Positive Time Reporting in Employee Self Service (ESS)

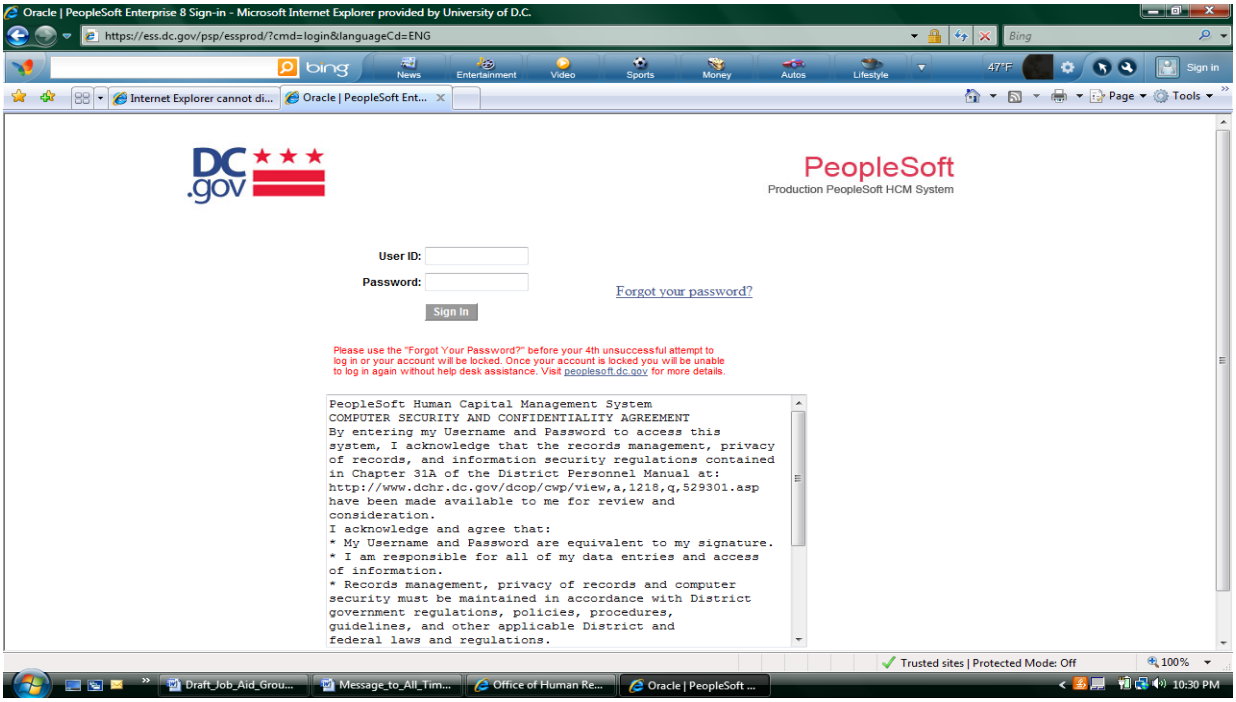
This job aid describes the process of "Positive Time Reporting" for Pay Groups G6N and G1N in PeopleSoft Employee Self Service (ESS). It will help you learn to navigate to the timesheet, understand the features and options on the timesheet, enter time for a pay period, and submit time for approval.

What is positive time reporting?
Positive time reporting requires employees to report all hours worked on a daily basis for each pay period. In all instances, this type of employee is a non-exempt employee, who may be entitled to premium pay (e.g. night differential, overtime, etc.) based on his/her work schedule.

It is recommended that time be reviewed and adjusted weekly, if necessary. The timesheet can also be used to view the status of your reported time and your leave balances.

How to Navigate to the Timesheet:

- Log into PeopleSoft: *Do not attempt to log into PeopleSoft more than twice. If you cannot remember your password then click the link "Forgot your Password" and the system will email you a new password. If you attempt to log into PeopleSoft more than three times then your account will be "Locked" and you will be forced to contact the Help Desk at 727-8700, to unlock your account.*

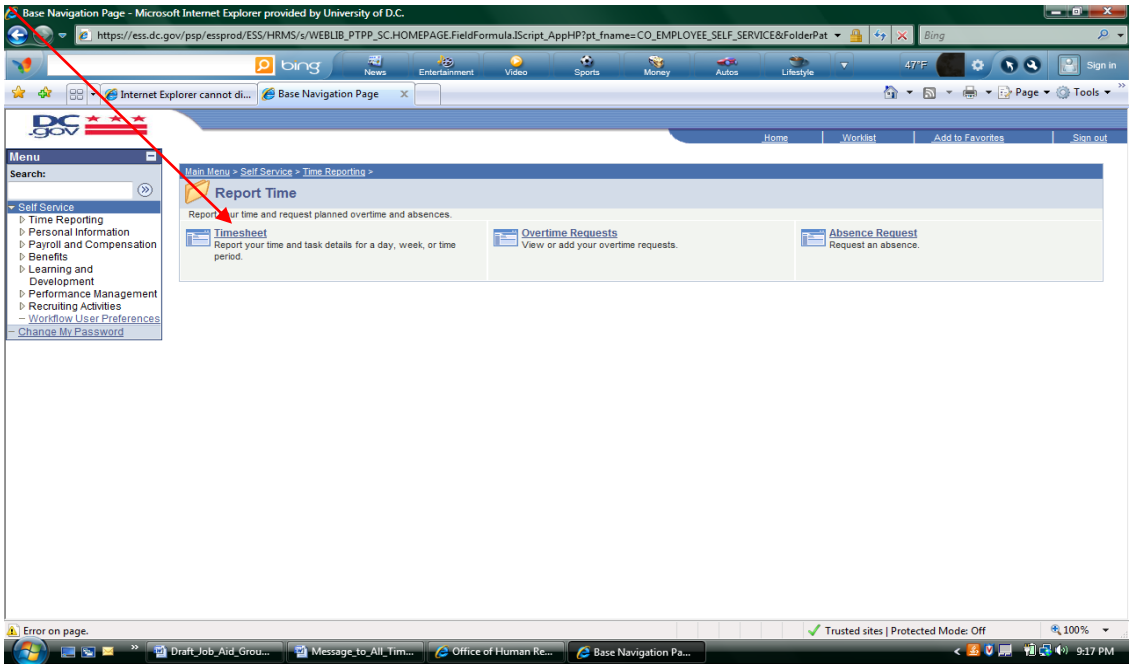


- Select Self Service:

- Select Time Reporting:

- Then Select Report Time:

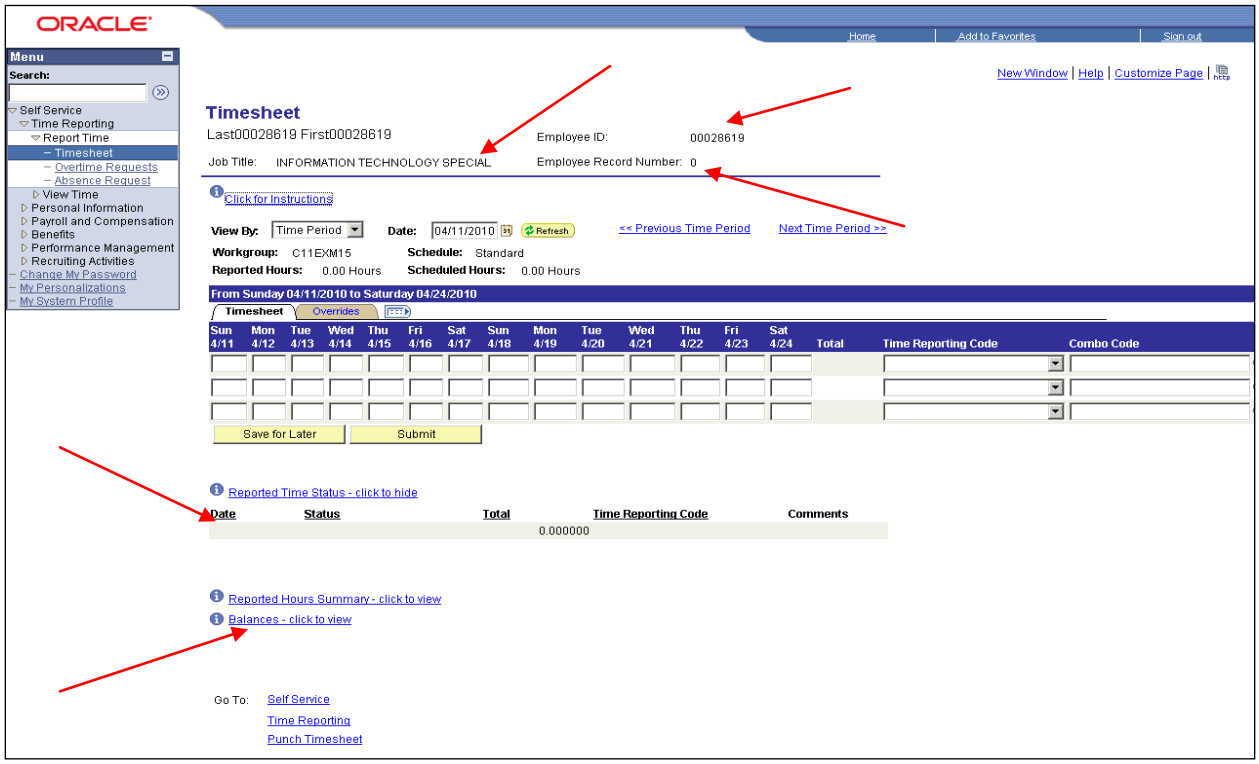
- Select Timesheet:



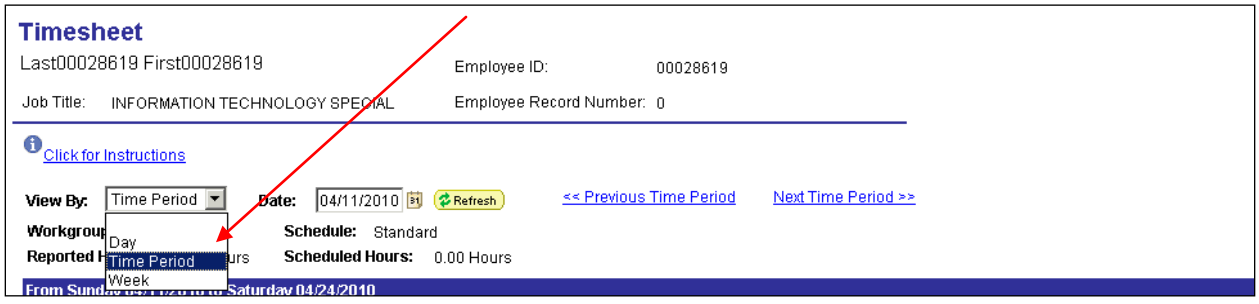
The top section of the Timesheet contains your employee information:

- **Employee ID:** A unique number assigned to every employee in PeopleSoft.
- **Job Title:** The title of your job listed in the PeopleSoft Human Resources Module.
- **Employee Record Number:** A number assigned in HR to identify when an employee has more than one job at the District.

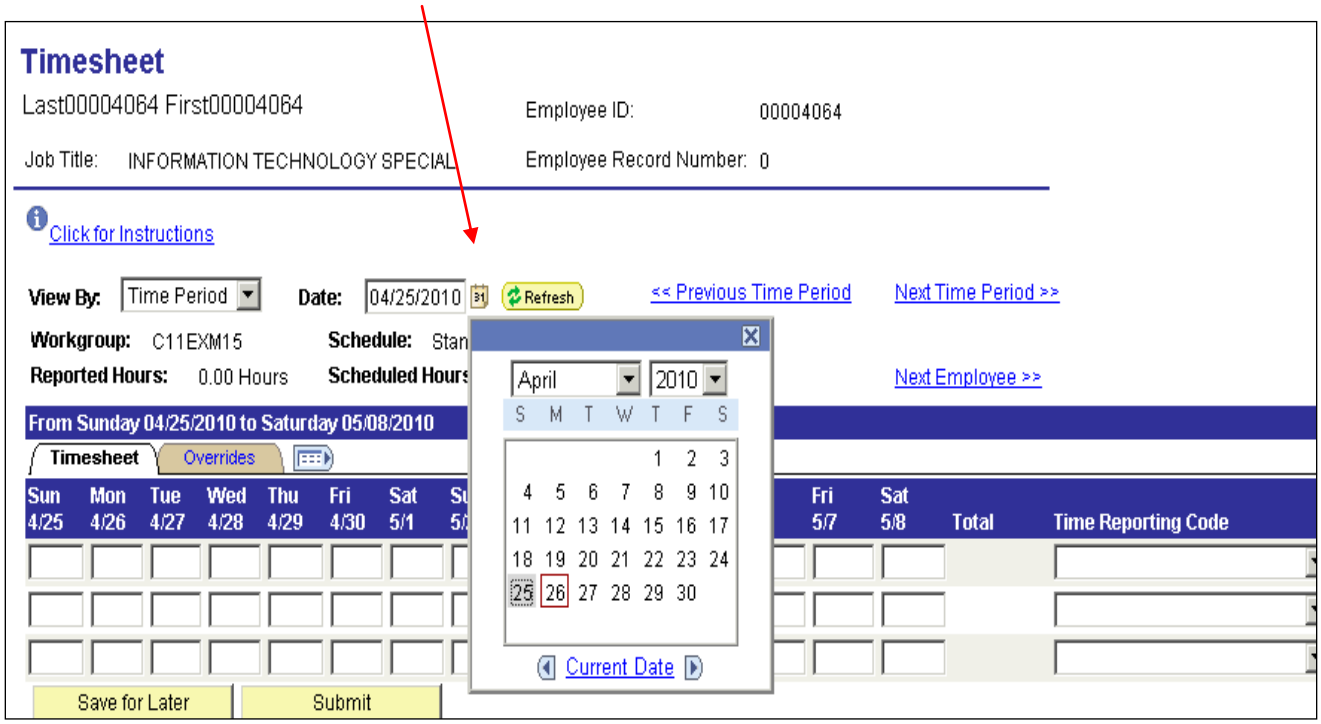
At the bottom of the timesheet you can also view the status of your reported time and view your current leave balances.



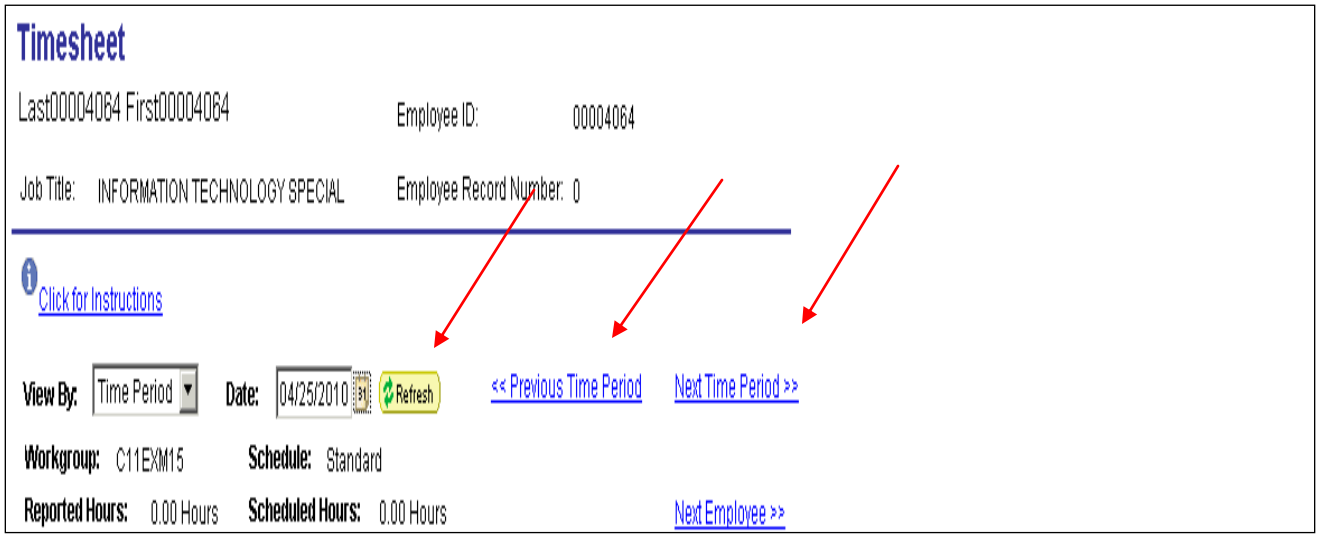
You can view your timesheet by day, week, or time period. The default view is by time period, which allows you to view two weeks at a time (but not by pay period). If you want to change the view, click the drop down arrow to select the view you prefer.



If you would like to change the view by date, click on the **calendar icon**.



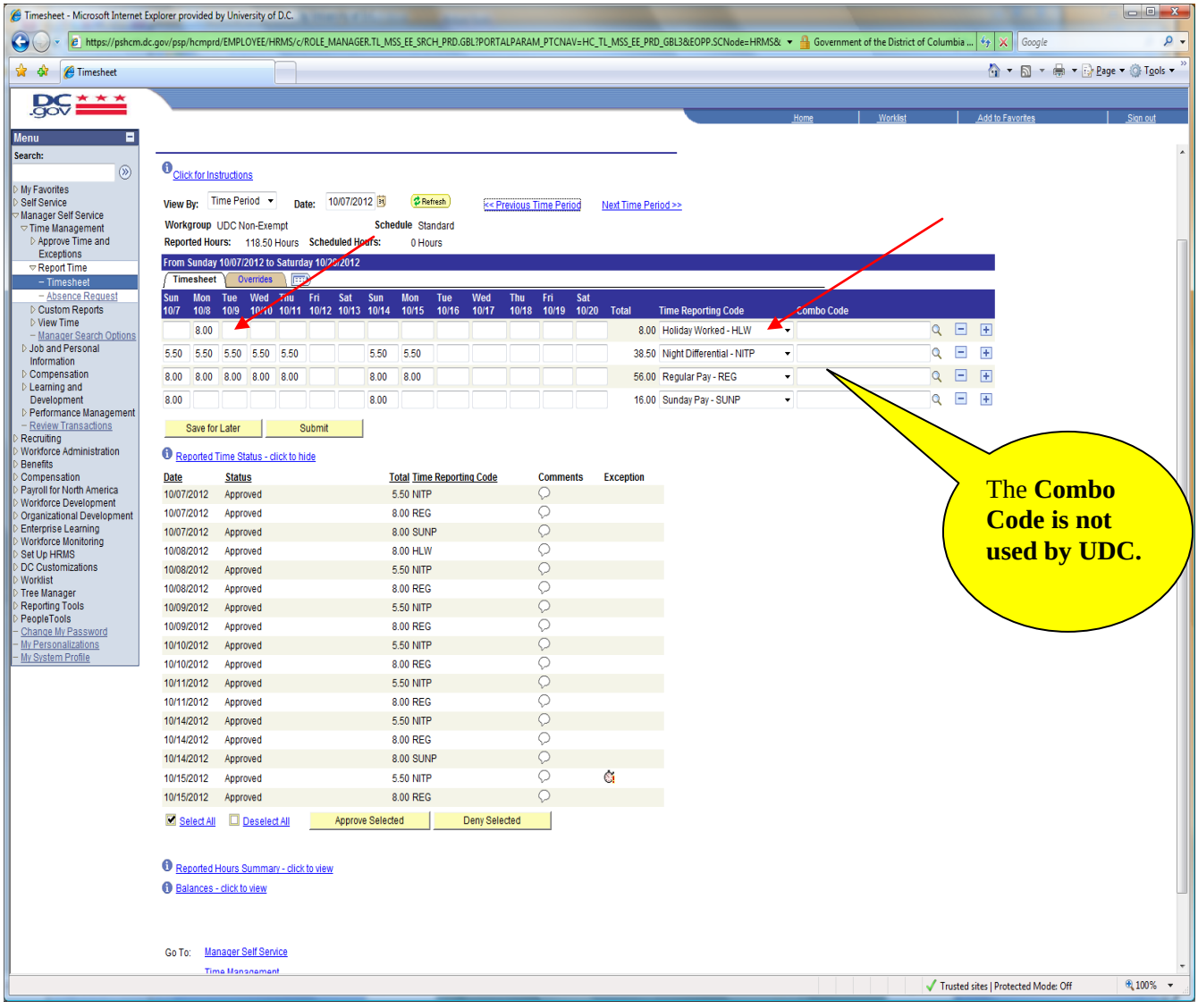
- If you make changes to the view options or date you MUST click the **Refresh Timesheet** button to display the current selections.
- You can also use the **Previous Time Period** and **Next Time Period** links to navigate the dates back or forward.



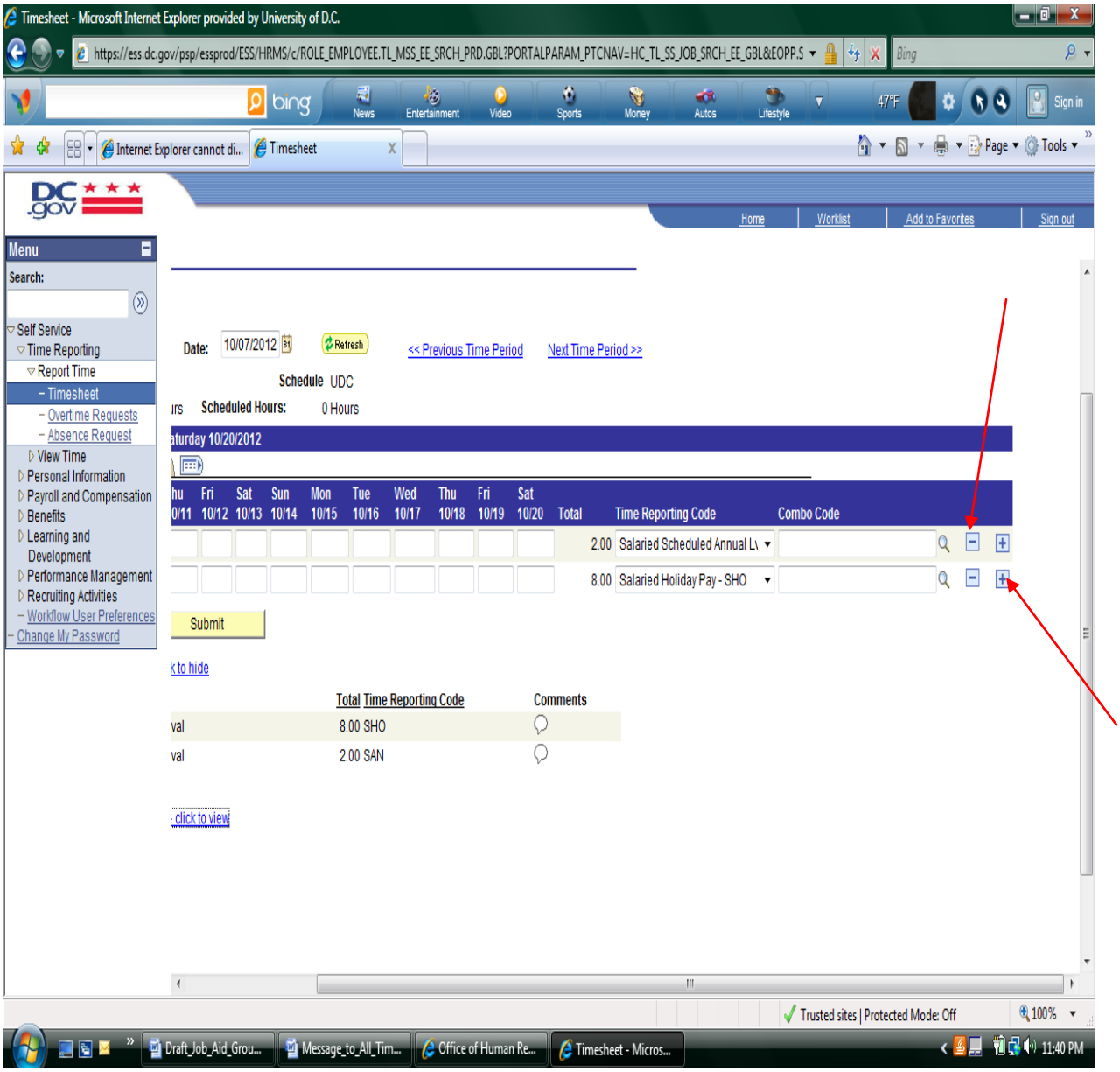
Entering Time: Enter your time as early as possible during the pay period. You can save and make changes as many times as you want before the pay period closes.

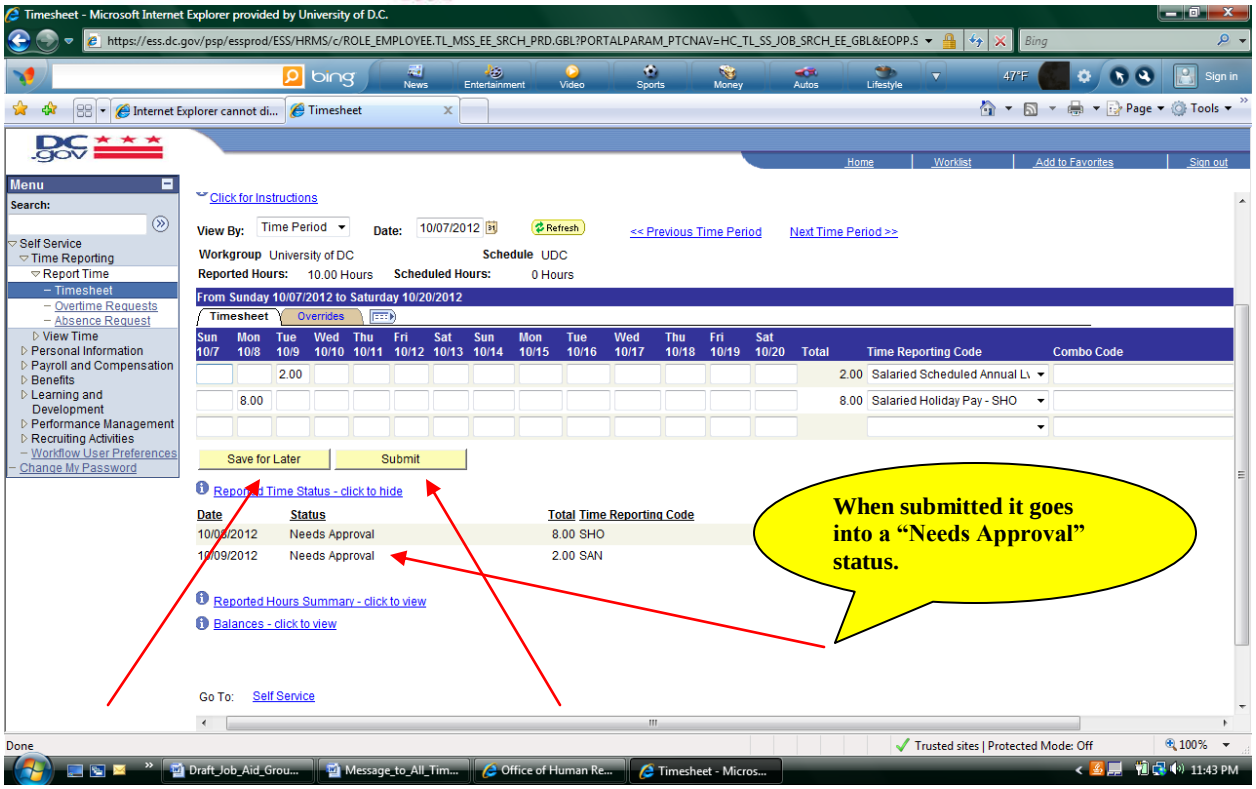
When reporting time use the TAB key on your keyboard to move to each day you want to enter time.

Time Reporting Codes (TRCs) are the different types of time that you report. Examples of TRCs include “Regular Pay” and "Sick Leave". Below each day within the timesheet are three blank rows defaulted for time reporting. These rows should be used to enter hours worked for the selected day ONLY. You can only select one TRC per row. The TRC selected on this row corresponds to all the time reported on that row.



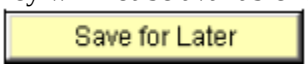
The "plus" button can be used to add a row if needed. You should only add additional rows if more than 3 TRCs are used in the pay period. Otherwise use one of the 3 rows to select a TRC. The "minus" button can be used to remove a row.





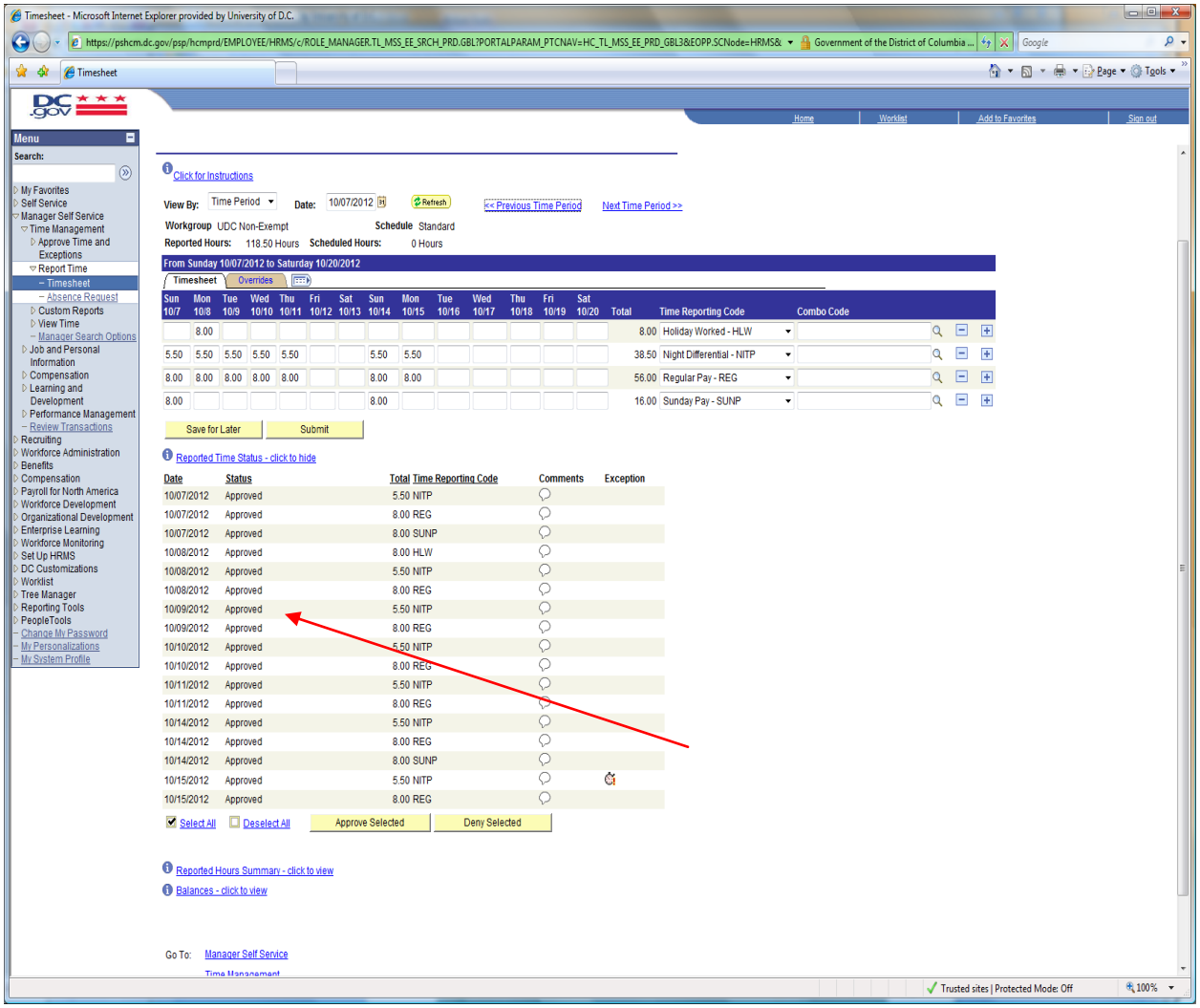
After you enter your time you have two options "Save for Later" or "Submit".

Save for Later:
Use this button to partially enter a timesheet and to complete at a later date. You can enter information on your timesheet each day and submit at the end of the reporting period. If you forget to submit the hours, they will not be available for approval by your manager.



Submit:
Use this button to submit this Timesheet to your manager.

If you click "Submit" or "Save for Later and no time has been entered you will receive a message from the timesheet stating "There is no data to save. Enter data in the timesheet for saving." When you submit your hours they go into a "needs approval" status, which can be reviewed and approved by your manager.

Note:
Make it a practice to ensure your time is entered properly at the end of each week.

When the time has been approved by your manager, it is automatically forwarded to payroll.