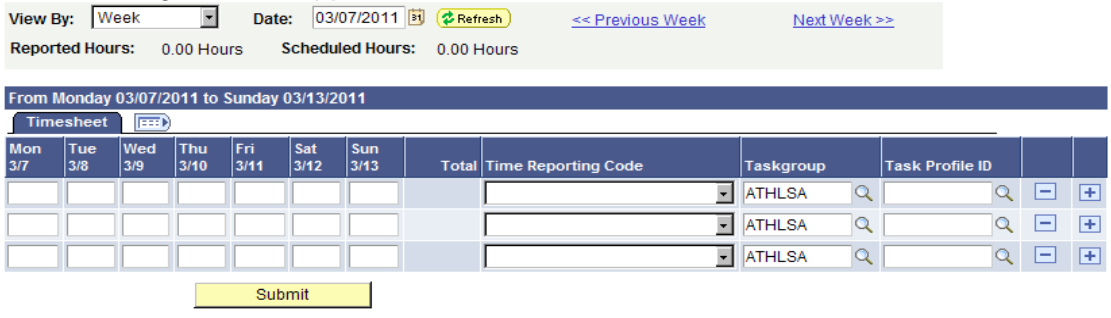


Time and Labor Entry with Taskgroup Employee

Objective: To provide employees with a short overview of how to report time worked using Time and Labor Self Service in PeopleSoft.

| Step | Action | | | | | | | | | | | | |
|-------------------|---|-----------------|------------------------|------------|------------------------|-------------------|----------------|------|--------------|-------------------|---|------|--------|
| 1 | Log into PeopleSoft using your LDAP login and password. | | | | | | | | | | | | |
| 2 | In the Menu bar, click on Self Service . | | | | | | | | | | | | |
| 3 | Select Time Reporting | | | | | | | | | | | | |
| 4 | Select Report Time | | | | | | | | | | | | |
| 5 | Select Timesheet | | | | | | | | | | | | |
| 6 | <p>If multiple jobs are worked on campus the following view will appear. Select the job for the employee record in which you are reporting time worked.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Job Description</th> <th style="text-align: left;">Empl Rcd Nbr</th> <th style="text-align: left;">Department</th> <th style="text-align: left;">Department Description</th> </tr> </thead> <tbody> <tr> <td>Student Assistant</td> <td>0</td> <td>3033</td> <td>Housekeeping</td> </tr> <tr> <td>Student Assistant</td> <td>3</td> <td>3010</td> <td>Events</td> </tr> </tbody> </table> | Job Description | Empl Rcd Nbr | Department | Department Description | Student Assistant | 0 | 3033 | Housekeeping | Student Assistant | 3 | 3010 | Events |
| Job Description | Empl Rcd Nbr | Department | Department Description | | | | | | | | | | |
| Student Assistant | 0 | 3033 | Housekeeping | | | | | | | | | | |
| Student Assistant | 3 | 3010 | Events | | | | | | | | | | |
| 7 | <p>The following view will appear:</p>  | | | | | | | | | | | | |
| 8 | <ul style="list-style-type: none"> • Select how the time grid should appear. View can be by Day, Time Period or Week. Click Refresh to update the screen. • Enter hours worked for dates as appropriate • Select REG for the Time Reporting Code • DO NOT make changes to Taskgroup • Use the magnifying glass to select the appropriate Task Profile ID • Select Submit | | | | | | | | | | | | |
| 9 | <p>Time submitted will show as Needs Approval until the manager approves.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Total</th> <th style="text-align: left;">Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>01/24/2011</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> </tr> </tbody> </table> | Date | Status | Total | Time Reporting Code | 01/24/2011 | Needs Approval | 8.00 | REG | | | | |
| Date | Status | Total | Time Reporting Code | | | | | | | | | | |
| 01/24/2011 | Needs Approval | 8.00 | REG | | | | | | | | | | |