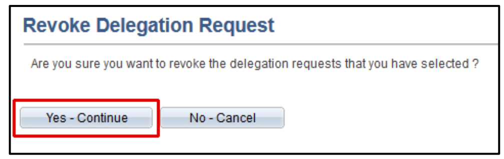
5. On the My Proxies page, check the **name** of the proxy to revoke



6. Click **Revoke**

   The delegate will receive an e-mail notification of the revocation.

7. On the first Revoke Delegation Request confirmation, click **Yes-Continue**



8. On the second Revoke Delegation request confirmation, click **OK**

Employee Self Service: Time and Labor
Accepting a Delegation to Enter or Approve Time

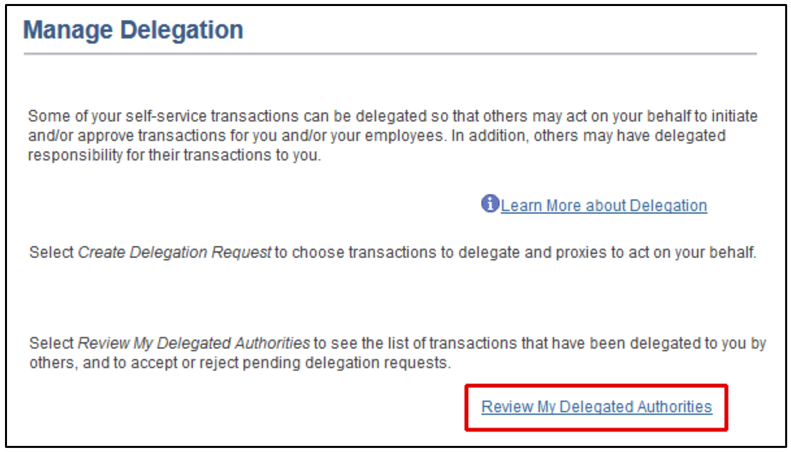
Accepting Delegation of Time Entry or Time Approval

Timekeepers and managers may delegate time entry and time approval for a specific, limited time period to a proxy. The proxy to whom the duty is delegated will receive an e-mail notification of the request, and must accept the delegation.

To accept the delegation:

You have received an e-mail notification of a delegation request. You must review, then accept or reject, the request.

1. Find the e-mail and **click on the link** within
2. **Log in** to PeopleSoft
3. On the Manage Delegation page, click **Review My Delegated Authorities**



4. On the My Delegated Authorities page, check one of the following:
   - **Manage Reported Time**
   - **Manage Approve Reported Time**
5. Click **Accept**

   An e-mail notification of acceptance is sent to the timekeeper or manager.

6. On the Confirmation of Success, click **OK**

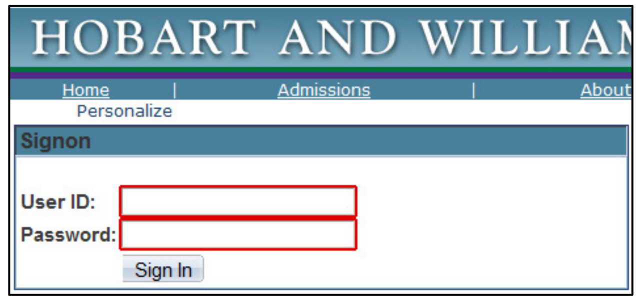
   You must sign off and sign back on in order to enter or approve time as a delegate.

Entering Time as a Timekeeper

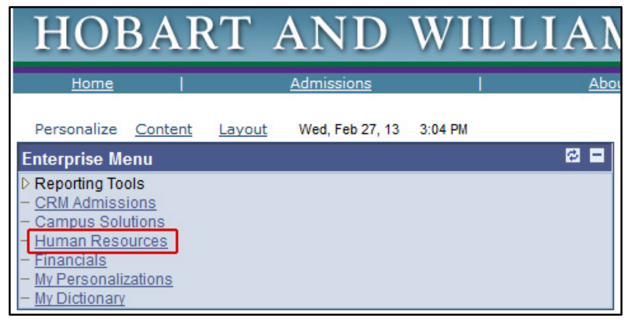
A Timekeeper is someone who enters time for a group of other people.

To enter time:

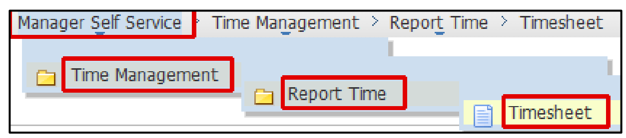
1. Log in to PeopleSoft Portal at http://psportal.hws.edu using your HWS username and password



2. On the portal page, click **Human Resources**

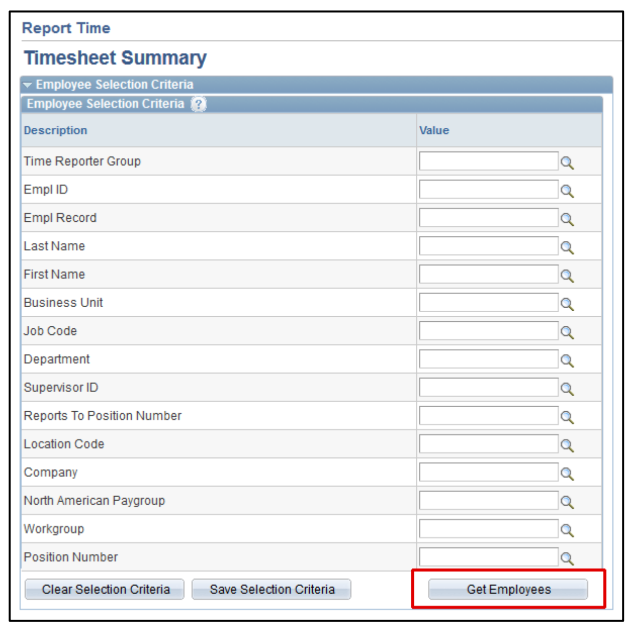


3. On the menu, click **Manager Self Service > Time Management > Report Time > Timesheet**



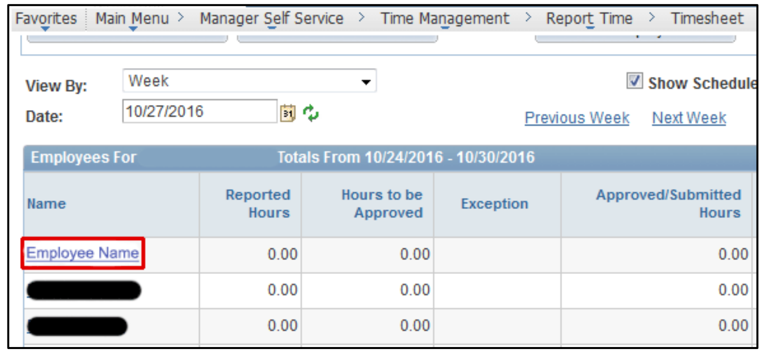
4. On the Timesheet Summary page, click **Get Employees**

   All the individuals for whom time should be input will appear (scroll down).



Employee Self Service: Time and Labor
Entering Time as a Timekeeper

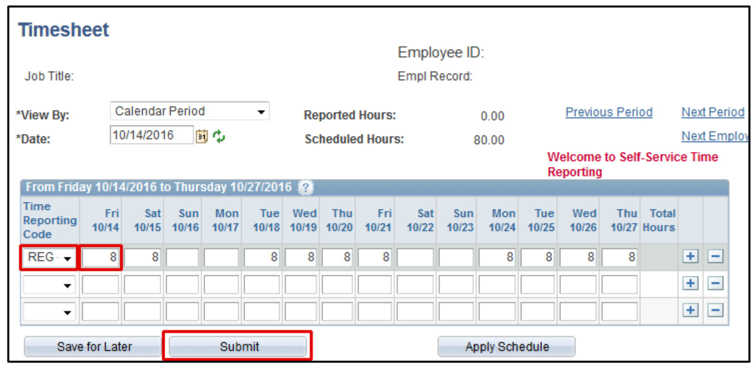
5. Click on the **name** of the first person for whom to enter time



6. From the dropdown menu on the first line, select the appropriate **Time Reporting Code** (such as REG for Regular Hours)

   Use one time reporting code per line.

   If more than one time reporting code is needed, enter the additional codes each on their own line. If necessary, use the plus sign at the far right to add a row.



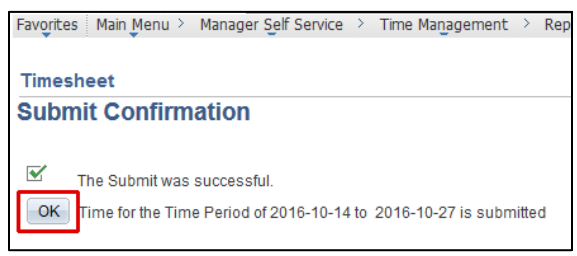
7. Enter the **hours** for each day worked

   Note: Dates go across to the right.

8. When finished, below the time grid click **Submit**

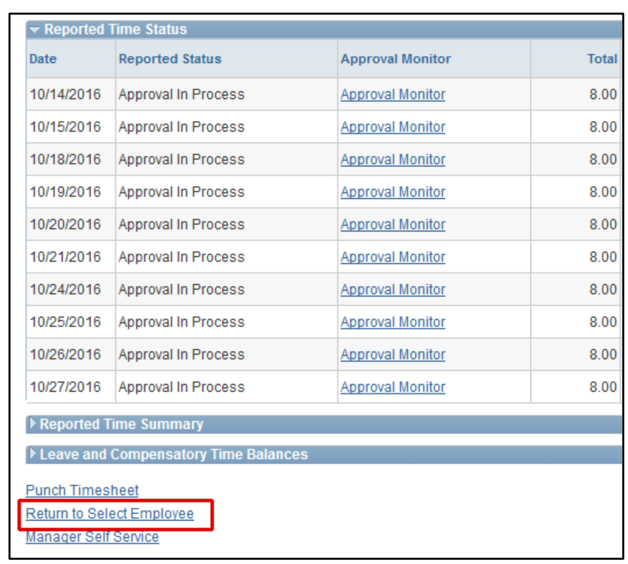
   An e-mail will be sent to the manager, indicating the timesheet requires approval.

   A Submit Confirmation screen will appear.



9. On the Submit Confirmation screen, click **OK**

   On the Timesheet page, in the Reported Time Status section, the reported status will now be Approval
   in Process.



10. Below the Reported Times Status section, click **Return to Select Employee**

11. Select the **next employee** to enter time

12. Repeat the above steps until all time has been entered

13. When finished, log out

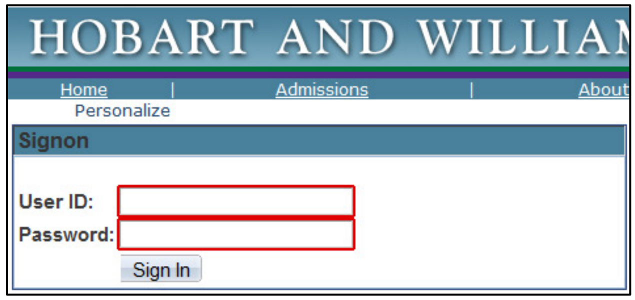
Employee Self Service: Time and Labor
Delegating Time Entry (Timekeeper)

Delegating Time Entry

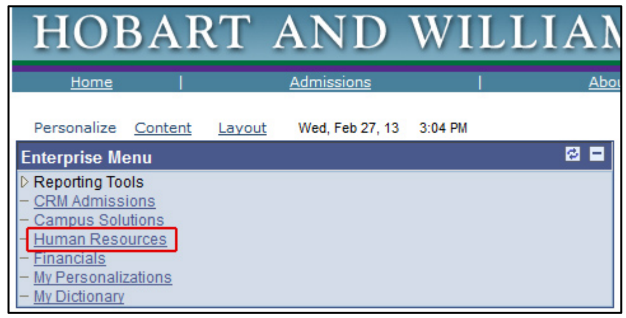
A timekeeper may delegate time entry for a specific, limited time period to a proxy. The person to whom time entry is delegated will receive an e-mail notification of the request, and must accept the delegation.

To delegate time entry:

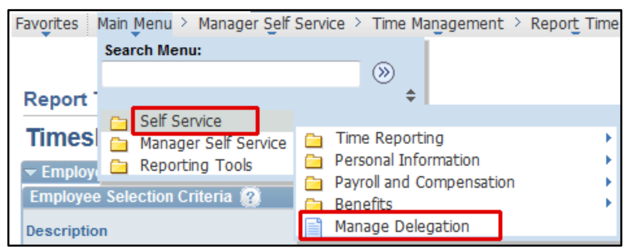
1. Log in to PeopleSoft Portal at http://psportal.hws.edu using your HWS username and password



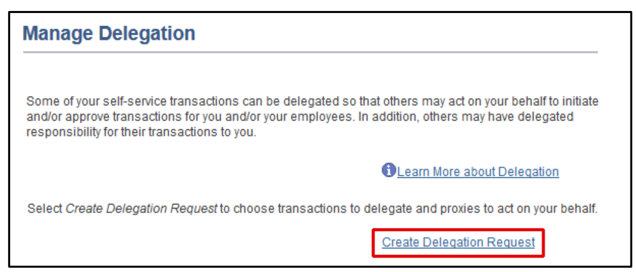
2. On the portal page, click **Human Resources**



3. On the menu, click **Self Service > Manage Delegation**

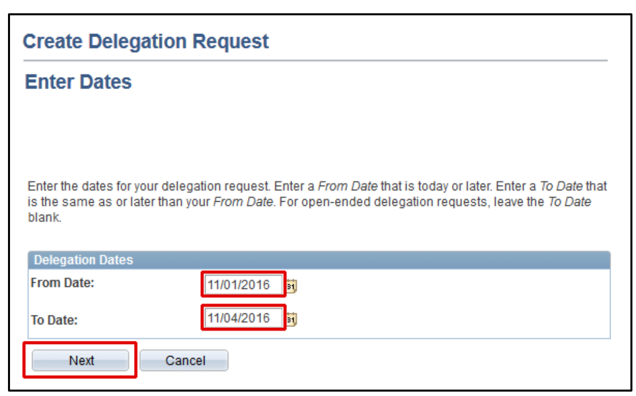


4. On the Manage Delegation page, click **Create Delegation Request**



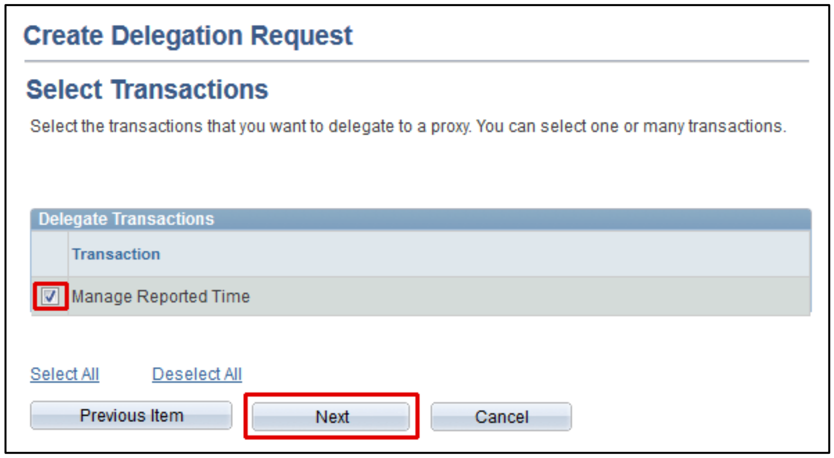
5. On the Create Delegation Request Enter Dates page, select the **start and end dates** for the delegate to enter time

6. Click **Next**



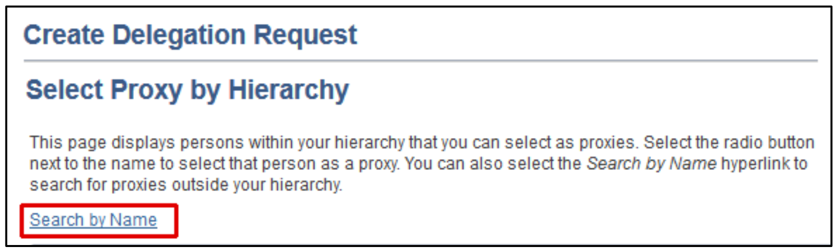
7. On the Create Delegation Request Select Transactions page, check **Manage Reported Time**

8. Click **Next**



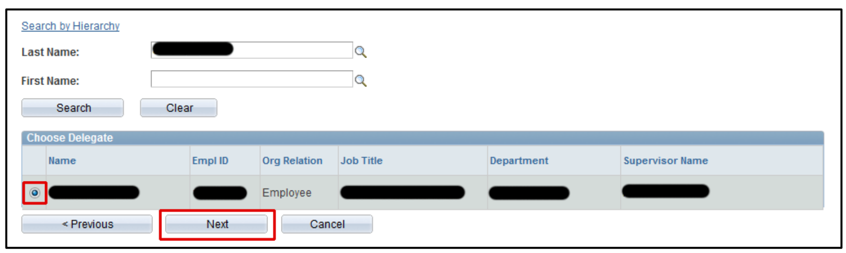
9. On the Select Proxy by Hierarch page, click **Search by Name** to find the person to whom to delegate

10. Use the search to find the proxy: enter the **person's name** and click **Search**



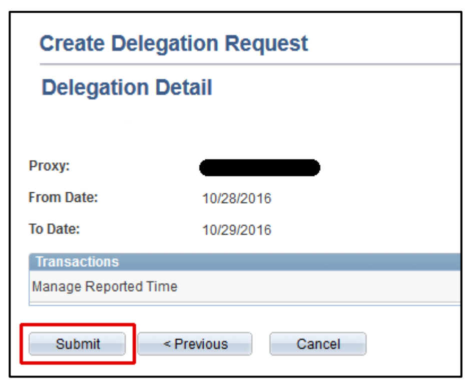
11. In the Choose Delegate area, select the **person**

12. Click **Next**

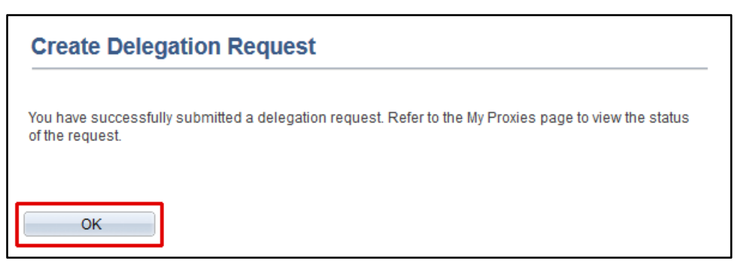


13. On the Delegation Detail page, click **Submit**

    An e-mail notification will be sent to the chosen delegate.



14. On the delegation confirmation page, click **OK**



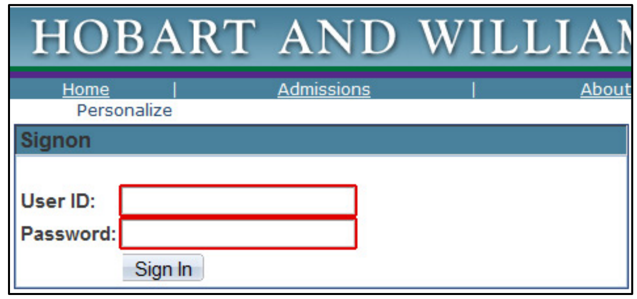
Employee Self Service: Time and Labor
Delegating Time Entry (Timekeeper)

Revoking Delegation

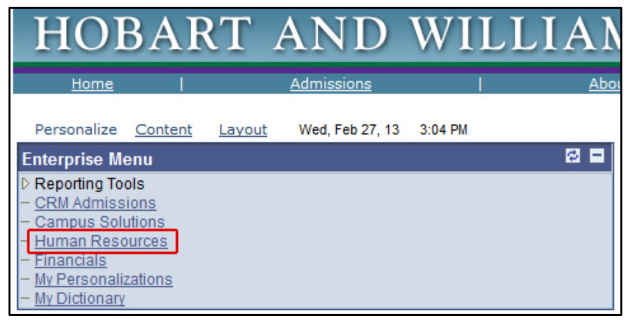
Timekeepers may also revoke delegation of a proxy.

To revoke delegation (before the delegation expire date):

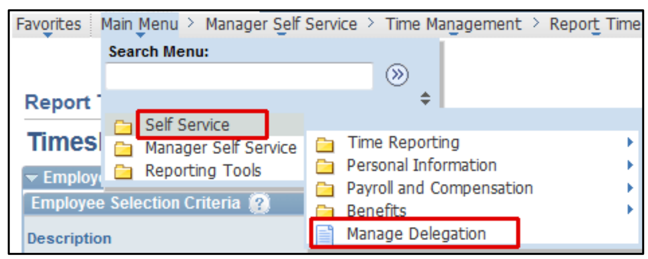
1. Log in to PeopleSoft Portal at http://psportal.hws.edu using your HWS username and password



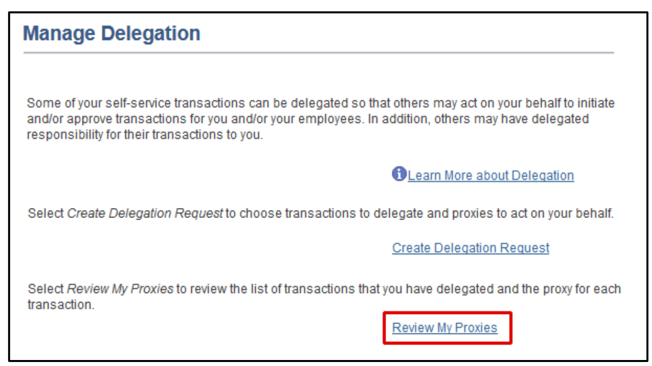
2. On the portal page, click **Human Resources**



3. On the Main Menu, go to **Self Service > Manage Delegation**



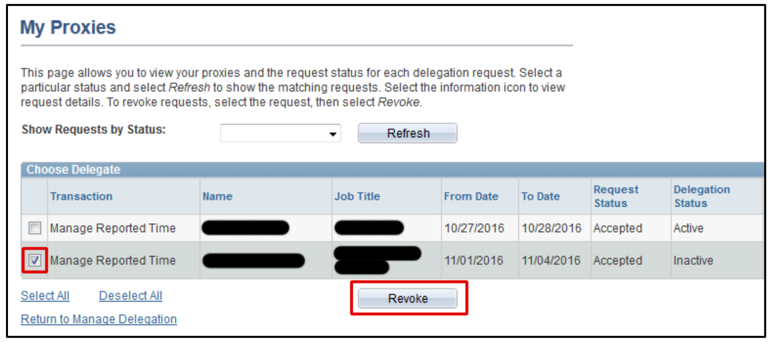
4. On the Manage Delegation page, click **Review My Proxies**



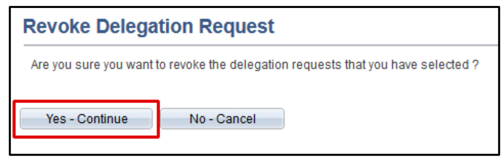
5. On the My Proxies page, check the **name** of the proxy to revoke

6. Click **Revoke**

   The delegate will receive an e-mail notification of the revocation.



7. On the first Revoke Delegation Request confirmation, click **Yes-Continue**



8. On the second Revoke Delegation request confirmation, click **OK**