



## 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.*

A screenshot of a web browser displaying the PeopleSoft Employee Self Service (ESS) login page. The browser's address bar shows the URL: https://ess.dc.gov/psp/essprod/?cmd=login&languageCd=ENG. The page features the DC.gov logo on the left and the PeopleSoft logo on the right. In the center, there are input fields for "User ID:" and "Password:", followed by a "Sign in" button and a "Forgot your password?" link. Below these fields, a red warning message states: "Please use the 'Forgot Your Password?' before your 4th unsuccessful attempt to log in or your account will be locked. Once your account is locked you will be unable to log in again without help desk assistance. Visit peoplesoft.dc.gov for more details." At the bottom of the page, there is a scrollable area containing the "PeopleSoft Human Capital Management System COMPUTER SECURITY AND CONFIDENTIALITY AGREEMENT". The browser's taskbar at the bottom shows several open applications, including "Draft\_Job\_Aid\_Grou...", "Message\_to\_All\_Tim...", "Office of Human Re...", and "Oracle | PeopleSoft ...". The system clock in the bottom right corner indicates the time is 10:30 PM.



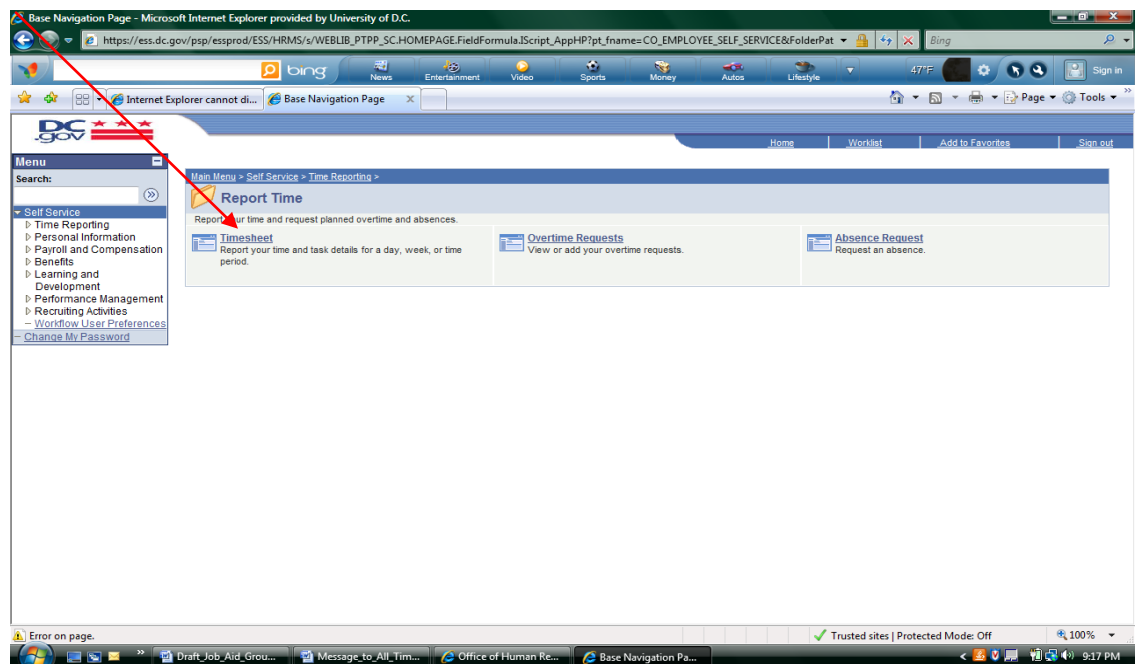
- Select Self Service:



- 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.

**ORACLE** Home Add to Favorites Sign out

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### Timesheet

Last00028619 First00028619 Employee ID: 00028619  
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/11/2010 Refresh << Previous Time Period Next Time Period >>

Workgroup: C11EXM15 Schedule: Standard  
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 04/11/2010 to Saturday 04/24/2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24			

Save for Later Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

Go To: [Self Service](#)  
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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.

### Timesheet

Last00028619 First00028619 Employee ID: 00028619  
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/11/2010 Refresh << Previous Time Period Next Time Period >>

Workgroup: Day Schedule: Standard  
Reported Time Period Scheduled Hours: 0.00 Hours

From Sunday 04/11/2010 to Saturday 04/24/2010




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

**Timesheet**

Last00004064 First00004064 Employee ID: 00004064  
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/25/2010  Refresh << Previous Time Period Next Time Period >>

Workgroup: C11EXM15 Schedule: Stan  
Reported Hours: 0.00 Hours Scheduled Hours

From Sunday 04/25/2010 to Saturday 05/08/2010

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2

Save for Later Submit

April 2010

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

< Current Date >

Fri	Sat	Total	Time Reporting Code
5/7	5/8		


Next Employee >>

- 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.

**Timesheet**

Last00004064 First00004064 Employee ID: 00004064  
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/25/2010  Refresh << Previous Time Period Next Time Period >>

Workgroup: C11EXM15 Schedule: Standard  
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Next Employee >>



**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.

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**Timesheet - Microsoft Internet Explorer provided by University of D.C.**

View By: Time Period Date: 10/07/2012 Refresh Previous Time Period Next Time Period

Workgroup: UDC Non-Exempt Schedule: Standard

Reported Hours: 118.50 Hours Scheduled Hours: 0 Hours

From Sunday 10/07/2012 to Saturday 10/20/2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20			
8.00														8.00	Holiday Worked - HLW	
5.50	5.50	5.50	5.50	5.50			5.50	5.50						38.50	Night Differential - NITP	
8.00	8.00	8.00	8.00	8.00			8.00	8.00						56.00	Regular Pay - REG	
8.00														16.00	Sunday Pay - SUNP	

Save for Later Submit

**Reported Time Status - click to hide**

Date	Status	Total	Time Reporting Code	Comments	Exception
10/07/2012	Approved	5.50	NITP		
10/07/2012	Approved	8.00	REG		
10/07/2012	Approved	8.00	SUNP		
10/08/2012	Approved	8.00	HLW		
10/08/2012	Approved	5.50	NITP		
10/08/2012	Approved	8.00	REG		
10/09/2012	Approved	5.50	NITP		
10/09/2012	Approved	8.00	REG		
10/10/2012	Approved	5.50	NITP		
10/10/2012	Approved	8.00	REG		
10/11/2012	Approved	5.50	NITP		
10/11/2012	Approved	8.00	REG		
10/14/2012	Approved	5.50	NITP		
10/14/2012	Approved	8.00	REG		
10/14/2012	Approved	8.00	SUNP		
10/15/2012	Approved	5.50	NITP		
10/15/2012	Approved	8.00	REG		

Select All Deselect All Approve Selected Deny Selected

**Reported Hours Summary - click to view**

**Balances - click to view**

Go To: Manager Self Service

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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.

Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://ess.dc.gov/psp/essprod/ESS/HRMS/c/ROLE\_EMPLOYEE.TL\_MSS\_SRCH\_PRD.GBL?PORTALPARAM\_PTCNAV=HC\_TL\_SS\_JOB\_SRCH\_EE\_GBL&EOPP.S

bing News Entertainment Video Sports Money Autos Lifestyle 47°F Sign in

Internet Explorer cannot di... Timesheet

DC.gov

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Date: 10/07/2012 Refresh << Previous Time Period Next Time Period >>

Schedule UDC

hrs Scheduled Hours: 0 Hours

Saturday 10/20/2012

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	2.00	Salaried Scheduled Annual L...	
										8.00	Salaried Holiday Pay - SHO	

Submit

< to hide

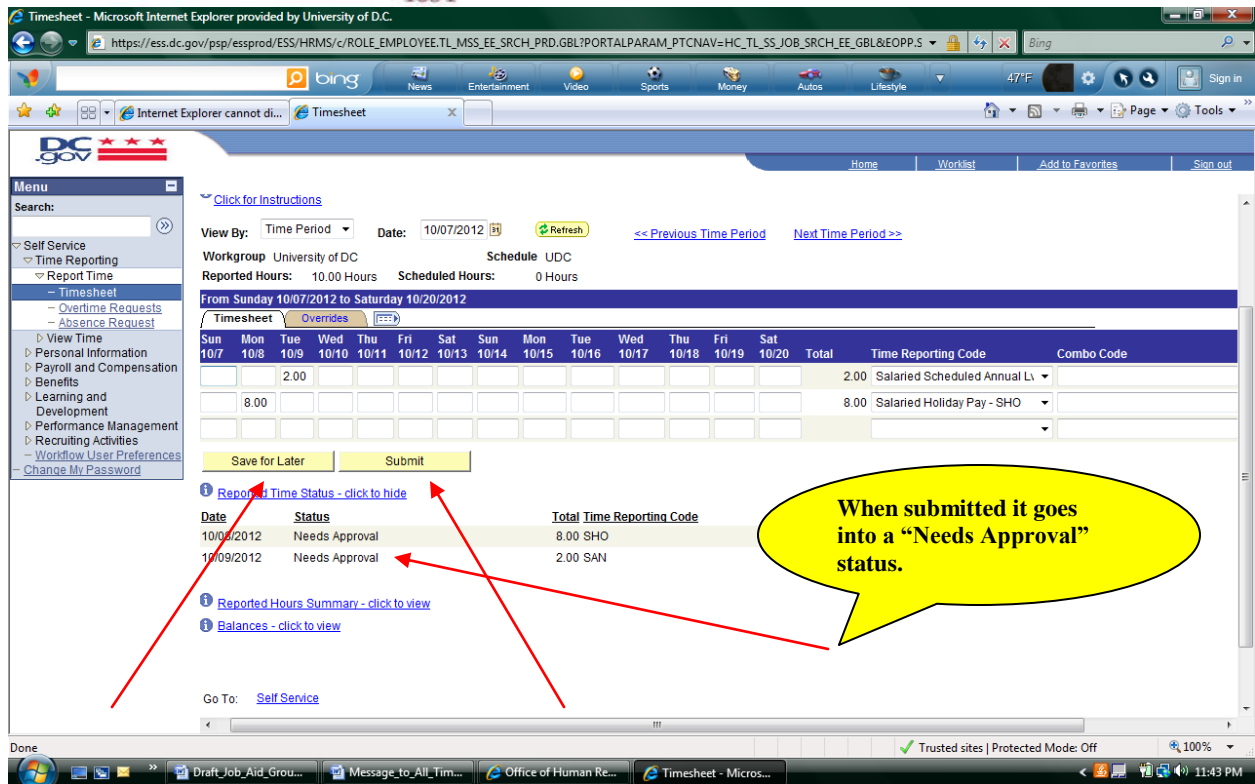
	Total	Time Reporting Code	Comments
val	8.00	SHO	
val	2.00	SAN	

click to view

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Draft Job Aid Grou... Message to All Tim... Office of Human Re... Timesheet - Micros...

11:40 PM



Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://ess.dc.gov/pspp/essprod/ESS/HRMS/c/ROLE\_EMPLOYEE.TL\_MSS\_EE\_SRCH\_PRD.GBL?PORTALPARAM\_PTCNAV=HC\_TL\_SS\_JOB\_SRCH\_EE\_GBL&EOPP.S

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Click for Instructions

View By: Time Period Date: 10/07/2012 Refresh

Workgroup University of DC Schedule UDC

Reported Hours: 10.00 Hours Scheduled Hours: 0 Hours

From Sunday 10/07/2012 to Saturday 10/20/2012

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20			
		2.00												2.00	Salaried Scheduled Annual L	
	8.00													8.00	Salaried Holiday Pay - SHO	

Save for Later Submit

Report Time Status - click to hide

Date	Status	Total Time Reporting Code
10/07/2012	Needs Approval	8.00 SHO
10/09/2012	Needs Approval	2.00 SAN

Reported Hours Summary - click to view

Balances - click to view

Go To: Self Service

When submitted it goes into a "Needs Approval" status.

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.

Save for Later

### Submit:

Use this button to submit this Timesheet to your manager.

Submit

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.

Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://psicm.dcgov/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE\_MANAGER.TL\_MSS\_EE\_SRCH\_PRD.GBL?PORTALPARAM\_PTCNAV=HC\_TL\_MSS\_EE\_PRD\_GBL3&EOPP\_SCNode=HRMS& Government of the District of Columbia...

Timesheet

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Click for Instructions

View By: Time Period Date: 10/07/2012 Refresh Previous Time Period Next Time Period >>

Workgroup: UDC Non-Exempt Schedule: Standard

Reported Hours: 118.50 Hours Scheduled Hours: 0 Hours

From Sunday 10/07/2012 to Saturday 10/20/2012

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
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8.00														8.00	Holiday Worked - HLW	
5.50	5.50	5.50	5.50	5.50			5.50	5.50						38.50	Night Differential - NITP	
8.00	8.00	8.00	8.00	8.00			8.00	8.00						56.00	Regular Pay - REG	
8.00							8.00							16.00	Sunday Pay - SUNP	

Save for Later Submit

Reported Time Status - click to hide

Date	Status	Total Time Reporting Code	Comments	Exception
10/07/2012	Approved	5.50 NITP		
10/07/2012	Approved	8.00 REG		
10/07/2012	Approved	8.00 SUNP		
10/08/2012	Approved	8.00 HLW		
10/08/2012	Approved	5.50 NITP		
10/08/2012	Approved	8.00 REG		
10/09/2012	Approved	5.50 NITP		
10/09/2012	Approved	8.00 REG		
10/10/2012	Approved	5.50 NITP		
10/10/2012	Approved	8.00 REG		
10/11/2012	Approved	5.50 NITP		
10/11/2012	Approved	8.00 REG		
10/14/2012	Approved	5.50 NITP		
10/14/2012	Approved	8.00 REG		
10/14/2012	Approved	8.00 SUNP		
10/15/2012	Approved	5.50 NITP		
10/15/2012	Approved	8.00 REG		

Select All Deselect All Approve Selected Deny Selected

Reported Hours Summary - click to view

Balances - click to view

Go To: Manager Self Service

Time Management

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