Entering Time Online
Student 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

A list of departments for which you have a student job appear. If the job you would like to enter time for does not appear, have that supervisor contact Human Resources at ext. 3312.

Please note: if you are working for Sodexo Dining Services, your job will not appear; you do not need to enter time for your Sodexo job.
4. If the job you are working is listed, click the Student Worker line for the job

5. From the dropdown menu on the first line, select the Time Reporting Code STU

6. Enter the hours for each day worked

   Partial hours are to be entered as .25, .50, or .75.

7. 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.

8. On the Submit Confirmation screen, click OK

9. If you have worked for more than one job, to enter time for that job, click Return to Select Job; on the Timesheet screen, click the next job, and submit hours as above (repeat Steps 4 through 8)
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**.

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

### 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.” Your time edits must be made in a new row on the timesheet.

1. Log in to PeopleSoft Portal at [http://psportal.hws.edu](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**

   You will see your submitted time.
4. Expand the list of days by clicking **Reported Time Status**

   You will see the reported status of Pushed Back.

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

6. Enter different **hours or date**, if applicable

7. Reference the Reported Time Status table for the **date** of pushed back time

8. Move (cut/paste) the **pushed back time to the new row**, verifying the date is correct

9. Click **Submit**

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

   A Submit Confirmation screen will appear.

10. 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. Your time edits must be made in a new row on the timesheet.

1. Log in to **PeopleSoft Human Resources** as above

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

   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 **different hours or date**, 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**

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

A Submit Confirmation screen will appear.

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

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