

# Employee Self Service: Time and Labor Entering Your Timesheet Online (Employees)

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## Entering Time Online

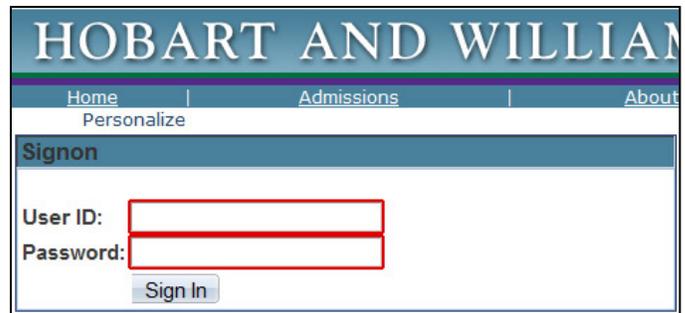
Employees may now enter their time in an online timesheet through Self Service in PeopleSoft. The timesheet will be approved online by the employee's manager.

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.

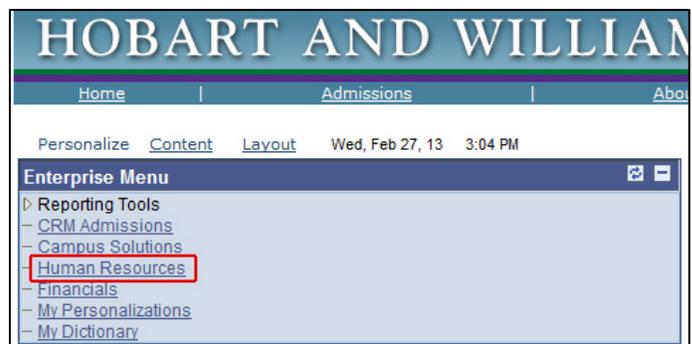
## To enter time in Self Service:

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.

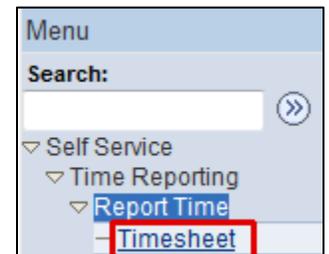
1. Log in to PeopleSoft Portal at <http://psportal.hws.edu> using your HWS username and password



2. On the portal page, click **Human Resources**



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



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- 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.

- Enter the **hours** for each day worked

*Note:* Dates go across to the right.

- 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.

- 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**.

Reported Time Status						
Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	09/30/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/03/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/04/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input checked="" type="checkbox"/>	10/05/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50	SCK Sick Leave	
<input type="checkbox"/>	10/06/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/07/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/10/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/11/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/12/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	
<input type="checkbox"/>	10/13/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG Regular	

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

Reported Time Summary			
Category	Total Hours	Week 1 (9/30-10/6)	Week 2 (10/7-10/13)
Total Reported Hours	75.00	37.50	37.50

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

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Leave	Sick	219.64	0	715
Leave	Vacation	9.19	0	226
Leave	Personal	4.50	0	

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## 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	Department	
REG	7.50			7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	75.00			

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
09/30/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/03/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/04/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/05/2016	Pushed Back	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/06/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/07/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/10/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/11/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	

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	75.00			
SCK						7.50												

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
09/30/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/03/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/04/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/05/2016	Pushed Back	<a href="#">Approval Monitor</a>	7.50	REG	Regular	
10/06/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	

Timesheet  
Submit Confirmation

The Submit was successful.

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

# Employee Self Service: Time and Labor Entering Your Timesheet Online (Employees)

- On the Submit Confirmation page, click **OK**

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

Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
09/30/2016	Approved	Approval Monitor	7.50 REG	Regular	
10/03/2016	Approved	Approval Monitor	7.50 REG	Regular	
10/04/2016	Approved	Approval Monitor	7.50 REG	Regular	
10/05/2016	Needs Approval	Approval Monitor	7.50 SCK	Sick Leave	
10/06/2016	Approved	Approval Monitor	7.50 REG	Regular	

## 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.

- Click on the **link** in the e-mail
- Log in** to Self Service

You will see your submitted time.

- Expand the list of days by clicking **Reported Time Status**

You will see the Reported Status of Denied.

- Click the **plus sign** to add a row

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	09/30/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/01/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/02/2016	Denied	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/03/2016	Denied	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/04/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/05/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	

- Enter a different **time reporting code**, if applicable

- Reference the Reported Time Status table for the **date** of denied time

- Move (cut/paste) the **denied time to the new row**, verifying the date and hours are correct

Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
09/30/2016	Approved	Approval Monitor	7.50 REG	Regular	
10/01/2016	Approved	Approval Monitor	7.50 REG	Regular	
10/02/2016	Denied	Approval Monitor	7.50 REG	Regular	
10/03/2016	Denied	Approval Monitor	7.50 REG	Regular	
10/04/2016	Approved	Approval Monitor	7.50 REG	Regular	

- Click **Submit**

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

A Submit Confirmation screen will appear.



# Employee Self Service: Time and Labor Entering Your Timesheet Online (Employees)

- On the Submit Confirmation page, click OK

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

From Friday 09/30/2016 to Thursday 10/13/2016 ?																	
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 for Later      Submit

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
09/30/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	⊗
10/01/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	⊗
10/02/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50	ALD	Administrative Leave Day	⊗
10/03/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50	ALD	Administrative Leave Day	⊗
10/04/2016	Approved	<a href="#">Approval Monitor</a>	7.50	REG	Regular	⊗

# Employee Self Service: Time and Labor

## Approving Time (Manager)

### 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 re-submitted 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.

Select	Name	Hours to be Approved	Reported Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Emp Record	Job	Department Description
<input type="checkbox"/>	Employee Name	30.00	30.00		0.00	0.00				

3. Click on the **name** of an employee

You will see the employee's timesheet page.

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input checked="" type="checkbox"/>	09/30/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/03/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/04/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/05/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/06/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/07/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/10/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/11/2016	Needs Approval	Approval Monitor	7.50 PER	Personal Leave	
<input checked="" type="checkbox"/>	10/12/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/13/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	

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**

Message

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

Once Approved the status cannot be reverted back.

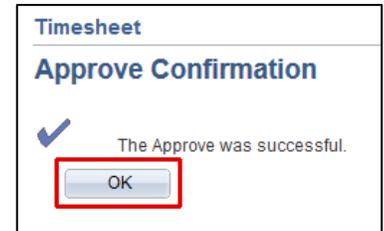
Select Yes to confirm and complete the status change, No to return to the page without updating the status.

# Employee Self Service: Time and Labor

## Approving Time (Manager)

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.

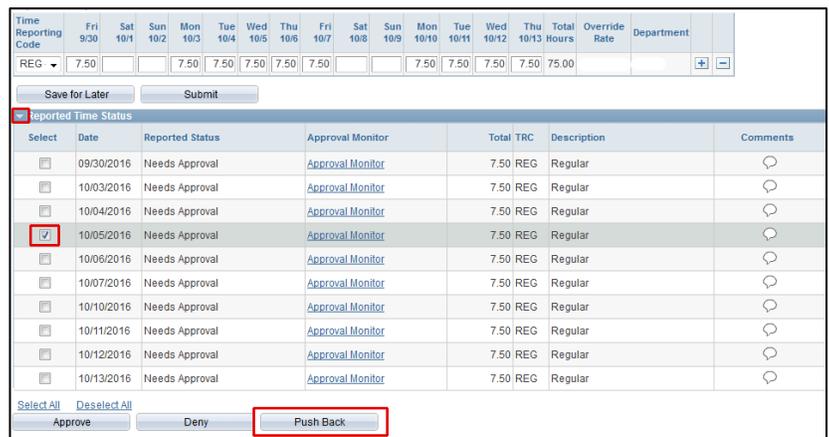
1. Click on the **link** in the e-mail
2. **Log in** to PeopleSoft

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.

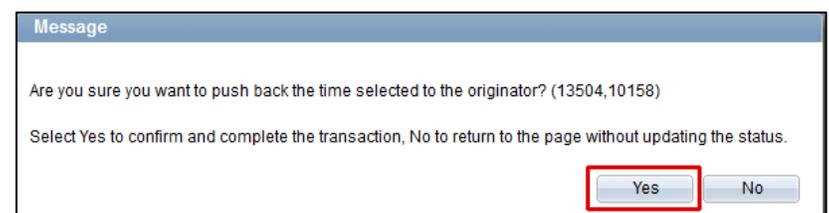


4. Expand the list of days by clicking **Reported Time Status**
5. Select the **row for the date/time** that needs to be corrected
6. Click **Push Back**

The remaining days will still need to be approved.

An assurance message will appear.

7. On the message, click **Yes**

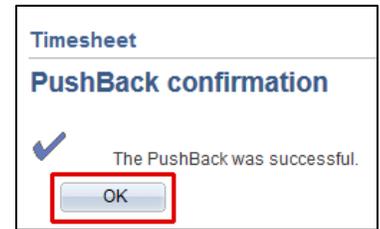


# Employee Self Service: Time and Labor

## Approving Time (Manager)

8. On the PushBack Confirmation, click **OK**

Employees whose time has been pushed back will receive an e-mail notification of push back.



9. **Select** the rest of the days that are correct

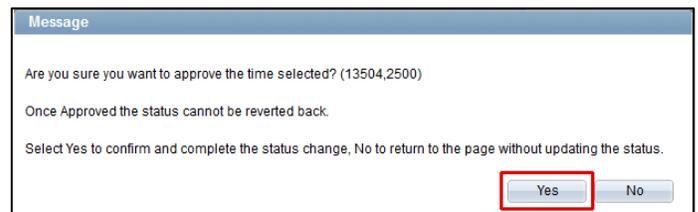
10. Click **Approve**

An assurance message will appear.

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input checked="" type="checkbox"/>	09/30/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/03/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/04/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/05/2016	Pushed Back	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/06/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/07/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/10/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/11/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/12/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/13/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	

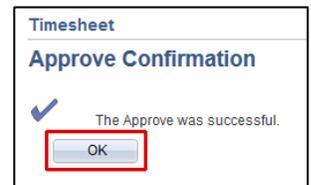
Select All Deselect All

9. On the message, click **Yes**



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

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



### 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.

# Employee Self Service: Time and Labor

## Approving Time (Manager)

- Review the expanded **Reported Time Status** list
- Select the day whose status is **Needs Approval**
- Click **Approve**

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	09/30/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/03/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/04/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/05/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 SCK	Sick Leave	
<input type="checkbox"/>	10/06/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/07/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/10/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/11/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/12/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/13/2016	Approved	<a href="#">Approval Monitor</a>	7.50 REG	Regular	

Select All Deselect All

An assurance message will appear.

- On the message, click **Yes**

**Message**

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.

- 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 Deny Time:

If time has been entered in error, the manager may deny the time to the employee.

- Click on the **link** in the e-mail
- 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.

Select	Name	Hours to be Approved	Reported Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description
<input checked="" type="checkbox"/>	<a href="#">Employee Name</a>	30.00	30.00		0.00	0.00				

Select All Deselect All

- Click on the **name** of an employee

You will see the employee's timesheet page.

- Review the expanded **Reported Time Status** list
- Select the **day** that needs to be denied
- Click **Deny**

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	09/30/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/01/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/02/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/03/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/04/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/05/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/06/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/07/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/10/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/11/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/12/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	
<input type="checkbox"/>	10/13/2016	Needs Approval	<a href="#">Approval Monitor</a>	7.50 REG	Regular	

Select All Deselect All

# Employee Self Service: Time and Labor

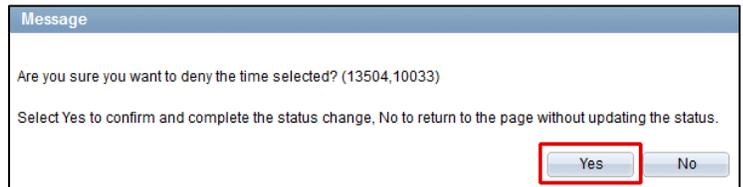
## Approving Time (Manager)

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**

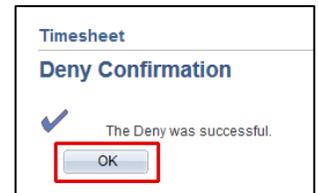


Message

Are you sure you want to deny the time selected? (13504,10033)

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

12. On the Deny Confirmation, click **OK**



Timesheet

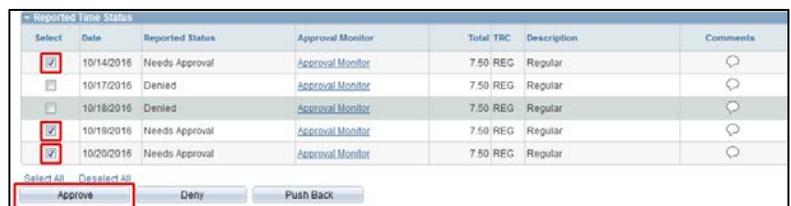
### Deny Confirmation

The Deny was successful.

13. **Select** the rest of the days that are correct

14. Click **Approve**

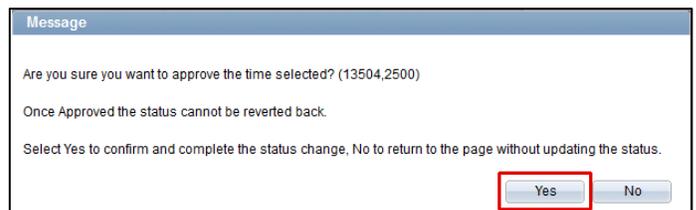
An assurance message will appear.



Select	Date	Reported Status	Approval Monitor	Total TAC	Description	Comments
<input checked="" type="checkbox"/>	10/14/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/17/2016	Denied	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/18/2016	Denied	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/19/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/20/2016	Needs Approval	Approval Monitor	7.50 REG	Regular	

Select All Deselect All

13. On the message, click **Yes**



Message

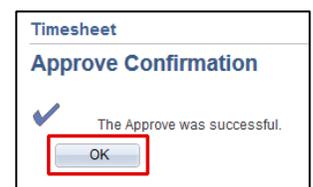
Are you sure you want to approve the time selected? (13504,2500)

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.

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

# Employee Self Service: Time and Labor

## Approving Time (Manager)

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.

- Click on the name of the **employee** whose time has been corrected

The employee's timesheet page will be displayed.

Select	Name	Hours to be Approved	Reported Hours	Exception	Approved/Submitted Hours	Denied Hours
<input type="checkbox"/>	Employee Name	30.00	30.00		0.00	0.00

- Review the expanded **Reported Time Status** list

- Select the day whose status is **Needs Approval**

- Click **Approve**

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	09/30/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/01/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input checked="" type="checkbox"/>	10/02/2016	Needs Approval	Approval Monitor	7.50 ALD	Administrative Leave Day	
<input checked="" type="checkbox"/>	10/03/2016	Needs Approval	Approval Monitor	7.50 ALD	Administrative Leave Day	
<input type="checkbox"/>	10/04/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/05/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/06/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/07/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/10/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/11/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/12/2016	Approved	Approval Monitor	7.50 REG	Regular	
<input type="checkbox"/>	10/13/2016	Approved	Approval Monitor	7.50 REG	Regular	

An assurance message will appear.

- On the message, click **Yes**

- On the Approve Confirmation, click **OK**

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

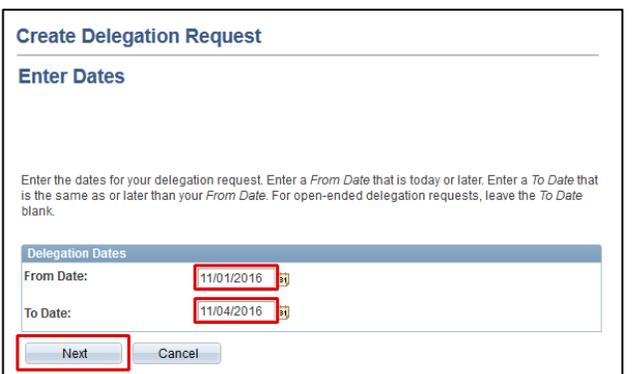
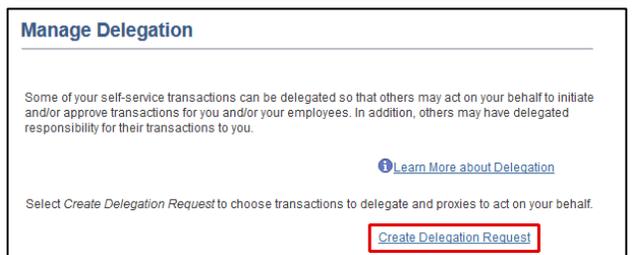
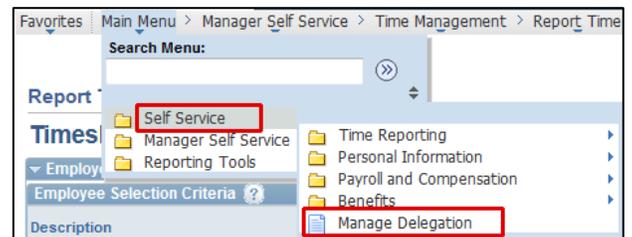
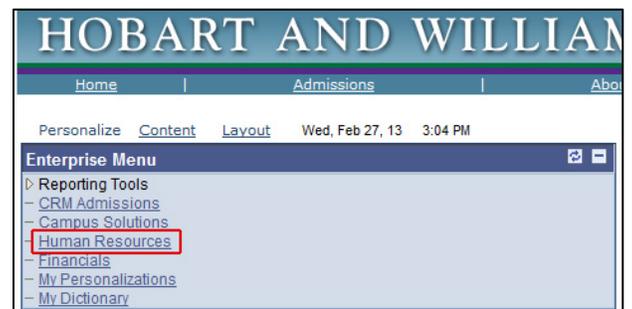
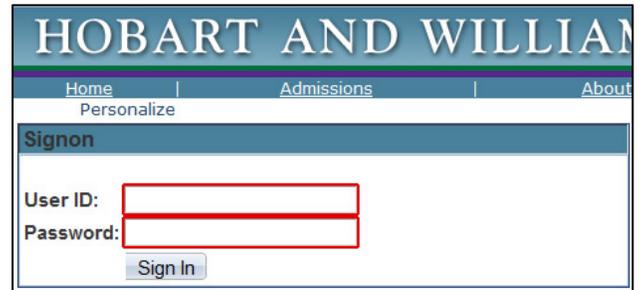
# Employee Self Service: Time and Labor Delegating Time Approval (Manager)

## 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:

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 > 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**



# Employee Self Service: Time and Labor Delegating Time Approval (Manager)

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

**Create Delegation Request**

### Select Transactions

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

Delegate Transactions	
Transaction	
<input checked="" type="checkbox"/> Manage Approve Reported Time	
<input type="checkbox"/> Manage Reported Time	

[Select All](#)   [Deselect All](#)

9. 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**

**Create Delegation Request**

### Select Proxy by Hierarchy

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 search for proxies outside your hierarchy.

11. In the Choose Delegate area, select the **person**
12. Click **Next**

[Search by Hierarchy](#)

Last Name:

First Name:

Choose Delegate					
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> [Redacted]	[Redacted]	Employee	[Redacted]	[Redacted]	[Redacted]

13. On the Delegation Detail page, click **Submit**
- An e-mail notification will be sent to the chosen delegate.

**Create Delegation Request**

### Delegation Detail

Proxy: [Redacted]

From Date: 10/27/2016

To Date: 10/31/2016

Transactions
Manage Approve Reported 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.

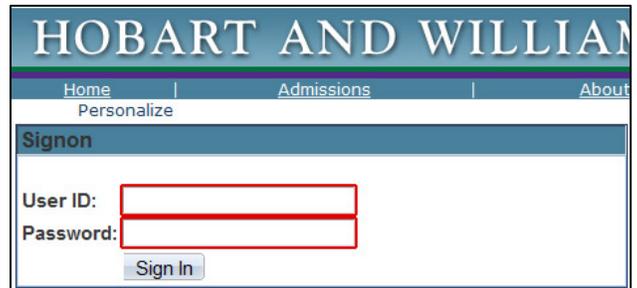
# Employee Self Service: Time and Labor Delegating Time Approval (Manager)

## Revoking Delegation

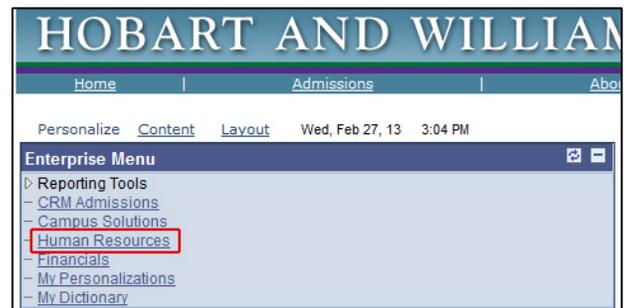
Managers may also revoke delegation of a proxy.

### To revoke delegation (before the delegation expire date):

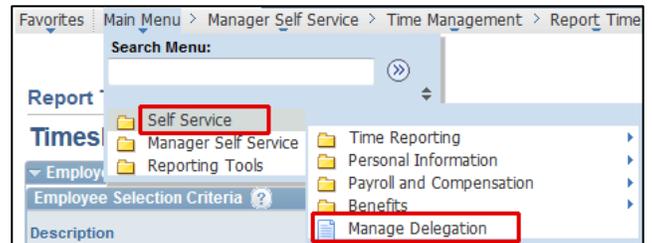
1. Log in to PeopleSoft Portal at <http://psportal.hws.edu> using your HWS username and password



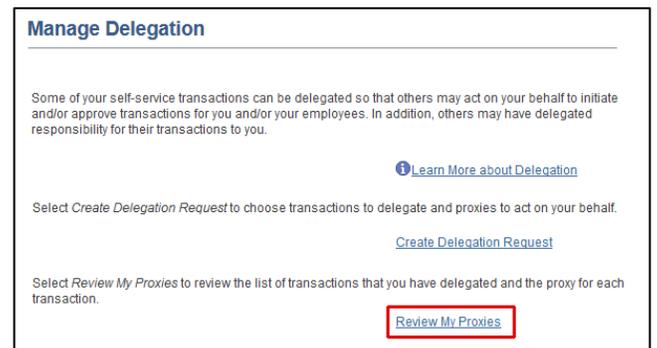
2. On the portal page, click **Human Resources**



3. On the Main Menu, go to **Self Service > Manage Delegation**



4. On the Manage Delegation page, click **Review My Proxies**



# Employee Self Service: Time and Labor Delegating Time Approval (Manager)

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.

**My Proxies**

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.

Show Requests by Status:  Refresh

Choose Delegate		Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manage Approve Reported Time	[REDACTED]	[REDACTED]	10/30/2016	11/30/2016	Revoked	Inactive	<a href="#">i</a>
<input checked="" type="checkbox"/>	Manage Approve Reported Time	[REDACTED]	[REDACTED]	10/31/2016	11/01/2016	Accepted	Active	<a href="#">i</a>
<input type="checkbox"/>	Manage Reported Time	[REDACTED]	[REDACTED]	10/27/2016	10/27/2016	Revoked	Inactive	<a href="#">i</a>
<input type="checkbox"/>	Manage Reported Time	[REDACTED]	[REDACTED]	10/28/2016	10/28/2016	Revoked	Inactive	<a href="#">i</a>

Select All Deselect All  
Return to Manage Delegation

Revoke

7. On the first Revoke Delegation Request confirmation, click **Yes-Continue**

**Revoke Delegation Request**

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

Yes - Continue No - Cancel

8. On the second Revoke Delegation request confirmation, click **OK**

**Revoke Delegation Request**

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

OK

# Employee Self Service: Time and Labor

## Accepting a Delegation to Enter or Approve Time

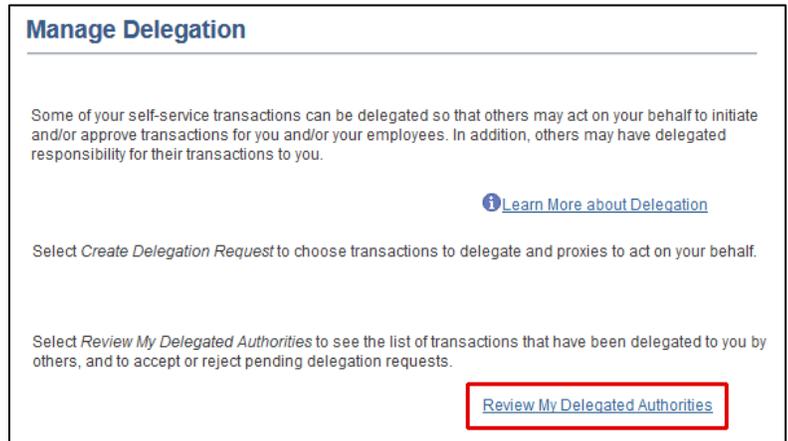
### Accepting Delegation of Time Entry or Time Approval

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**

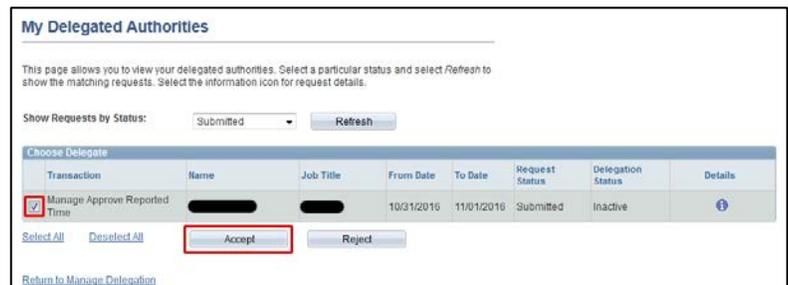


4. On the My Delegated Authorities page, check one of the following:

- **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.



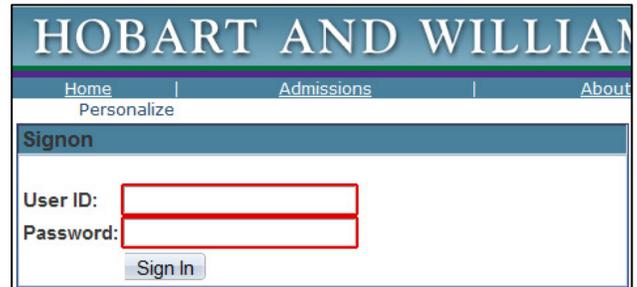
# Employee Self Service: Time and Labor Entering Time as a Timekeeper

## Entering Time as a Timekeeper

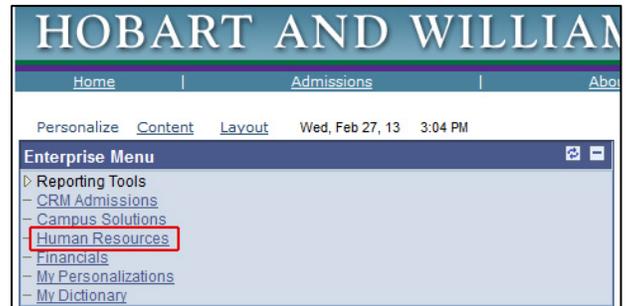
A Timekeeper is someone who enters time for a group of other people.

### To enter time:

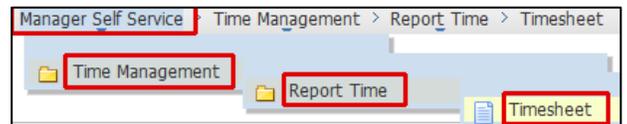
1. Log in to PeopleSoft Portal at <http://psportal.hws.edu> using your HWS username and password



2. On the portal page, click **Human Resources**

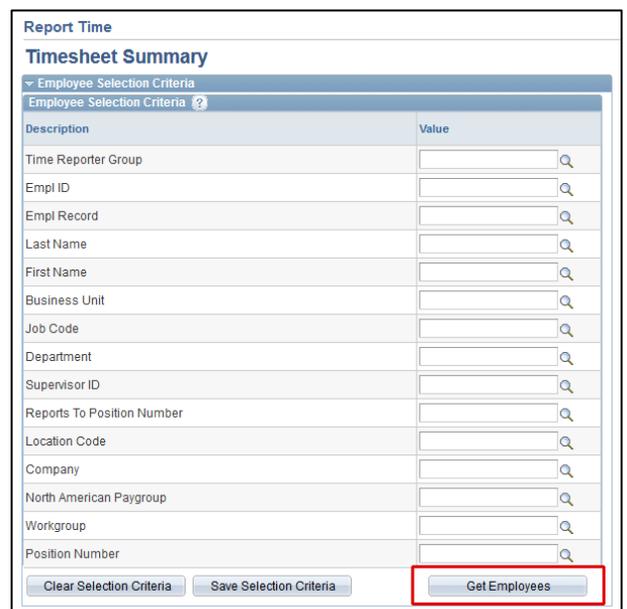


3. On the menu, click **Manager Self Service > Time Management > Report Time > Timesheet**



4. On the Timesheet Summary page, click **Get Employees**

All the individuals for whom time should be input will appear (scroll down).



# Employee Self Service: Time and Labor

## Entering Time as a Timekeeper

- Click on the **name** of the first person for whom to enter time

View By: Week  Show Schedule  
Date: 10/27/2016 [Previous Week](#) [Next Week](#)

Employees For					Totals From 10/24/2016 - 10/30/2016				
Name	Reported Hours	Hours to be Approved	Exception	Approved/Submitted Hours					
Employee Name	0.00	0.00		0.00					
	0.00	0.00		0.00					
	0.00	0.00		0.00					

- 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.

Employee ID: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Empl Record: \_\_\_\_\_

View By: Calendar Period Reported Hours: 0.00 [Previous Period](#) [Next Period](#)  
Date: 10/14/2016 Scheduled Hours: 80.00 [Next Employee](#)

From Friday 10/14/2016 to Thursday 10/27/2016

Time Reporting Code	Fri 10/14	Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Total Hours
REG	8	8			8	8	8	8			8	8	8	8	

Save for Later **Submit** Apply Schedule

- Enter the **hours** for each day worked

*Note:* Dates go across to the right.

- 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.

**Submit Confirmation**

The Submit was successful.  
**OK** Time for the Time Period of 2016-10-14 to 2016-10-27 is submitted

- 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.

- Below the Reported Times Status section, click **Return to Select Employee**

- Select the **next employee** to enter time

- Repeat the above steps until all time has been entered

- When finished, log out

Date	Reported Status	Approval Monitor	Total
10/14/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/15/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/18/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/19/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/20/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/21/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/24/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/25/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/26/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00
10/27/2016	Approval In Process	<a href="#">Approval Monitor</a>	8.00

Reported Time Summary  
Leave and Compensatory Time Balances

Punch Timesheet  
**Return to Select Employee**  
Manager Self Service

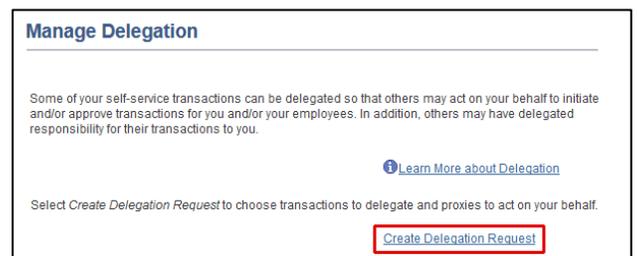
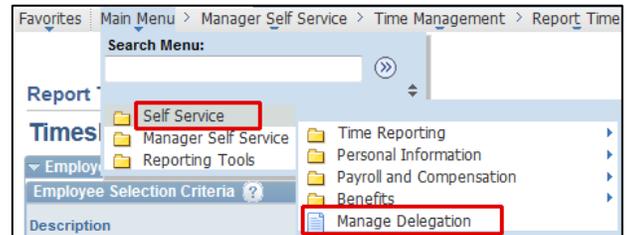
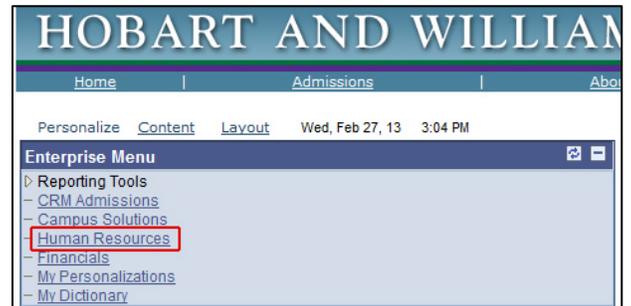
# Employee Self Service: Time and Labor Delegating Time Entry (Timekeeper)

## 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:

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 > 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**



# Employee Self Service: Time and Labor Delegating Time Entry (Timekeeper)

7. On the Create Delegation Request Select Transactions page, check **Manage Reported Time**

**Create Delegation Request**

**Select Transactions**

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

Delegate Transactions	
Transaction	
<input checked="" type="checkbox"/> Manage Reported Time	

[Select All](#)   [Deselect All](#)

8. Click **Next**

9. On the Select Proxy by Hierarch page, click **Search by Name** to find the person to whom to delegate

**Create Delegation Request**

**Select Proxy by Hierarchy**

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 search for proxies outside your hierarchy.

[Search by Name](#)

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**

[Search by Hierarchy](#)

Last Name:

First Name:

Choose Delegate					
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> [Redacted]	[Redacted]	Employee	[Redacted]	[Redacted]	[Redacted]

12. Click **Next**

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

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

**Create Delegation Request**

**Delegation Detail**

Proxy: [Redacted]

From Date: 10/28/2016

To Date: 10/29/2016

Transactions
Manage Reported 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.

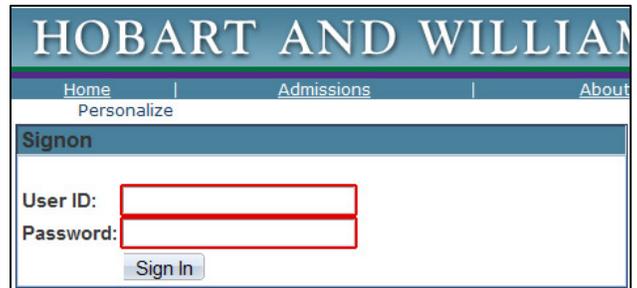
# Employee Self Service: Time and Labor Delegating Time Entry (Timekeeper)

## Revoking Delegation

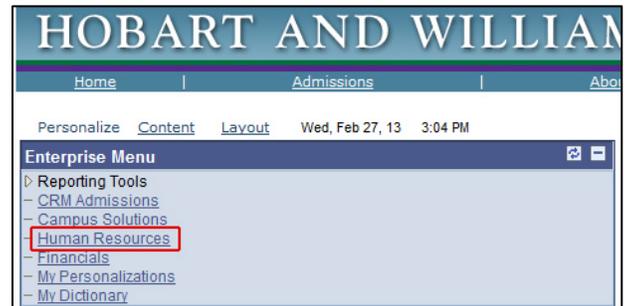
Timekeepers may also revoke delegation of a proxy.

### To revoke delegation (before the delegation expire date):

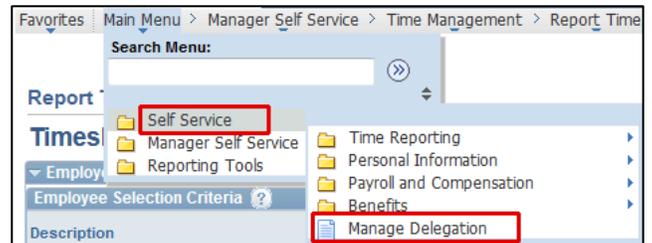
1. Log in to PeopleSoft Portal at <http://psportal.hws.edu> using your HWS username and password



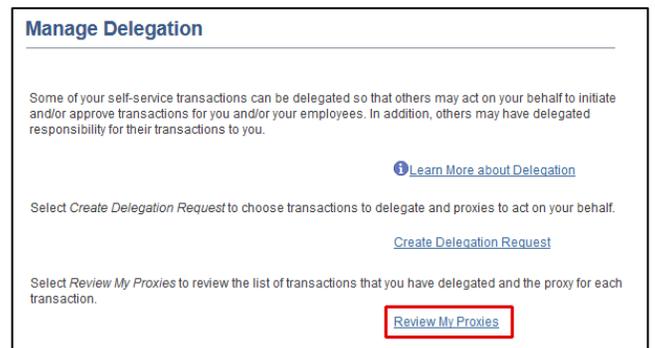
2. On the portal page, click **Human Resources**



3. On the Main Menu, go to **Self Service > Manage Delegation**



4. On the Manage Delegation page, click **Review My Proxies**



# Employee Self Service: Time and Labor Delegating Time Entry (Timekeeper)

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.

**My Proxies**

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*.

Show Requests by Status:

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status
<input type="checkbox"/> Manage Reported Time	[REDACTED]	[REDACTED]	10/27/2016	10/28/2016	Accepted	Active
<input checked="" type="checkbox"/> Manage Reported Time	[REDACTED]	[REDACTED]	11/01/2016	11/04/2016	Accepted	Inactive

[Select All](#) [Deselect All](#)

[Return to Manage Delegation](#)

7. On the first Revoke Delegation Request confirmation, click **Yes-Continue**

**Revoke Delegation Request**

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

8. On the second Revoke Delegation request confirmation, click **OK**

**Revoke Delegation Request**

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