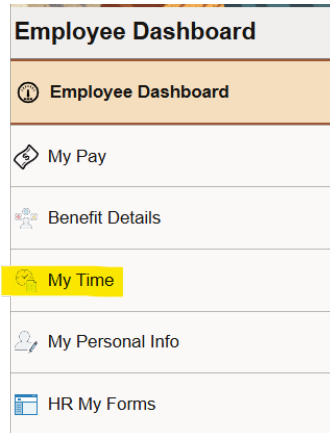
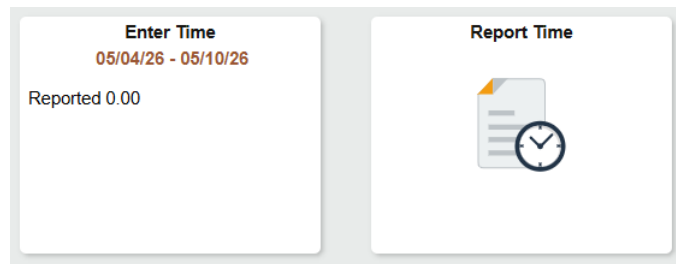


# How to Enter Time/Leaves on Time Sheet

1. Log onto your PeopleSoft *Employee Dashboard*
2. Go to *My Time*



3. Go to *Enter Time* or *Report Time*



- a. Enter Time: Entry by week

**Enter Time**

Name	Pronoun
Empl ID	Empl Rcd 0
Job Title	Reports To
Department	Location

May 4, 2026 - May 10, 2026
 \*View By Weekly

Reported 0.00 Hours

Submit

*Time Reporting Code / Time Details	Row Totals	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun
Select TRC		0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0
<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Entry Boxes

- i. It will open on the current week. To change weeks, use the arrows in the top left next to the dates of the week

ii. To Add Time:

1. Enter number of hours in the time entry box underneath the correct date
2. For time reporting code (TRC) use field on the left. Click the arrow to open a pulldown list of codes and select correct code
3. When all hours entered for the week, click 'Submit' in top right corner
4. If you need to enter more than one type of time/leave click on + (plus) sign at the beginning of the row to create a new row. Enter different time/leave and TRC on each row

iii. To Delete Time:

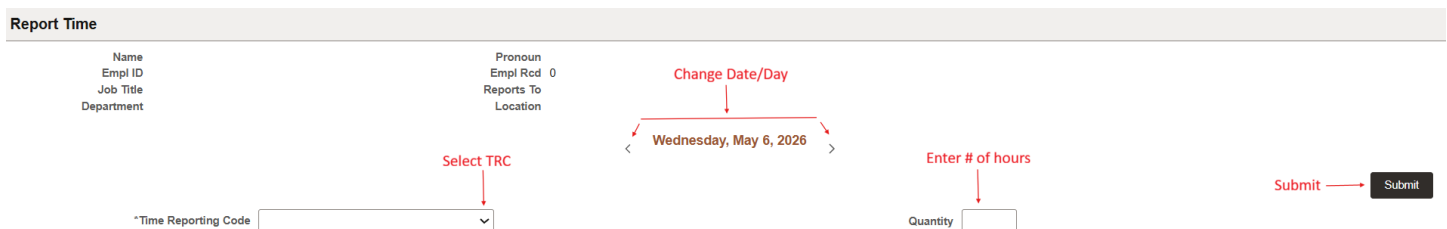
1. If deleting the whole week, or there is just one entry for that week, then you can click the – (minus) sign at the beginning of the row then click 'Submit' in top right corner
2. If deleting only one day of hours with other hours entered for the week then just clear out the hours in the time entry box for the day you want to delete from and click 'Submit'.

**DO NOT enter negative hours or a zero**

iv. To Change Time or TRC:

1. If changing number of hours for the day just change the number in the time entry box for the day in question and then click 'Submit'.
2. If changing the TRC for the whole week then just select a different code from the drop down list and then click 'Submit'
3. If changing the TRC for one day with other hours entered for the week, first clear out the hours in the time entry box for the date in the row with the wrong TRC, then add a new row using the + (plus) sign at the beginning of the row, then enter the new TRC and the hours in the time entry box. Click 'Submit'

b. Report Time: Entry by day



- i. It will open on the current date/day. To change date/day, use the arrows in the top middle next to the date

ii. To Add Time:

1. Enter number of hours in the Quantity box
2. For time reporting code (TRC) use field on the left. Click the arrow to open a pulldown list of codes and select correct code
3. Click 'Submit'
4. Time entered will now show in a box under 'Summary'

- If you need to enter more time/leaves on a different day use the arrows to change the date and then enter time.

< Wednesday, May 6, 2026 >

\*Time Reporting Code  Quantity

> Time Details

Submitted 1.00 Hours

Summary Detail

SLS - Sick Leave 1.00 Hours

Absence

Click to open time entry >

iii. To Delete Time:

- Click the arrow on the right in the Summary box to open the time entry
- This will open a new window with Report Time Details
- Click 'Delete'
- Click 'Submit'

iv. To Change Time or TRC:

- Click the arrow on the right in the Summary box to open the time entry
- This will open a new window with Report Time Details
- If changing number of hours for the day just change the number in the 'Quantity' box for the day in question and then click 'Submit'.
- If changing the TRC for the day, then just select a different code from the TRC drop down list and then click 'Submit'

Cancel Report Time Details Submit

Date 05/06/2026

\*Time Reporting Code 02 SLS - Sick Leave Quantity 1.00 Hours

Time Details

Type Hours \*Taskgroup PSNONCATSK Commitment Accounting

Delete

### Important Note for Adjunct/Hourly Employees

- When entering leaves, you will have two options: Hrly & Unit Pay
  - Hrly = Select this option for positions/emp records where you enter your hours on a timesheet
  - Unit Pay = Select this option for positions/emp records where you are paid set hours by Unit Pay (UP)
- You need to be sure to enter the correct type of leave otherwise you could be overpaid/underpaid
  - Selecting Hrly for a position you are being paid by UP will add hours to your paycheck on top of your UP hours.
  - Selecting Unit Pay for a position you are being paid by timesheet hours will record the leave but will not add earnings to your pay.