



## 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](http://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.

$$\begin{array}{c} \text{Workweek} \\ \text{Hours} \\ \boxed{\phantom{00}} \end{array} \div 5 \times \begin{array}{c} \text{Days in a} \\ \text{Workweek} \\ \text{Fulltime} \\ \text{Equivalent} \\ \boxed{\phantom{00}} \end{array} = \begin{array}{c} \text{Standard} \\ \text{Hours} \\ \boxed{\phantom{00}} \end{array}$$

### 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	<a href="#">Regular (Reported)</a>
027	<a href="#">Work Study Earnings</a>
030	<a href="#">Overtime Earnings</a>
051	<a href="#">Temporary Hourly Earnings</a>
055	<a href="#">Temporary Weekly Earnings</a>
340	<a href="#">Vacation (Salaried)</a>
342	<a href="#">Personal (Salaried)</a>
345	<a href="#">Sick (Salaried)</a>
350	<a href="#">Holiday (Salaried)</a>
355	<a href="#">Cultural Holiday (Salaried)</a>
CTE	<a href="#">Compensatory Time Earned</a>
CTP	<a href="#">Compensatory Time Paid</a>
CTT	<a href="#">Compensatory Time Taken</a>

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

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		EEE				Total	Time Reporting Code
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
5/17	5/18	5/19	5/20	5/21	5/22	5/23			
				10.0	4.0			CTE - Compensatory Time E	▼
									▼

Corrected timesheet:

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

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

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		EEE				Total	Time Reporting Code
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
5/17	5/18	5/19	5/20	5/21	5/22	5/23			
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		EEE				Total	Time Reporting Code
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
5/3	5/4	5/5	5/6	5/7	5/8	5/9			
								▼	▼
								▼	▼

## **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:

Time Reporting Code	Description
011	<a href="#">Regular (Reported)</a>
027	<a href="#">Work Study Earnings</a>
030	<a href="#">Overtime Earnings</a>
051	<a href="#">Temporary Hourly Earnings</a>
055	<a href="#">Temporary Weekly Earnings</a>
340	<a href="#">Vacation (Salaried)</a>
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355	<a href="#">Cultural Holiday (Salaried)</a>
CTE	<a href="#">Compensatory Time Earned</a>
CTP	<a href="#">Compensatory Time Paid</a>
CTT	<a href="#">Compensatory Time Taken</a>

## **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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