
UNIVERSITY OF ALBERTA

PeopleSoft HCM

Understanding the Timesheet Page



Prepared by: HR Operations

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Understanding the Timesheet Page

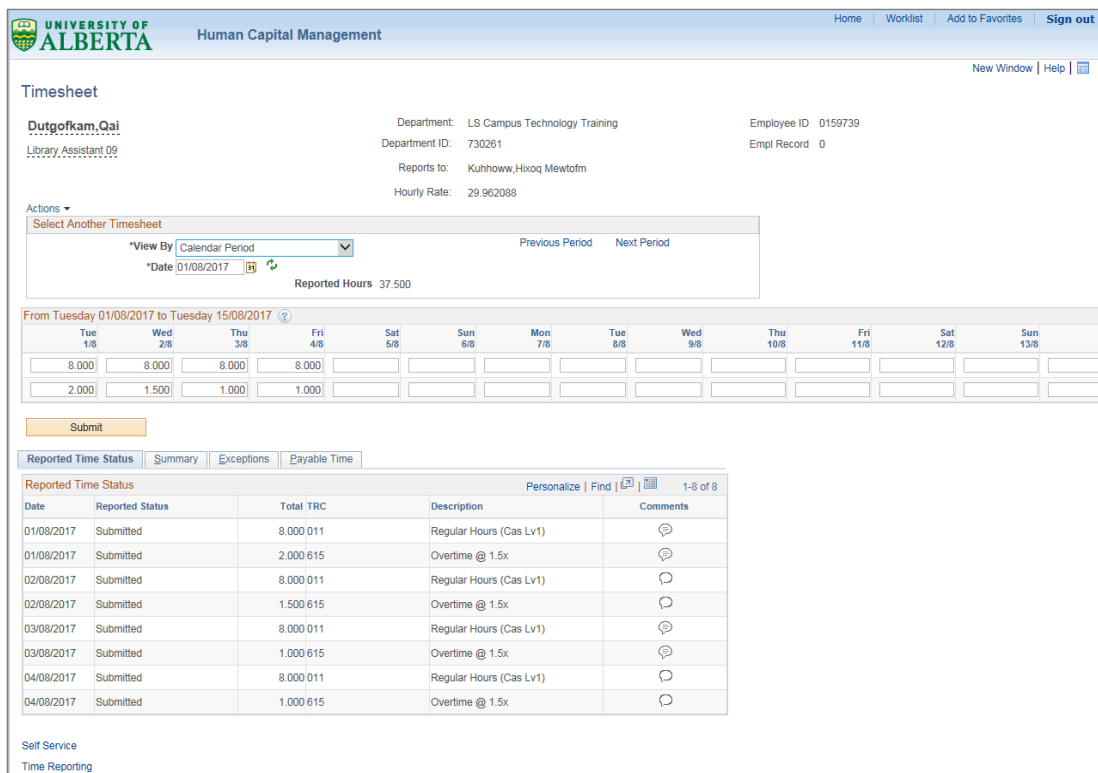
As an employee of the University of Alberta, you are responsible for completing either a semi-monthly or a monthly timesheet. In this topic, you will be introduced to the PeopleSoft HCM Timesheet page and be provided a basic understanding of the layout.



The Employee Timesheet is available to all staff. However, you should consult with your Timekeeper or Supervisor within your Department/Faculty regarding the Time Entry business process.

Procedure

Navigation Path: [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)



The screenshot shows the 'Timesheet' page in PeopleSoft HCM. At the top, it displays the University of Alberta logo and 'Human Capital Management'. The user's name is 'Dutgofkam, Gai' (Library Assistant 09). The department is 'LS Campus Technology Training' (ID: 730261). The employee ID is 0159739. The reporting period is from Tuesday 01/08/2017 to Tuesday 15/08/2017, with a total of 37.500 reported hours. A calendar grid shows hours reported for each day: Tue 1/8 (8.000), Wed 2/8 (8.000), Thu 3/8 (8.000), Fri 4/8 (8.000), Sat 5/8 (2.000), Sun 6/8 (1.500), Mon 7/8 (1.000), and Tue 8/8 (1.000). Below the calendar is a 'Reported Time Status' table with columns for Date, Reported Status, Total TRC, Description, and Comments. The table lists 8 entries from 01/08/2017 to 04/08/2017, showing 'Submitted' status for 'Regular Hours (Cas Lv1)' and 'Overtime @ 1.5x'.

Date	Reported Status	Total TRC	Description	Comments
01/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
01/08/2017	Submitted	2.000 615	Overtime @ 1.5x	
02/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
02/08/2017	Submitted	1.500 615	Overtime @ 1.5x	
03/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
03/08/2017	Submitted	1.000 615	Overtime @ 1.5x	
04/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
04/08/2017	Submitted	1.000 615	Overtime @ 1.5x	

Note: There are multiple ways to access PeopleSoft HCM.

Refer to the topic 'Navigating to PeopleSoft HCM' to find the 3 most popular paths.

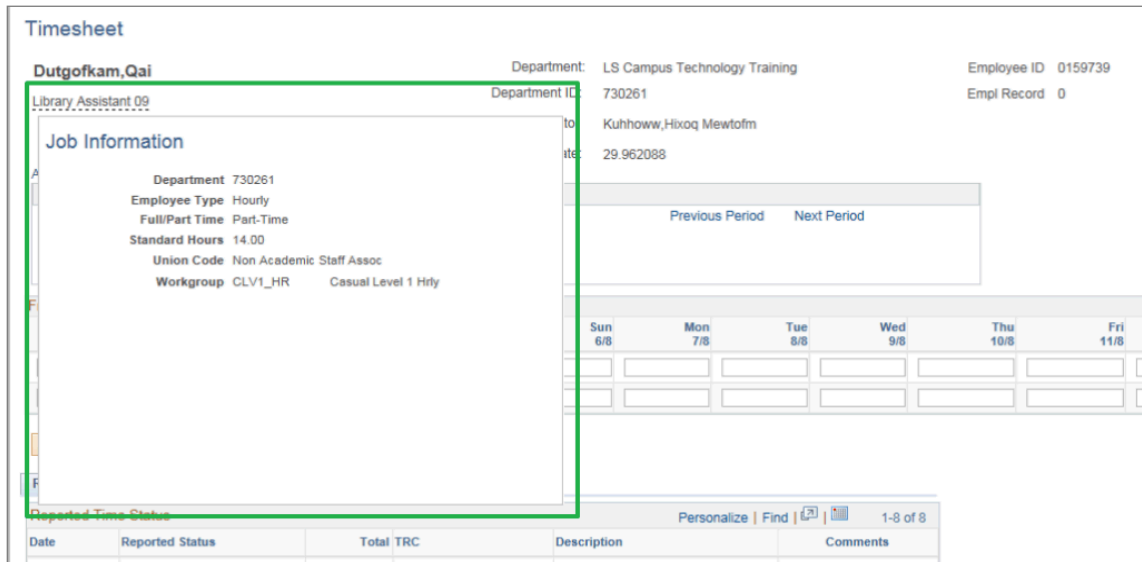
Training Guide

Understanding the Timesheet Page

1. The **Timesheet** page automatically populates your employee information in the header section.
2. On the left-hand side is your
 - **Employee Name** and
 - **Job Title**



3. Further details about your Job Information is provided when you hover over the Job Title, including your weekly Standard Hours.



4. The middle portion of the Timesheet header contains your
 - **Department Name**
 - **Department ID**
 - Who you **Report to** and
 - **Hourly Rate** of pay

Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
 Department ID: 730261
 Reports to: Kuhhoww,Hixooq Mewtofm
 Hourly Rate: 29.962088

Employee ID 0159739
 Empl Record 0

Actions ▾
[Select Another Timesheet](#)

5. On the far right of the header is your
- **Employee ID** and
 - **Employee Record Number**

Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
 Department ID: 730261
 Reports to: Kuhhoww,Hixooq Mewtofm
 Hourly Rate: 29.962088

Employee ID 0159739
 Empl Record 0

Actions ▾

Note: The Employee Record number plays a part when you have multiple jobs.

This is covered in more detail in the 'Entering Time for Multiple Jobs' topic.

6. The **Select Another Timesheet** area automatically defaults to the current Calendar Pay Period.

The information selected in this area affects what is displayed in the detail grid below.

Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
 Department ID: 730261
 Reports to: Kuhhoww,Hixooq Mewtofm
 Hourly Rate: 29.962088

Employee ID 0159739
 Empl Record 0

Actions ▾
[Select Another Timesheet](#)
 *View By Calendar Period ▾ Previous Period Next Period
 *Date 01/08/2017
 Reported Hours 37.500

From Tuesday 01/08/2017 to Tuesday 15/08/2017 (?)

Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Tue 8/8	Wed 9/8	Thu 10/8	Fri 11/8	Sat 12/8	Sun 13/8
8.000	8.000	8.000	8.000									
2.000	1.500	1.000	1.000									

Training Guide

Understanding the Timesheet Page

- There are two types of Calendar Pay Periods.
 - Semi-monthly: 1-15th and 16th to end of the month
 - Monthly: 1st to end of the month
- The layout of your timesheet can be changed based on how you want to view and enter time.

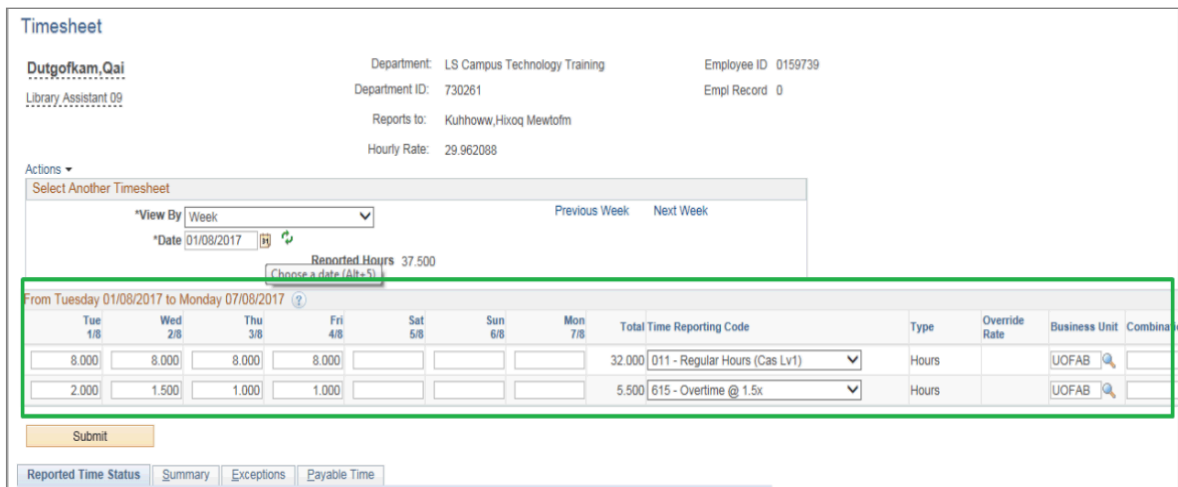
Click the button to the right of the **View By** field.

*View By ▼

- Each option in the ***View By** field will display the details grid in different ways.

In this example, click the **Week** list item.

- The detail grid has changed to display one week of hours instead of a calendar pay period.



Timesheet

Dutgokam,Qai
Library Assistant 09



Department: LS Campus Technology Training
Department ID: 730261
Reports to: Kuhhoww,Hlxoq Mewtofm
Hourly Rate: 29.962088

Employee ID 0159739
Empl Record 0

Actions ▼

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 01/08/2017   Reported Hours 37.500
(Choose a date (Alt+F5))

From Tuesday 01/08/2017 to Monday 07/08/2017							Total Time Reporting Code	Type	Override Rate	Business Unit	Combina
Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8					
8.000	8.000	8.000	8.000				32.000	011 - Regular Hours (Cas Lv1)	Hours		UOFAB
2.000	1.500	1.000	1.000				5.500	615 - Overtime @ 1.5x	Hours		UOFAB

Submit

Reported Time Status Summary Exceptions Payable Time

- The ***Date** field automatically defaults to the beginning date of the current pay period.


To change the date being displayed, use the calendar icon to select the period begin date.

Click the button to the right of the ***Date** field.

12. Select the month, year and day of the period begin date.

In this example, the date will remain the same.

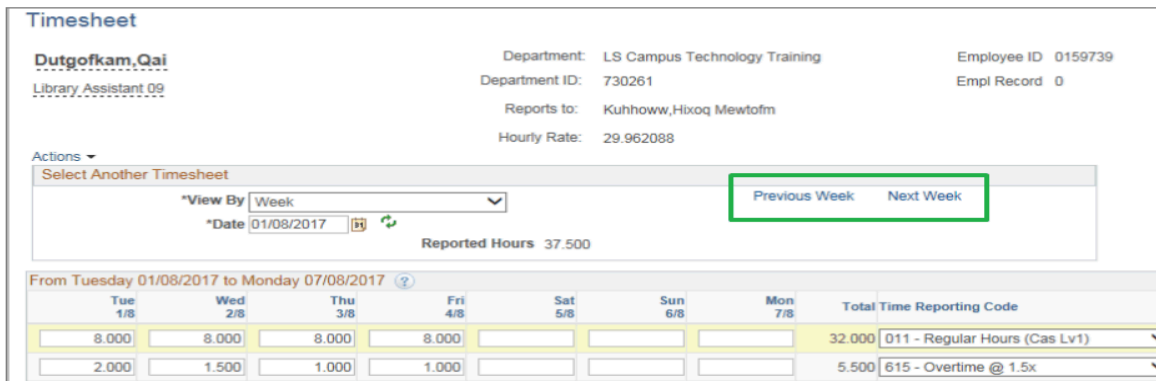
Click the **Close** button.

13. After you change the date field, you must click the **Refresh**  button.

Clicking refresh will automatically update the page layout and the dates being displayed.

14. The **Previous Week** and **Next Week** options will move the dates displayed forward or back based on what is selected in the View By field.

In this example, these options would change the dates and the detail grid by a week.




Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
Department ID: 730261
Reports to: Kuhhoww,Hixoq Mewtofm
Hourly Rate: 29.962088

Employee ID 0159739
Empl Record 0

Actions ▾
Select Another Timesheet

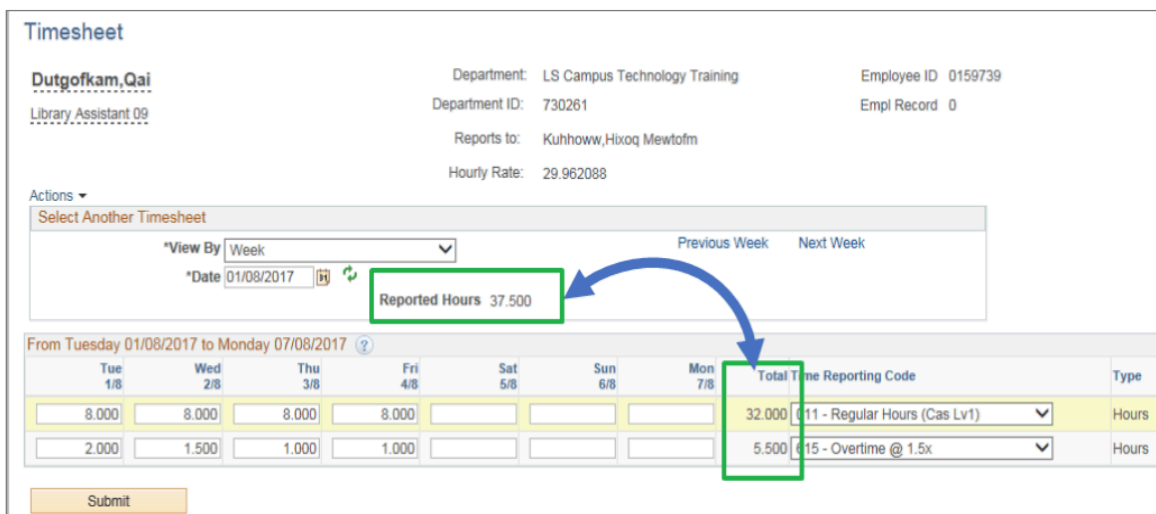
*View By Week
*Date 01/08/2017  Previous Week Next Week

Reported Hours 37.500

From Tuesday 01/08/2017 to Monday 07/08/2017

Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Total Time	Reporting Code
8.000	8.000	8.000	8.000				32.000	011 - Regular Hours (Cas Lv1)
2.000	1.500	1.000	1.000				5.500	615 - Overtime @ 1.5x

15. The **Reported Hours** provided, represents the total amount of hours entered in the detail grid below.




Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
Department ID: 730261
Reports to: Kuhhoww,Hixoq Mewtofm
Hourly Rate: 29.962088

Employee ID 0159739
Empl Record 0

Actions ▾
Select Another Timesheet

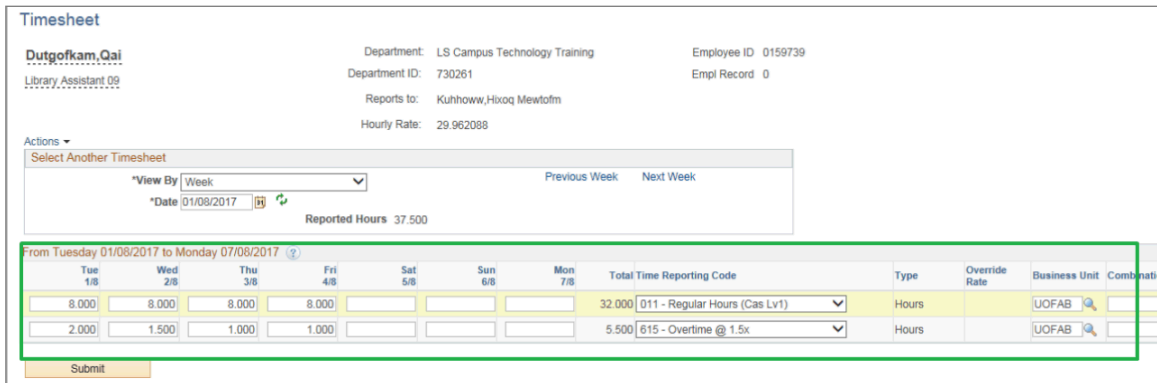
*View By Week
*Date 01/08/2017  Reported Hours 37.500 Previous Week Next Week

From Tuesday 01/08/2017 to Monday 07/08/2017

Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Total Time	Reporting Code	Type
8.000	8.000	8.000	8.000				32.000	011 - Regular Hours (Cas Lv1)	Hours
2.000	1.500	1.000	1.000				5.500	615 - Overtime @ 1.5x	Hours

Submit

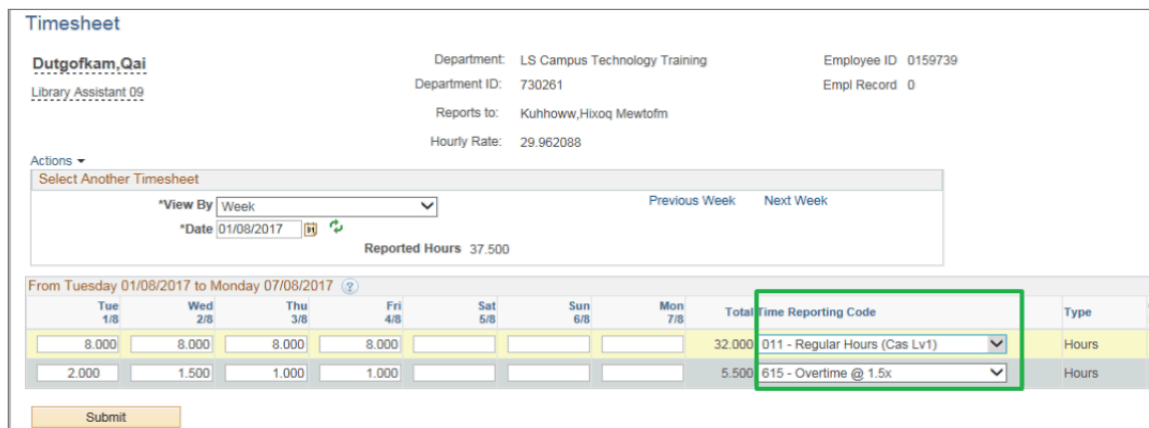
16. The detail grid area is where you enter your hours for each day based on the specific type of time.



The screenshot shows the 'Timesheet' page for employee Dutfokam, Qai. It includes fields for Department (LS Campus Technology Training), Employee ID (0159739), and Reported Hours (37.500). A table below shows a grid for entering hours from Tuesday 01/08/2017 to Monday 07/08/2017. The grid has columns for days of the week and rows for different reporting codes. The first row is for '011 - Regular Hours (Cas Lv1)' with 8.000 hours each day. The second row is for '615 - Overtime @ 1.5x' with 2.000 hours on Tuesday, 1.500 on Wednesday, and 1.000 on Thursday and Friday. A 'Submit' button is at the bottom.

17. **Time Reporting Codes (TRC)** are the earning codes used to identify the type of time recorded. Such as regular hours, overtime, stat holiday pay, etc.

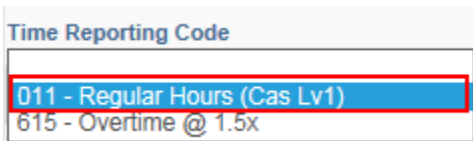
Click the button to the right of the **Time Reporting Code** field.



This screenshot is similar to the previous one but has a green box highlighting the dropdown menu for the 'Time Reporting Code' field in the grid. The dropdown is currently set to '011 - Regular Hours (Cas Lv1)'.

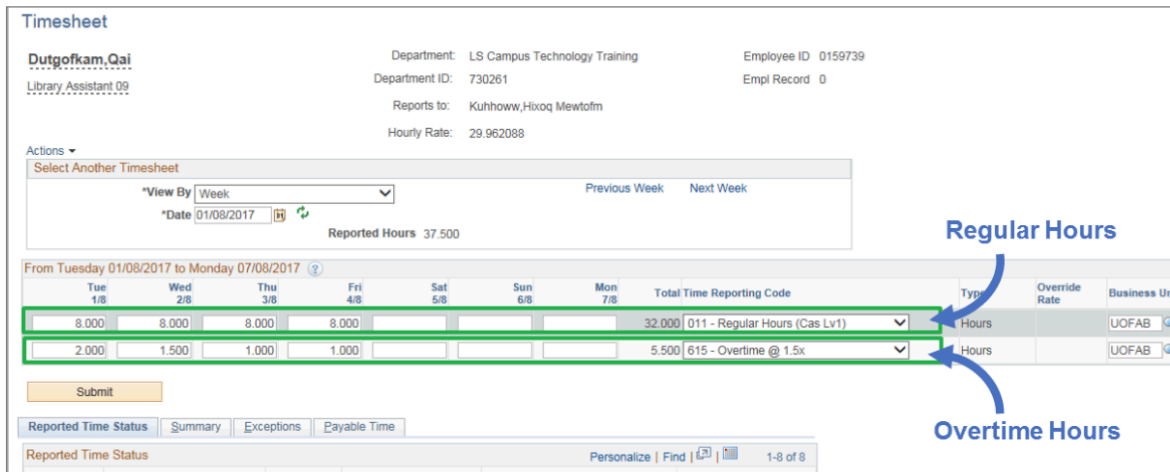
18. The drop-down list will display the various codes available based on your current employee type.
19. You would select the TRC applicable to the type of hours entered in the row.

In this example, click the **11 - Regular Hours (Cas Lv1)** list item.



A close-up of the 'Time Reporting Code' dropdown menu. The list shows '011 - Regular Hours (Cas Lv1)' and '615 - Overtime @ 1.5x'. The '011 - Regular Hours (Cas Lv1)' item is highlighted with a red box.

20. Only one TRC can be selected for each row. Therefore, all hours entered on a single row should be the same type and belong to the same TRC.



Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
Department ID: 730261
Reports to: Kuhhoww,Hixoo Mewtofm
Hourly Rate: 29.962088

Employee ID 0159739
Empl Record 0

Actions ▾
Select Another Timesheet

*View By Week Previous Week Next Week
*Date 01/08/2017

Reported Hours 37.500

From Tuesday 01/08/2017 to Monday 07/08/2017							Total Time Reporting Code	Type	Override Rate	Business Use
Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Hours	Hours		
8.000	8.000	8.000	8.000				32.000	011 - Regular Hours (Cas Lv1)		UOFAB
2.000	1.500	1.000	1.000				5.500	615 - Overtime @ 1.5x		UOFAB

Submit

Reported Time Status Summary Exceptions Payable Time

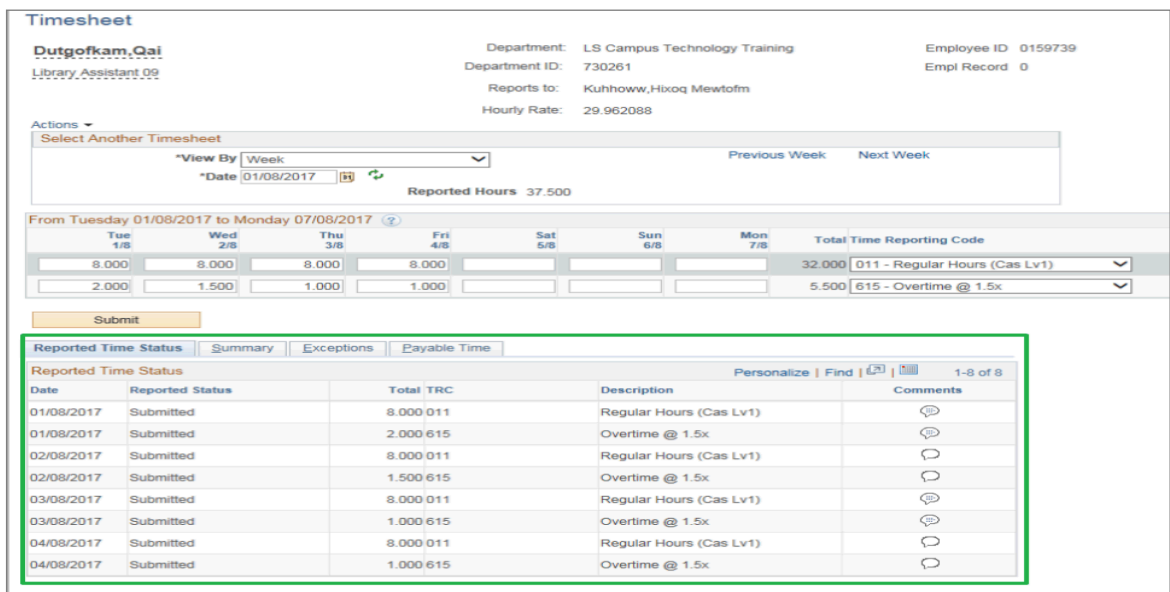
Reported Time Status Personalize Find 1-8 of 8

21. When done entering your hours for the dates displayed you need to **Submit** your reported time for approval.

22. When you submit your time, the system validates the time entered. If an error message appears, you will need to correct your timesheet and resubmit.

A list of Validation Errors is available in the 'Validation Errors' reference document. Links to training information are provided at the end of the topic.

23. The bottom area of the Timesheet page provides a summary of your hours entered, any exception errors, and comments related to your time transactions.



Timesheet

Dutgofkam,Qai
Library Assistant 09

Department: LS Campus Technology Training
Department ID: 730261
Reports to: Kuhhoww,Hixoo Mewtofm
Hourly Rate: 29.962088

Employee ID 0159739
Empl Record 0

Actions ▾
Select Another Timesheet

*View By Week Previous Week Next Week
*Date 01/08/2017

Reported Hours 37.500

From Tuesday 01/08/2017 to Monday 07/08/2017							Total Time Reporting Code	Type	Override Rate	Business Use
Tue 1/8	Wed 2/8	Thu 3/8	Fri 4/8	Sat 5/8	Sun 6/8	Mon 7/8	Hours	Hours		
8.000	8.000	8.000	8.000				32.000	011 - Regular Hours (Cas Lv1)		UOFAB
2.000	1.500	1.000	1.000				5.500	615 - Overtime @ 1.5x		UOFAB

Submit

Reported Time Status Summary Exceptions Payable Time

Date	Reported Status	Total TRC	Description	Comments
01/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
01/08/2017	Submitted	2.000 615	Overtime @ 1.5x	
02/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
02/08/2017	Submitted	1.500 615	Overtime @ 1.5x	
03/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
03/08/2017	Submitted	1.000 615	Overtime @ 1.5x	
04/08/2017	Submitted	8.000 011	Regular Hours (Cas Lv1)	
04/08/2017	Submitted	1.000 615	Overtime @ 1.5x	

Each tab is explained in detail in separate topics.

24. Congratulations! You have completed the training on Understanding the Timesheet page.

For reference materials and more tutorials please see the links provided below.

End of Procedure.



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.