



Learning Services Participant Guide

Training Program: Entering and Viewing Time in PeopleSoft
Target Audience: PeopleSoft Timesheet Users
Document Type: Blackboard Online Training Supplement and Activity Sheet

Objectives:

Overall: Learn how to effectively enter and view time in the PeopleSoft Timesheet.

Specific: Participants will...

1. Understand how time flows through PeopleSoft.
2. Enter time into the Timesheet correctly
3. View Submitted time in the Timesheet
4. Make corrections to time entered
5. Understand your responsibilities based on your employment type (wage or salaried)

LOGGING IN TO PEOPLESOFT AND ACCESSING THE TIMESHEET

To log in to PeopleSoft and access the Timesheet, follow these instructions:

1. Go to www.uvm.edu and select the **A-Z link** in the top, right corner
2. Select **P** for PeopleSoft and then select **PeopleSoft Log-in**
3. Log in through the **Human Resources Login**
4. Navigate through the following: **Self Service**→**Time Reporting**→**Report Time**→**Timesheet**

NOTES

BASIC STEPS FOR ENTERING TIME ACTIVITY (SALARIED)

Your standard hours are the number of hours that PeopleSoft expects you to work each day. They are determined by your *Full Time Equivalent (FTE)* and *Standard Workweek*. (FTE ≤ 100%). Determine your standard hours.

Workweek Hours		Days in a Workweek		Fulltime Equivalent		Standard Hours
<input type="text"/>	÷	5	x	<input type="text"/>	=	<input type="text"/>

ENTERING A STANDARD SCHEDULE ACTIVITY (Salaried)

Fill in the timesheets below. **If you currently work a standard schedule**, use your standard hours to complete this section. **If you currently work a reduced FTE**, complete this section using standard hours of 7.5.

Time Reporting Code	Description
011	Regular (Reported)
027	Work Study Earnings
030	Overtime Earnings
051	Temporary Hourly Earnings
055	Temporary Weekly Earnings
340	Vacation (Salaried)
342	Personal (Salaried)
345	Sick (Salaried)
350	Holiday (Salaried)
355	Cultural Holiday (Salaried)
CTE	Compensatory Time Earned
CTP	Compensatory Time Paid
CTT	Compensatory Time Taken

1. Enter exception time for a full week of vacation. This is how a standard schedule would look if you could view the PeopleSoft schedule. Fill in the appropriate reporting code.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet Overrides

Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

2. Enter one, full day of vacation on Monday and fill in the appropriate reporting code.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet Overrides

Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

3. Enter 3 hours of vacation on Tuesday and fill in the appropriate reporting codes.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet Overrides

Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

4. Enter 2 hours of overtime on Thursday and fill in the appropriate reporting code.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet Overrides

Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

5. Enter 1.5 hours of compensatory time earned on Wednesday and fill in the appropriate reporting codes.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet Overrides

Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

6. Enter time for a full vacation day on Tuesday, 4 hours sick time on Wednesday and a full sick day on Thursday. Fill in the appropriate reporting codes.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet Overrides

Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

ENTERING A REDUCED FTE SCHEDULE ACTIVITY (SALARIED)

Fill in the timesheets below. **If you currently work a reduced FTE**, use your standard hours and the *actual* hours/days in your workweek to complete this section. **If you currently work a standard schedule**, complete this section using standard hours of 6 and a workweek of 10 hours per day, Monday, Wednesday and Friday.

1. Enter a full week of vacation. This is how a nontraditional schedule would look if you could view the PeopleSoft schedule. Fill in the appropriate reporting code.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet		Overrides							
Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code	

2. Enter 2 hours sick time on Monday and fill in the appropriate reporting code(s).

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet		Overrides							
Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code	

3. Enter time for one, full sick day on Monday and fill in the appropriate reporting codes.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet		Overrides							
Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code	

4. Enter time to reconcile a Company Holiday you took on Monday and fill in the appropriate reporting codes.

From Monday 05/03/2010 to Sunday 05/09/2010

Timesheet		Overrides							
Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code	

MAKING CORRECTIONS TO YOUR TIMESHEET ACTIVITY

For the following activity, take the role of a salaried employee that works a 40 hour workweek (standard hours of 8). You *are* eligible for overtime/comp time. Remember, salaried employees do not need to enter regular hours for a full day of work.


1. You had a doctor's appointment on Friday and entered 1 hour of sick pay, however something is missing from the timesheet. Make the correction.

Original timesheet is incorrect:

From Monday 05/17/2010 to Sunday 05/23/2010


Timesheet		Overrides							
Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Sun 5/23	Total	Time Reporting Code	
				1.0				345 - Sick Pay	

Corrected timesheet:


From Monday 05/17/2010 to Sunday 05/23/2010								
Timesheet		Overrides						
Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Sun 5/23	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0	<input type="text"/>	<input type="text"/>		345 - Sick Pay ▾
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> ▾

2. You work 10 hours on Friday and 4 hours on Saturday after having worked your normal hours Monday – Thursday. You and your manager have agreed to record the extra 6 hours you worked as comp time. Make the necessary corrections.

Original timesheet is incorrect:


From Monday 05/17/2010 to Sunday 05/23/2010								
Timesheet		Overrides						
Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Sun 5/23	Total	Time Reporting Code
				10.0	4.0			CTE - Compensatory Time Ea

Corrected timesheet:


From Monday 05/03/2010 to Sunday 05/09/2010								
Timesheet		Overrides						
Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

3. You planned to take Monday, Tuesday and half of Wednesday as vacation. Something has come up and now you plan to work those days after all. Correctly delete the vacation pay from your timesheet.

Original timesheet needs to be changed:

From Monday 05/17/2010 to Sunday 05/23/2010								
Timesheet		Overrides						
Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Sun 5/23	Total	Time Reporting Code
8.0	8.0	4.0						340 - Vacation Pay ▼
		4.0						011 - Regular Pay ▼

Corrected timesheet:

From Monday 05/03/2010 to Sunday 05/09/2010								
Timesheet		Overrides						
Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Total	Time Reporting Code

VIEWING SUBMITTED TIME

To view time you've submitted:

1. Log in to PeopleSoft through the Human Resources Login
2. Navigate through the following: **Self Service→Time Reporting→View Time→Payable Time Detail**
3. The **Payable Time Detail** page will appear. Select the dates you wish to view and click **Get Rows**. The transactions for the dates you requested will appear.

INTERPRETING THE DATA IN THE PAYABLE TIME DETAIL

The **Status** heading provides a snapshot of where each, specific time you have submitted is in the time flow process. The possible status indicators are:

- **Needs Approval** – The time is ready for your supervisor to approve
- **Approved Goes to Payroll** – The time has been approved by your supervisor and is ready to be loaded to paychecks with the next pay run. Only time with this status will be picked up by payroll when checks are loaded.
- **Closed** – The time has been fully processed by payroll and has been included in a paycheck.
- **Estimated Ready for Payroll** – This refers to time automatically generated by the system. The time comes from the default schedule and is not visible on your timesheet. You should see one entry for each work day in a week.

The **Time Reporting Code** heading refers to the type of exception time you submitted. The status **REG** identifies the time automatically generated from the default schedule. The table in your participant guide shows the possible codes and a brief description of each type:

<u>Time Reporting Code</u>	<u>Description</u>
011	Regular (Reported)
027	Work Study Earnings
030	Overtime Earnings
051	Temporary Hourly Earnings
055	Temporary Weekly Earnings
340	Vacation (Salaried)
342	Personal (Salaried)
345	Sick (Salaried)
350	Holiday (Salaried)
355	Cultural Holiday (Salaried)
CTE	Compensatory Time Earned
CTP	Compensatory Time Paid
CTT	Compensatory Time Taken

REVIEWING TIME BALANCES

To access the Time Balances view:

1. Log in to PeopleSoft through the Human Resources Login.
2. Navigate through the following: **Self Service→Time Reporting→Report Time→Timesheet**
3. Your **Timesheet** will appear.
4. You will find the **Balances – click to view** link just below the timesheet.
5. Click the link and your balances will appear.

Additional Resources

Entering and Viewing Time in PeopleSoft Mini-Manuals:

- [Entering and Viewing Time - Salaried](#)
- [Entering and Viewing Time - Wage](#)

Other helpful Mini-Manuals:

- [Approving, Entering and Viewing Time for Salaried Employees](#)
- [Approving, Entering and Viewing Time for Wage Employees](#)
- [Managing Work Study Students](#)

If you require more personalized assistance, the Learning Services Team offers [PeopleSoft Open Labs](#) once a week in Billings Library 165.

Visit the [HRS Learning Services](#) website for more information on this and other PeopleSoft processes along with a host of other development opportunities.

To contact HRS Learning services directly:

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