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.

 Log in to PeopleSoft I <u>http://psportal.hws.</u> username and passw 	Portal at . <u>edu</u> using your HWS ord	HOBART AND WILLIAN Home Admissions About Personalize Signon User ID: Password: Sign In
2. On the portal page, c Human Resources	lick	HOBART AND WILLIAN Home Admissions Above Personalize Content Layout Wed, Feb 27, 13 3:04 PM Personalize Content Layout Wed, Feb 27, 13 3:04 PM Personalize Menu Personalizations Campus Solutions Human Resources Financials My Personalizations My Dictionary

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

Menu	
Search:	
	\otimes
 <u>Timesheet</u> 	

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**.

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

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

				Week 1		Week 2
Category		Iotal Hours		(9/30-10/6)		(10/7-10/13)
Total Reported Ho	urs	75.00		37.50		37.50
🗢 Leave and Com	pensatory Time Bala	ances				
Plan Type	Plan	Recor	ded Balance	Minimum All	owed	Maximum Allowed
Leave	Sick		219.64		0	715
Leave Leave	Sick Vacation		219.64 9.19		0	715 226

Total TRC

7.50 REG

7.50 REG Regular

7.50 SCK Sick Leave

Descriptio

Regula

Reported Status

Approved

09/30/2016 Approved

10/04/2016 Approved

10/07/2016 Approved

10/10/2016 Approved

10/11/2016 Approved

10/12/2016 Approved

10/13/2016 Approved

10/05/2016 Needs Approval

10/03/2016

10/06/2016 Approved

V

									Emplo	yee ID									
Job Title:	Faculty	Secre	tary						Empl R	ecord:									
View By:	Cal	lendar	Period		Ŧ	Re	ported	Hours:			0.00		Previo	us Per	iod	Next Perio	d		
Date:	09/3	30/201	6 i	10		Sc	hedule	d Hours	:	8	80.00								
												W R	elcome	to Sel	f-Servio	ce Time			
From Friday	09/30/2	2016 to	Thurs	day 10	/13/201	6 (?)													
l ime 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		
REG - 🚽 📑	7.50			7.50	7.50	7.50	7.50	7.50			7.50							+	E
PER · 🗸												7.5						+	E
•																		+	
Save fo	r Later	- [Sub	mit														
Odverte	Lator	_		oub	int.														

Favorites Main Menu >	Self Service	>	Time Reporting	>	Report Time	>	Timesheet
Timesheet							
Submit Confirm	ation						
The Submit was	successful.						
OK Time for the Tim	e Period of 20	16-	-09-30 to 2016-1	0-1	3 is submitted		

Approval Monito

Approval Monitor

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.

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	Departme	nt
REG·+	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	75.00			H
Save	for Late	r		Sub	mit													
- Reported	Time S	Status																
Date	Repo	rted St	atus			Appr	oval M	onitor			Tot	al TRC	Desc	cription				Comi
09/30/2016	Appro	oved				Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				(
10/03/2016	Appro	oved				Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				(
10/04/2016	Appro	oved				Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				(
10/05/2016	Push	ned Bac	:k			Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				(
10/06/2016	Appre	oved				Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				(
10/07/2016	Appre	oved				Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				(
10/10/2016	Appro	oved				Appr	oval Mo	nitor			7.5	0 REG	Reg	ular				0
								- 14										

From Friday	09/30/2	2016 to	o Thurs	sday 10)/13/201	6 ?													
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		
REG· 🗸	7.50			7.50	7.50		7.50	7.50			7.50	7.50	7.50	7.50	75.00			+	-
SCK · 🗸						7.50												+	-
Save fo	or Later			Sub	mit														
- Reported	Time St	tatus																	
Date	Repor	ted Sta	atus			Appr	oval M	onitor			Tot	al TRC	Des	cription			Co	mme	nts
09/30/2016	Appro	ved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular				\bigcirc	
10/03/2016	Appro	ved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular				\Diamond	
10/04/2016	Appro	ved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular				\bigcirc	
10/05/2016	Pushe	ed Bac	k			Appro	oval Mo	nitor			7.5	0 REG	Reg	ular				\bigcirc	
10/06/2016	Appro	ved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular				\bigcirc	

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

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

From Frida	y 09/30	sday 10	13/201	6 2						-	1000								
Time Reporting Code	Fri 9(30	Sat 10/1	Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/5	Fri 19/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total	Override Rate	Department		
REG +	7.50			7.50	7.50		7.50	7.50			7.50	7.50	7.50	7.50	67.50			+	-
SCK-						7.50									7.50			+	-
Save	for Late			Subr	mit														
- Reported	Time S	itatus																	
Date	Repo	ne Status leported Status				Appro	oval Mc	anitor			Tot	I TRC	Desc	cription			Comm	ents	
09/30/2016	Appre	eported Status				Appro	oval Mo	mitor			7.5	0 REG	Reg	ular			ç	2	
10/03/2016	Appre	oved				Appro	oval Mo	mitor			7.5	0 REG	Reg	ular			ç	>	
10/04/2016	Appre	oved	ed Hd			Appro	oval Mo	nitor			7.5	0 REG	Reg	ular			ç	5	
10/05/2016	Need	s Appre	oval			Appro	oval Mo	mitor			7.5	о зск	Sick	Leave			Ç	5	
10/06/2016	Appr	oved				Appre	oval Me	nitor			7.6	0 REG	Reg	ular			ç	5	

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.

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	ay 09/30	0/2016 t	o Thurs	sday 10	1/13/201	16 👔											
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
REG · 🗸	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	90.00		Q 🛨
Save	for Late	er		Subi	mit												
👻 Reporte	d Time	Status															
Select	Date		Repo	rted Sta	itus			Appro	oval Mor	itor			Total	TRC	Descr	iption	Comments
	09/30	0/2016	Need	s Appro	val			Appro	val Mon	itor			7.50	REG	Regul	ar	Q
	10/0	1/2016	Need	s Appro	val			Appro	val Mon	itor			7.50	REG	Regul	ar	Q
	10/02	2/2016	Denie	ed				Appro	val Mon	itor			7.50	REG	Regul	ar	Q
	10/03	3/2016	Denie	ed				Appro	val Mon	<u>itor</u>			7.50	REG	Regul	ar	\Diamond
	10/04	4/2016	Need	s Appro	val			Appro	val Mon	itor			7.50	REG	Regul	ar	Q
	10/05	5/2016	Need	s Appro	val			Appro	val Mon	itor			7.50	REG	Regul	ar	Q

From Frida	iy 09/30)/2016 t	o Thurs	sday 10	/13/201	6 🕐														
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	Departr	nent		
REG · 🗸	7.50	7.50			7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	90.00				+	-
ALD - 🗸			7.50	7.50															+	-
Save	for Late	er		Sub	mit															
 Reported 	d Time	Status																		
Date	Rep	orted St	atus			Appr	oval Mo	onitor			Tot	I TRC	Des	cription				Со	mme	ents
09/30/2016	Арри	roved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular					\bigcirc	
10/01/2016	Аррі	roved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular					\mathcal{O}	
10/02/2016	Den	ied				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular					\mathcal{O}	
10/03/2016	Den	ied				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular					\mathcal{O}	
10/04/2016	Арри	roved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular					\bigcirc	

Favorit	es Main Menu 🤇	Self Service	>	Time Reporting	>	Report Time
Time	sheet					
Sub	mit Confirm	nation				
	The Submit wa	s successful.				

OK Time for the Time Period of 2016-09-30 to 2016-10-13 is submitted

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

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

From Frid	ay 09/3	0/2016 t	o Thurs	sday 10)/13/201	6 🕐													
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	e for Lat	er Status		Sub	mit														
Date	Rep	orted St	atus			Appro	oval Mo	onitor			Tot	al TRC	Des	cription			Comm	ents	
09/30/201	6 App	roved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular			ç	>	
10/01/201	6 App	roved				Appro	oval Mo	nitor			7.5	0 REG	Reg	ular			Ç)	
10/02/201	6 Nee	ds Appr	oval			Appro	oval Mo	nitor			7.5	0 ALD	Adm	ninistrat	ive Lea	ve Day	Ş)	
10/03/201	6 Nee	ds Appr	oval			Appro	oval Mo	nitor			7.5	0 ALD	Adm	ninistrat	ive Lea	ve Day	Ş)	
10/04/201	6 App	roved				Appro	oval Mo	<u>nitor</u>			7.5	0 REG	Reg	ular			Ç)	

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 resubmitted 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

Timest	eet Summary									
• Employee	Selection Criteria									
View By:	Week			. 8	Show Schedule Information					
Date:	10/04/2015	B O	E	revious Weak	NetWeek					
Employee	s Fer Tin	se Needing Approval Fro	m 10:10:2016 -	10/16/2016						
Select	Rame	Hours to be Approved	Reported Roars	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description
	Employee Manual	20.00	30.00		0.00	0.00				

ode	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			
PER·+												7.50			7.50	17.187300	80070	+		
REG 👻	7.50			7.50	7.50	7.50	7.50	7.50			7.50		7.50	7.50	67.50	17.187300	80070	+		
Save	for Late	u.		Subr	mit															
teportec	a Time S	status																		
Select	Date		Repor	rted Sta	tus			Appro	val Mon	itor			Total	TRC	Desc	ription			Cr	amments
	09/30	/2016	Need	s Appro	wal			Appro	eal Moni	itor			7.50	REG	Regu	ılar				0
	10/03	/2016	Need	s Appro	wal			Appro	val Mon	itor			7.50	REG	Regu	ılar				0
V	10/04	/2016	Need	as Appro	wal			Approv	val Moni	itor			7.50	REG	Regu	ılar				0
	10/05	/2016	Need	s Appro	wai			Appro	val Moni	itor			7.50	REG	Regu	ılar				0
	10/06	/2016	Need	.s Appro	wal			Appro	val Mon	itor			7.50	REG	Regu	ılar				0
12	10/07	/2016	Need	s Appro	wal			Appro	val Moni	itor			7.50	REG	Regu	ılar				0
V	10/10	2016	Need	s Appro	wal			Approv	val Mon	itor			7.50	REG	Regu	ılar				0
	10/11	/2016	Need	s Appro	wal			Appro	val Moni	itor			7.50	PER	Perso	onal Leave				0
	10/12	2016	Need	s Appro	wal			Approv	val Mon	tor			7.50	REG	Regu	ılar				Q
	10/13	/2016	Need	.s Appro	wat			Appro	val Moni	itor			7.50	REG	Regu	ılar				Q
Select All	Desel	ect All				-				-										
ADS	prove			Den	4		P	ush Ba	ck											

	Yes	No
--	-----	----

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

	et Sun	imary																
• Employee 5	election C	steria																
View By:	Week							. 13	how Sch	edule Infi	rmation							
Date:	10/04/201	5	80				Previous	Wesk	Next Wee	±								
Employees	or C	Ter	ne Neodir	Atorov	al From 1	0:10:201	6 - 10/16	2016								_	10	
Select	Kame			Hours to Approv	ted a	Rours	Exe	option	A20	roved/Sub	mitted Noura	Denied	Employ	yee ID	Empl Record	Joh	Department Descript	son.
	Employee !	lame		- 0	0.00	30.00					0.00	0.0	0		0			
Select.AE G	eseled Al																	
Approv		De	N	E	ush Baci	K												
Time		_																
Reporting	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	
Code	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	75.00			
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 Late	r		Subr	nit													
👻 Reporte	d Time S	itatus																
Select	Date		Repor	ted Sta	tus			Appro	val Mon	itor			Total	TRC	Descri	iption		Comme
	09/30	/2016	Need	s Appro	val			Approv	al Mon	itor			7.50	REG	Regul	ar		\bigcirc
	10/03	/2016	Need	s Appro	val			Approv	al Mon	itor			7.50	REG	Regul	ar		Q
	10/04	/2016	Need	s Appro	val			Approv	al Moni	itor			7.50	REG	Regul	ar		0
	10/05	120.16	Mood	Appro	val			Approx	al Man	itor			7.50	REC	Regul			Ó
	10/05	2010	Neeu	s Appio	vai			Approv	armon				7.50	REG	Regui	ai		~
-	10/06	/2016	Need	s Appro	val			Approv	al Mon	itor			7.50	REG	Regul	ar		<i>Q</i>
	10/07	/2016	Need	s Appro	val			Approv	al Mon	itor			7.50	REG	Regul	ar		0
	10/10	2016	Need	s Appro	val			Approv	al Moni	itor			7.50	REG	Regul	ar		\bigcirc
		2016	Need	s Appro	val			Approv	al Mon	itor			7.50	REG	Regul	ar		Q
	10/11	/2016	Need	s Appro	val			Approv	al Moni	itor			7.50	REG	Regul	ar		0
	10/11		Need	s Annro	val			Annros	al Mon	itor			7 50	REC	Regul	ar		0
	10/11	2016	1111000	o nppi u	vai			<u>Approv</u>	ar nititi				1.00	1420	rtagui	ai		2
	10/11 10/12 10/13	/2016																
C C C C C C C C C C C C C C C C C C C	10/11 10/12 10/13 Desel	/2016 ect All		_			_											

Message
Are you sure you want to push back the time selected to the originator? (13504,10158)
Select Yes to confirm and complete the transaction, No to return to the page without updating the status.
Yes No



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

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

Timesheet
Approve Confirmation
The Approve was successful.

Yes

No

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.

Timesh	eet Summary					
• Employee	Selection Criteria					
View By: Date:	Week 10/04/2016	T B C	P	revious Week	Show Schedule Information	
Employees	a For Time	Needing Approval Fro	m 10:10/2016 -	10/16/2016		
Select	Name	Hours to be Approved	Reported Hours	Exception	Approved/Submitted Hours	Denied Hours
0	Employee Name	30.00	30.00		0.00	0.00
Relact All	Decelect All					

- 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.

11.On the message, click Yes

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
	09/30/2016	Approved	Approval Monitor	7.50	REG	Regular	Q
	10/03/2016	Approved	Approval Monitor	7.50	REG	Regular	Q
	10/04/2016	Approved	Approval Monitor	7.50	REG	Regular	Q
	10/05/2016	Needs Approval	Approval Monitor	7.50	SCK	Sick Leave	\Diamond
	10/06/2016	Approved	Approval Monitor	7.50	REG	Regular	Ŷ
	10/07/2016	Approved	Approval Monitor	7.50	REG	Regular	Ŷ
	10/10/2016	Approved	Approval Monitor	7.50	REG	Regular	Ŷ
	10/11/2016	Approved	Approval Monitor	7.50	REG	Regular	Ŷ
	10/12/2016	Approved	Approval Monitor	7.50	REG	Regular	Ŷ
	10/13/2016	Approved	Approval Monitor	7.50	REG	Regular	Ŷ
elect All	Deselect All	Denv	Push Back				

Messag

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Timesheet

OK

Approve Confirmation

The Approve was successful.

Yes	No

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

limesn	leet summary									
 Employee 	Selection Criteria									
View By:	Week			. 8	Show Schedule Information					
Date:	10/04/2015	18 to	E	revious Weak	NetWeet					
Select	Name	le liceding Approval From Hours to be Approved	Reported Rours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description
13	Employee: Name	30.00	30.00		0.00	0.00		0		
SelectAK	Depelect At									

	Time Status						
Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
	09/30/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/01/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/02/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/03/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/04/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/05/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/06/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/07/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/10/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/11/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
	10/12/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	P
	10/13/2016	Needs Approval	Approval Monitor	7.50	REG	Regular	Q
Select All	Deselect All						
Арр	rove	Deny	Push Back				

Hobart and William Smith Colleges · Information Technology Services Page 4 of 6

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**



14.Click Approve

An assurance message will appear.

13.On the message, click Yes

Timesheet Deny Confirmation Image: Status Image: St
Copyonal lime Status Approval Monitor Total TRC Description Com 20 10/14/2018 Needs Approval <u>Approval Monitor</u> 7.50 REC Regular Com 10/11/2016 Denied <u>Approval Monitor</u> 7.50 REC Regular Com 10/11/2016 Denied <u>Approval Monitor</u> 7.50 REC Regular Com 10/11/2016 Denied <u>Approval Monitor</u> 7.50 REG Regular Com 10/11/2016 Meeds Approval <u>Approval Monitor</u> 7.50 REG Regular Com
Select Date Reported Status Approval Monitor Total TRC Description Com 10/14/2016 Needs Approval Approval Monitor 7.50 REG Regular Image: Comparison of the second Monitor 7.50 REG Regular 10/18/2016 Denied Approval Monitor 7.50 REG Regular Image: Comparison of the second Monitor 7.50 REG Regular 10/18/2016 Denied Approval Monitor 7.50 REG Regular Image: Comparison of the second Monitor 7.50 REG Regular
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Intraction denied Approval Monitor 750 REG Regular
10/20/2016 Needs Approval Approval Monitor 7.50 REG Regular
ect All Deselect All Accordia Dany Public Back

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

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

Timesheet
Approve Confirmation
The Approve was successful.

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

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

elect	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
	09/30/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/01/2016	Approved	Approval Monitor	7.50 REG	Regular	P
2	10/02/2016	Needs Approval	Approval Monitor	7.50 ALD	Administrative Leave Day	P
	10/03/2016	Needs Approval	Approval Monitor	7.50 ALD	Administrative Leave Day	0
	10/04/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/05/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/06/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/07/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/10/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/11/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/12/2016	Approved	Approval Monitor	7.50 REG	Regular	0
	10/13/2016	Approved	Approval Monitor	7.50 REG	Regular	0

18 13

Timesheet Summary

10/04/2016

View By:

Employee Nat

d All Deseled All

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

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

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



Yes

No

s Week Next Week

0.00

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:

- Log in to PeopleSoft Portal at <u>http://psportal.hws.edu</u> 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

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Benort ÷
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Employee Selection Criteria
Description Manage Delegation
Manage Delegation
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.
Learn More about Delegation
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.
Create Delegation Request
Enter Dates
Enter the dates for your delegation request. Enter a <i>From Date</i> that is today or later. Enter a <i>To Date</i> that is the same as or later than your <i>From Date</i> . For open-ended delegation requests, leave the <i>To Date</i> blank
Delonstion Dates
From Date: 11/01/2016 a
To Date: 11/04/2016
Next Cancel

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

Create Delegation Request

Select Transactions

Create Delegation Request

Select Proxy by Hierarchy

search for proxies outside your hierarchy.

Search by Name

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions			
Manage Approve R	eported Time		
Manage Reported	Time		
elect All Deselect	<u>t All</u>		
Previous Item	Next	Cancel	

- 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

Search by Hierarchy					
Last Name:			Q		
First Name:			٩		
Search	Clear				
Choose Delegate					
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
		Employee			-
< Previous	Next	Cance	1		

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the Search by Name hyperlink to

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

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

Delegation E	etail	
Proxy:		
From Date:	10/27/2016	
To Date:	10/31/2016	
Transactions		
Manage Approve R	ported Time	

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

Create Delegation Request
You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.
ок

Revoking Delegation

Managers may also revoke delegation of a proxy.

To revoke delegation (before the delegation expire date):

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



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Personalize Content Layout

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**

Enterpr	ise Menu	li c	4 🖬
▶ Report - CRM A - Camp - Camp - Humau - Financ - My Per - My Dic	ing Tools dmissions us Solutions n Resources lais sonalizations tionary		
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Descriptio	n	Manage Delegation	

Wed, Feb 27, 13 3:04 PM

Manage Delegation	
Some of your self-service transactions can be del and/or approve transactions for you and/or your er responsibility for their transactions to you.	egated so that others may act on your behalf to initiate mployees. In addition, others may have delegated
	Learn More about Delegation
Select Create Delegation Request to choose trans	sactions to delegate and proxies to act on your behalf.
	Create Delegation Request
Select Review My Proxies to review the list of trans transaction.	sactions that you have delegated and the proxy for each 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**

Revoke Delegation Request

This page allows you to view your provises and the request status for each delegation request. Select a particular status and select Reineoh to show the matching requests. Select the information icon to view request details. To revolve requests, select the request, then select Revolve.

Refresh

Revoke

Yes - Continue

Job Title

From Date To Date

10/27/2016

Revoke Delegation Request

11/30/2015

10/31/2016 11/01/2016 Accepted

10/28/2016 10/28/2016 Revoked

10/27/2016 Revoked

Delega Status

Inactive

Active

Inactive

Inactive

0

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Reque

Are you sure you want to revoke the delegation requests that you have selected ?

No - Cancel

You have successfully revoked a delegation request. Refer to the My Proxies page to view revoked delegation requests.



My Proxies

Show Requests by Status:

Manage Approve Reported

Manage Approve Reported

E Manage Reported Time

Select All Deselect All

Return to Manage Delegation

Choose Delegate

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.

Some of your self-se and/or approve trans responsibility for the	ervice transa sactions for y ir transactior	ctions can be de ou and/or your e ns to you.	elegated so employees	o that othe . In additi	ers may a on, others	ct on your bel may have de	half to initiate elegated
				6 L	earn More	e about Deleo	gation
Select Create Deleg	gation Reque	st to choose trai	nsactions t	o delega	te and pro	oxies to act or	n your behalf
Select <i>Review My D</i> others, and to accep	elegated Aut ot or reject pe	<i>horities</i> to see th Inding delegatio	ne list of tra n requests	nsaction	s that hav	re been deleg	gated to you I
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You have successfully accepted a delegation request. Refer to the My Delegated Authorities view accepted delegation requests.	
You have successfully accepted a delegation request. Refer to the My Delegated Authorities view accepted delegation requests.	
	page t
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Employee Self Service: Time and Labor Entering Time as a Timekeeper

Entering Time as a Timekeeper

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

To enter time:

 Log in to PeopleSoft Portal at <u>http://psportal.hws.edu</u> 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).

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Report Time Timesheet Summary Employee Selection Criteria	Value Q

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Personalize

Signon

User ID:

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

Hobart and William Smith Colleges · Information Technology Services Page 2 of 2

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									Emplo	yee ID):							
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Date	Reported Status	Approval Monitor	Total							
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Leave and Compensatory Time I

Reported Time Summary

Punch Timesheet Return to Select Employee Manager Self Service 8.00

8.00

8.00

8.00

Favorites Main Menu > Manager Self Service > Time Management > Ren

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:

- Log in to PeopleSoft Portal at <u>http://psportal.hws.edu</u> 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

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Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated researchild for their toro edinge to your.
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Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.
Create Delegation Request
Create Delegation Request
Enter Dates
Enter the dates for your delegation request. Enter a <i>From Date</i> that is today or later. Enter a <i>To Date</i> that is the same as or later than your <i>From Date</i> . For open-ended delegation requests, leave the <i>To Date</i> blank.
Delegation Dates
From Date: 11/01/2016

Next

Cancel

- 7. On the Create Delegation Request Select Transactions page, check Manage Reported Time
- 8. Click Next



- 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

Create De	egation Request
Select Tra	nsactions
Select the trans	actions that you want to delegate to a proxy. You can select one or many transactions.
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Create Delegatio	n Request
Select Proxy by	Hierarchy
This page displays persor next to the name to select t search for proxies outside	is within your hierarchy that you can select as proxies. Select the radio button that person as a proxy. You can also select the <i>Search by Name</i> hyperlink to your hierarchy.
Search by Name	

Search by Hierarchy					
Last Name:			Q		
First Name:			Q		
Search	Clear				
Choose Delegate					
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
•		Employee			
< Previous	Next	Cano	cel		

13.On the Delegation Detail page, click Submit

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

Create Delegation Request							
Delegation	Delegation Detail						
Proxy:							
From Date:	10/28/2016						
To Date:	10/29/2016						
Transactions							
Manage Reported T	Time						
Submit	< Previous Cancel						

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

Create Deleg	ation Request
You have successfull of the request.	y submitted a delegation request. Refer to the My Proxies page to view the status
ОК	

Revoking Delegation

Timekeepers may also revoke delegation of a proxy.

To revoke delegation (before the delegation expire date):

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



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Enterprise Menu

 Reporting Tools
 CRM Admissions

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**

- <u>Huma</u> - <u>Financ</u> - <u>My Per</u> - <u>My Dic</u>	n Resources dals sonalizations tionary		
Favorites	Main Menu > Manager Self	Service > Time Management > Repo	r <u>t</u> Time
	Search Menu:		
Report	Colf Convice	÷	
Times Employ Descriptic	Anager Self Service Anager Self Service Reporting Tools Selection Criteria	 Time Reporting Personal Information Payroll and Compensation Benefits Manage Delegation 	

Manage Delegation
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.
Learn More about Delegation
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.
Create Delegation Request
Select <i>Review My Proxies</i> to review the list of transactions that you have delegated and the proxy for each transaction.

- 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**

Revoke Delegation Request

Name

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Refresh

Revoke

Revoke Delegation Request

Job Title

Yes - Continue

Request Status

From Date To Date

10/27/2016 10/28/2016 Accepted

11/01/2016 11/04/2016 Accepted

Are you sure you want to revoke the delegation requests that you have selected ?

No - Cancel

Delegation Status

Active

Inactive

You have successfully revoked a delegation request. Refer to the My Proxies page to view revoked delegation requests.



My Proxies

Choose Delegate

Select All

Transaction

Manage Reported Time

Manage Reported Time

Return to Manage Delegation

Deselect All

Show Requests by Status: