

# KCTCS Self-Service Time Reporting (Hourly)

## How do I report my worked hours using Employee Self-Service?

**Step 1:** Log into PeopleSoft HRMS to access the employee self-service pages.

<https://kctcshr.kct.mycmsc.com/psp/kcthrprd/?cmd=login>

**Step 2:** Navigate to the Time and Absence page of employee self-service by clicking the Payroll tile on the Self-Service Homepage, or by clicking the navigation menu icon and selecting the following menu path: Navigator > Self Service > Time Reporting > Report Time > Time and Absence.

*Payroll Tile on Self-Service Homepage:*

Day	W	T	F	S	S	M	T	W
Date	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23
Scheduled Hours								
Reported Hours								

  

Date	Total TRC	Description	Sched Hrs	Comments
	0.000000		0.00	

**Step 3:** Navigate to the period you wish to report hours for on the Time and Absence page. Use the previous period or next period links to navigate between pay periods.

Actions ▾ Earlie

**Time and Absence**

\*Time and Absence Period Calendar Period Previous Period Next Period

\*Date 10/01/2016 BT ↺

Scheduled Hours 82.50 Reported Hours 0.00 Print

From Wednesday 06/01/2016 to Wednesday 06/15/2016 ?

**Step 4:** Enter the number of hours worked on each day of the period and select the REG Time Reporting Code in the drop-down box at the end of the line.

Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	Time Reporting Code	Type	
7.50	7.50			75.00	10 REG - Regular Earnings <span>✓</span>	Hours	<span>+</span>

Note: Time should be recorded in quarter increments .25 = 15 minutes; .50 = 30 minutes; .75 = 45 minutes

**Step 5:** If you're not ready to route the entry to your supervisor for approval, click the "save for later" button. When you're ready to submit your time, click the "submit" button. Click "OK" to the pop-up box to certify that the information reported is correct.

From Sunday 05/22/2016 to Saturday 05/28/2016 ?

Sun 5/22	Mon 5/23	Tue 5/24	Wed 5/25
			7.50

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status

Date	Total	TRC	De

Message

Certification of Timesheet (20000,701)

I hereby certify that the time reported is a true and accurate representation of the time worked in the period.

OK

**Step 6:** After submitting, your supervisor will receive an e-mail notification to review the hours. The Reported Time Tab will first display hours in an "Approval in Process" status. After your supervisor approves or denies the hours, the status will update. You can navigate back to the period at any time to review the status of your reported time. Employees will also receive an email notification alerting them that their submission has been approved or denied by the supervisor.

Reported Time Status Summary Exceptions Payable Time

Reported Time Status Personalize Find ? 1-11

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Commer
04/01/2016	Approved	7.00	REG	Regular Earnings	7.50	<span>?</span>
04/04/2016	Approved	7.50	VAC	Vacation Leave	7.50	<span>?</span>
04/05/2016	Approved	7.50	VAC	Vacation Leave	7.50	<span>?</span>

Note: Time can be entered or revised 90 days in the past and up to 6 months in the future.