



# Welcome to an Introduction to People Soft Time and Labor Module and helpful resources

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# Goal of this training....

- Demonstrate how employee enters time on a time sheet
- Demonstrate how employee views a paycheck
- Demonstrate how supervisor approves payable time
- Familiarize staff to PeopleSoft
- Explain what a Job Aid resource is

## Test your knowledge:

1.) How many staff in State HR enter time and correct time entry errors to make sure staff get paid?



# Role of supervisors during transition from PTA Web to PS...

To be the “go to” person when  
your staff has time entry questions.



# Why are we here?

December 14, 2015

Change from PTA Web to  
PeopleSoft Time and Labor

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>December 2015</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes: 	

# FAQ's

- Can we use default time when entering time? **NO**
- Can we enter future time worked? On same day? **YES.**  
Future days? **NO.**
- Can we request and enter future leave? **YES?**
- Will the system work on a MAC? **YES**
- Will our leave, sabbatical info carry over? **By January 14<sup>th</sup>, 2016 leave balances and 2015 carryover and sabbatical balances will be available in self-service.**
- How will I view my W2? **Federal law requires employers to deliver W2s by Feb 1. These should be viewable and printable in PTAweb.**
- Will my direct deposit info carry over? **It should. Please check this information under e-pay to assure its accuracy.**

# FAQ's

- Will the new Time and Labor system work on a hand-held device? **Yes, but it is not enabled for mobile use so the site won't adjust to fit to your phone's screen size.**
- If someone works a 56 hour work week, does an employee have to manually enter over time?
  - 1.) If non-exempt: the system automatically calculates premium OT based on a 40 hour week (or in Fire Crash Rescue employees case 106 in a bi-weekly period).
  - 2.) If exempt: and eligible to receive pay for all hours worked they will need to manually enter a Time Reporting Code on the time sheet drop down so they will be paid over their FTE.
- Will future leave that I've already entered into PTA web transfer over to PS? **No, the employee will need to enter their future leave in PS once they have access to the system.**

# FAQ's

Will hours for LTE's be displayed in People Soft? **Yes, LTE's will have a timesheet in PS where they will record their hours and it will be submitted to their supervisor for approval. LTE's should still separately track their hours until we know how PS records these.**

Will holidays automatically load or will the employee have to enter this under the absence tab? **Holidays will not automatically load. The employee will need to enter leave time under Absence Tab on the time sheet in order to be paid for these holiday hours. All employees must record their Saturday Legal holidays as they use the.**

A new employee usually gets a paper check for their first check, will this still occur? **Yes**

# FAQ's

## **PTA Web's availability of "historical" data:**

- Pay period 26, the last biweekly payroll, will be posted in PTAweb on Monday, December 21 as normal.
- **PTAweb will remain available for time entry through the normal deadlines up to 12/16/15.**
  - **Employee time entry must be submitted by 12/14/15**
  - **Supervisors must approve time by 12/15/15**
- After payroll processing begins on 12/16/15, PTAweb will remain available but with certain functionality disabled. PTAweb will be viewable by all employees for retrieval of employee paycheck stubs/statements for all of 2015 and back to 2008. The 2015 W2 will be added and stored along with 2013 and 2014 which are currently available. PTAweb will remain available in this capacity for viewing until the system is officially turned off and the historical data moved to a separate viewable repository.

# FAQ's

PTAweb will show all leave balances and used leave time through December 12, 2015.

However, remaining leave balances will not load or be accessible in STAR until December 17. Employees can continue to use approved leave, but just won't be able to enter it into their timesheet in ESS until the balances load.

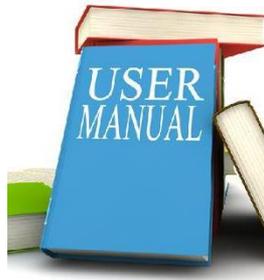
Beginning on December 14<sup>th</sup>, most employees will begin entering time and leave into STAR through Employee Self-Service (ESS).

# Main resource to help you learn PS “Time and Labor Modules”

Job Aids =



# Job Aids = Mini manuals on how to perform certain actions in different PeopleSoft Modules



All employees will receive the Job Aid called: **Employee Self-service Time and Labor: Punch Time Reporting**. This is what you need to complete your new time sheet in PeopleSoft

Job Aids will be e-mailed to supervisors/employees.  
They will also be placed on the DMA website.

A video taping of this presentation will also be available on the DMA website.

### **First Steps....**

If you have trouble accessing the PeopleSoft URL site contact: [dmahelpdesk@wi.gov](mailto:dmahelpdesk@wi.gov) right away so that the necessary IT staff can make the needed changes.

Let's see how to enter time on a  
time sheet

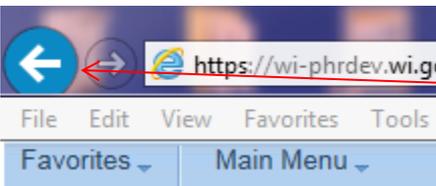
# First, log into PS URL....

<https://ess.wi.gov>



<p>User ID <input type="text" value="CARAVXSAR"/></p> <p>Password <input type="password" value="••••••••"/></p> <p><input type="button" value="Sign In"/></p>	<p><b>Select a Language</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Română</a></td><td><a href="#">Suomi</a></td></tr><tr><td><a href="#">Svenska</a></td><td><a href="#">Türkçe</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Română</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Türkçe</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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<a href="#">繁體中文</a>	<a href="#">العربية</a>																										
<a href="#">UK English</a>																											

To access the PS Time and Labor Module, employees and/or supervisors will need an IAM account.



DO NOT use the Internet navigator buttons to move through the modules!

Home | Worklist | Sign out

Personalize Content | Layout | Help

### Wisconsin Time and Absences

**Timesheet**  
Report your time and task details for a day, week, or time period.

**Absence Request**  
Navigate to the Time start page.

### Employee Leave Summary

#### Absence Balances

Absence	Duration
Legal Holiday Balance	32.70 Hours
Personal Holiday Balance	28.80 Hours
Sick Balance	355.63 Hours
Vacation Balance	62.75 Hours
Vacation Carry Over	40.00 Hours

Details

### Wisconsin Employee Info

**Personal Information Summary**  
Review a summary of your personal information.

### Wisconsin Benefits

**Benefits Summary**  
Review a summary of current, past or future benefit enrollments.

### Announcements

- Announcement

### Company Directory

Search by Name, Job Title, Department, or Email

  
[Advanced Search](#)

This is what most employee's People Soft main page should look like.

Home | Worklist | **Sign out**

Personalize Content | Layout | ? Help

**Search Menu:**

- State of Wisconsin (STAR)
- Company Directory
- Org Chart Viewer
- Self Service**
  - Time Reporting**
    - Report Time**
      - Timesheet**
      - Absence Request
    - View Time
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Review Transactions
- Manager Self Service
- Benefits
- Set Up HCM
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

Wisconsin Employee Info

Information Summary

Announcements

- Announcement

Company Directory

Search by Name, Job Title, Department, or Email

Advanced Search

Personal Holiday Balance	0.00 Hours
Sick Balance	0.00 Hours
Vacation Balance	0.00 Hours

Details

Wisconsin Payroll

**Payroll and Compensation**  
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- View Paycheck
- Paycheck Modeler
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent

## Timesheet

**Shmyra Westlie Berger**

PAYROLL BEN SPECIALIST

Employee ID 100032373

Empl Record 0

Earliest Change Date 11/02/2015

Actions >

Select Another Timesheet

\*View By

[Previous Week](#) [Next Week](#)

\*Date

Reported Hours 0.00

[Print Timesheet](#)

Reported time on or after 12/01/2015 is for a future period.

From 11/30/2015 to 12/06/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	11/30		
	Tue	12/1	New									12/1		
	Wed	12/2	New									12/2		
	Thu	12/3	New									12/3		
	Fri	12/4	New									12/4		
	Sat	12/5	New									12/5		
	Sun	12/6	New									12/6		

Submit

Clear

**Summary** | [Absence](#) | [Exceptions](#) | [Payable Time](#)

### Reported Time Summary

Personalize | Find | | 1-2 of 2

Category	Total	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Sun 12/6
Total Reported Hours								
Time with no Category								

[Request Absence](#)

[Self Service](#)

[Time Reporting](#)

This is your bread crumb trail that shows you where you are in the program.



## Timesheet

**Shmyra Westlie Berger**

PAYROLL BEN SPECIALIST

Employee ID 100032373

Empl Record 0

Earliest Change Date 11/02/2015

Actions ▾

Select Another Timesheet

\*View By Week ▾

[Previous Week](#) [Next Week](#)

\*Date 11/23/2015

Reported Hours 0.00

[Print Timesheet](#)

Employees can view time by the day or the week only. Use drop down to pick the date you want to enter time and then click the “green” refresh arrows.

From 11/23/2015 to 11/29/2015 ?

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/23	<input type="button" value="+"/>	<input type="button" value="-"/>
	Tue	11/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/24	<input type="button" value="+"/>	<input type="button" value="-"/>
	Wed	11/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/25	<input type="button" value="+"/>	<input type="button" value="-"/>
	Thu	11/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/26	<input type="button" value="+"/>	<input type="button" value="-"/>
	Fri	11/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/27	<input type="button" value="+"/>	<input type="button" value="-"/>
	Sat	11/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/28	<input type="button" value="+"/>	<input type="button" value="-"/>
	Sun	11/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/29	<input type="button" value="+"/>	<input type="button" value="-"/>

**Summary** | [Absence](#) | [Exceptions](#) | [Payable Time](#)

### Reported Time Summary

Personalize | Find |  |  1-2 of 2

Category	Total	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29
Total Reported Hours								
Time with no Category								

[Request Absence](#)

[Self Service](#)

[Time Reporting](#)



## Timesheet

**Shmyra Westlie Berger**

Employee ID 100032373

PAYROLL BEN SPECIALIST

Empl Record 0

Actions ▾

Earliest Change Date 11/02/2015

Select Another Timesheet

\*View By  ▾ [Previous Day](#) [Next Day](#)

\*Date

Reported Hours 0.00 [Print Timesheet](#)

Here's what view by the day looks like.

From 11/23/2015 to 11/23/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/23		

**Summary** | [Absence](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Summary [Personalize](#) | [Find](#) | | 1-2 of 2

Category	Total	Mon 11/23
Total Reported Hours		
Time with no Category		

[Request Absence](#)  
[Self Service](#)  
[Time Reporting](#)



## Timesheet

**Shmyra Westlie Berger**

PAYROLL BEN SPECIALIST

Employee ID 100032373

Empl Record 0

Earliest Change Date 11/02/2015

Actions ▾

Select Another Timesheet

\*View By Day ▾

Previous Day Next Day

\*Date 11/27/2015



Print Timesheet

From 11/23/2015 to 11/23/2015 ?

Add Comments	Day	Date	Reported Status
	Mon	11/23	New

Submit

Clear

Summary

Absence

Exceptions

Pa

Reported Time Summary

Category	Total	Mon 11/23
Total Reported Hours		
Time with no Category		

Request Absence

Self Service

Time Reporting

You can use the calendar and then the green "refresh" arrows to select a different view date

Calendar

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Current Date

# Timesheet

**Shmyra Westlie Berger**  
PAYROLL BEN SPECIALIST

Employee ID 100032373

Empl Record 0

Earliest Change Date 11/02/2015

Actions >

Select Another Timesheet

\*View By Week

Previous Week Next Week

\*Date 11/23/2015

Print Timesheet

Reported Hours 0.00

Always chose First in and Last out.

Time can be entered in a variety of ways: Military, regular time, periods, colons, semi-colons, etc.

From 11/23/2015 to 11/29/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	New	7a			3p					11/23	+	-
	Tue	11/24	New	7:30a			3:30p					11/24	+	-
	Wed	11/25	New	7:00A			3:00P					11/25	+	-
	Thu	11/26	New									11/26	+	-
	Fri	11/27	New	0730			1500					11/27	+	-
	Sat	11/28	New									11/28	+	-
	Sun	11/29	New									11/29	+	-

Submit Clear

Summary Absence Exceptions Payable Time

Reported Time Summary

Category	Total	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29
Total Reported Hours								
Time with no Category								

Once you've entered all your time, click submit.

### Timesheet

**Shmyra Westlie Berger**  
PAYROLL BEN SPECIALIST

Employee ID 100032373

Empl Record 0

Earliest Change Date 11/30/2015

New Window | Help |

Look, all my time is now "fixed"

Actions >

Select Another Timesheet

\*View By Week

[Previous Week](#) [Next Week](#)

\*Date 11/23/2015

Reported Hours 31.50

[Print Timesheet](#)

From 11/23/2015 to 11/29/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	Submitted	7:00:00AM			3:00:00PM	8.00				11/23		
	Tue	11/24	Submitted	7:30:00AM			3:30:00PM	8.00				11/24		
	Wed	11/25	Submitted	7:00:00AM			3:00:00PM	8.00				11/25		
	Thu	11/26	New									11/26		
	Fri	11/27	Submitted	7:30:00AM			3:00:00PM	7.50				11/27		
	Sat	11/28	New									11/28		
	Sun	11/29	New									11/29		

[Submit](#) [Clear](#)

[Summary](#) | [Absence](#) | [Exceptions](#) | [Payable Time](#)

#### Reported Time Summary

Personalize | Find | | 1-2 of 2

Category	Total	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29
Total Reported Hours	31.50	8.00	8.00	8.00		7.50		
Time with no Category	31.50	8.00	8.00	8.00		7.50		

- [Request Absence](#)
- [Self Service](#)
- [Time Reporting](#)

Future time/default times can never be entered.

# Timesheet

**Shmyra Westlie Berger**

Employee ID 100032373

PAYROLL BEN SPECIALIST

Empl Record 0

Actions ▾

Earliest Change Date 11/30/2015

Select Another Timesheet

\*View By Week ▾

Previous Week Next Week

\*Date 11/23/2015

Reported Hours 31.50

Print Timesheet

**You have submitted your hours successfully.**

From 11/23/2015 to 11/29/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	Submitted	7:00:00AM								11/23		
	Tue	11/24	Submitted	7:30:00AM								11/24		
	Wed	11/25	Submitted	7:00:00AM								11/25		
	Thu	11/26	New									11/26		
	Fri	11/27	Submitted	7:30:00AM								11/27		
	Sat	11/28	New									11/28		
	Sun	11/29	New									11/29		

**Message**

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

**OK**

**Summary** | [Absence](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Summary Personalize | Find | | 1-2 of 2

Category	Total	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29
Total Reported Hours	31.50	8.00	8.00	8.00		7.50		
Time with no Category	31.50	8.00	8.00	8.00		7.50		

- [Request Absence](#)
- [Self Service](#)
- [Time Reporting](#)



## Timesheet

**Shmyra Westlie Berger**

Employee ID 100032373

PAYROLL BEN SPECIALIST

Empl Record 0

Actions ▾

Earliest Change Date 11/30/2015

Select Another Timesheet

\*View By

Previous Week Next Week

\*Date

Reported Hours 31.50

Print Timesheet

From 11/23/2015 to 11/29/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	Submitted	7:00:00AM	<input type="text"/>	<input type="text"/>	3:00:00PM	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/23		
	Tue	11/24	Submitted	7:30:00AM	<input type="text"/>	<input type="text"/>	3:30:00PM	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/24		
	Wed	11/25	Submitted	7:00:00AM	<input type="text"/>	<input type="text"/>	3:00:00PM	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/25		
	Thu	11/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/26		
	Fri	11/27	Submitted	7:30:00AM	<input type="text"/>	<input type="text"/>	3:00:00PM	7.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/27		
	Sat	11/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/28		
	Sun	11/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	11/29		

Submit

Clear

**Summary**

Absence

Exceptions

Payable Time

### Reported Time Summary

Personalize | Find | 1-2 of 2

Category	Total	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29
Total Reported Hours	31.50	8.00	8.00	8.00		7.50		
Time with no Category	31.50	8.00	8.00	8.00		7.50		

[Request Absence](#)

[Self Service](#)

[Time Reporting](#)

By scrolling down, you can see your hours and absence hours.



Did you have more than one break in a day?

I clicked the + sign because I needed to add a row since I had more than one time when I wasn't working on Tuesday

Timesheet

**Joyce Brownridge**  
OFFICE OPERATIONS ASSOCIATE

Employee ID 100041648

Empl Record 0

Earliest Change Date 12/07/2015

Actions

Select Another Timesheet

\*View By Week

\*Date 11/30/2015

Reported Hours 41.50

Previous Week Next Week

Previous Employee Next Employee

Print Timesheet

Reported time on or after 12/03/2015 is for a future period.

From 11/30/2015 to 12/06/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule	Element 1	Date		
	Mon	11/30	Submitted	7:00:00AM			3:00:00PM	8.00					11/30	+	-
	Tue	12/1	Submitted	7:00:00AM	11:00:00AM	11:30:00AM		7.50					12/1	+	-
			Submitted		3:00:00PM	3:30:00PM	5:00:00PM	1.50					12/1	+	-
	Wed	12/2	Submitted	7:00:00AM			3:30:00PM	8.50					12/2	+	-
	Thu	12/3	Submitted	7:00:00AM			3:00:00PM	8.00					12/3	+	-
	Fri	12/4	Submitted	7:00:00AM			3:00:00PM	8.00					12/4	+	-
	Sat	12/5	New										12/5	+	-
	Sun	12/6	New										12/6	+	-

Submit Clear

Summary Absence Exceptions Payable Time

Reported Time Summary

Personalize | Find | 1-2 of 2

Category	Total	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Sun 12/6
Total Reported Hours	41.50	8.00	9.00	8.50	8.00	8.00		
Time with no Category	41.50	8.00	9.00	8.50	8.00	8.00		

Return to Select Employee

Request Absence

Approve Absence

Manager Self Service

Time Management



## Timesheet

**Joice Brownridge**  
 OFFICE OPERATIONS ASSOCIATE

Employee ID 100041648  
 Empl Record 0  
 Earliest Change Date 12/07/2015

Actions ▾  
 Select Another Timesheet

\*View By  Previous Week Next Week  
 \*Date  Previous Employee Next Employee  
 Reported Hours 41.50 Print Timesheet

Reported time on or after 12/03/2015 is for a future period.

From 11/30/2015 to 12/06/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Mon	11/30	Submitted	7:00:00AM			3:00:00PM	8.00				11/30
	Tue	12/1	Submitted	7:00:00AM	11:00:00AM	11:30:00AM		7.50				12/1
			Submitted		3:00:00PM	3:30:00PM	4:00:00PM	1.50				12/1
	Wed	12/2	Submitted	7:00:00AM			3:00:00PM	8.50				12/2
	Thu	12/3	Submitted	7:00:00AM			3:00:00PM	8.00				12/3
	Fri	12/4	Submitted	7:00:00AM			3:00:00PM	8.00				12/4
	Sat	12/5	New									12/5
	Sun	12/6	New									12/6

Overtime hours calculated automatically for this employee because she went over her 40 hours

[Summary](#) | [Absence](#) | [Exceptions](#) | **[Payable Time](#)**

Payable Time Viewing Option  
 By TRC and Status  
 By TRC, Status and Day  
 Show In Detail

Total Pending Approval \$813.05 USD

[View Full Detail](#)

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
11/30/2015	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$116.08	USD
12/01/2015	REGLR	Regular Hours Worked	Hours	Needs Approval	9.00	\$130.59	USD
12/02/2015	REGLR	Regular Hours Worked	Hours	Needs Approval	8.50	\$123.34	USD
12/03/2015	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$116.08	USD
12/04/2015	CMP15	Comp Time Earned 1.5x	Hours	Needs Approval	1.50	\$32.65	USD
12/04/2015	REGLR	Regular Hours Worked	Hours	Needs Approval	6.50	\$94.32	USD

Look PS recognized and noted my overtime. Now, the supervisor needs to approve this. Comp time defaults to pay out as cash in your check.

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