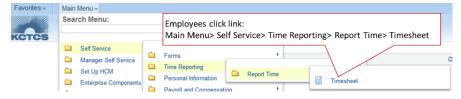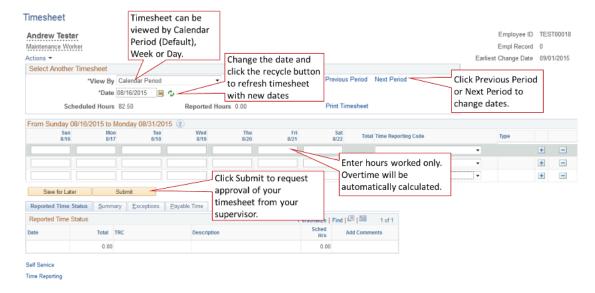# Employee's Electronic Timesheet Reference Guide

❶ Go to PeopleSoft URL – Production   https://kctcshr.kct.mycmsc.com/psp/kcthrprd/?cmd=login

❷ Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Note: When you first open up a timesheet you will see three rows. Once you save or submit it, it will only show the rows with time in them. Normally, you will only use the top row.

❸ Enter the number of hours you worked for the days that you worked for the semi-monthly pay period (ex. 8/16/2015-8/31/2015).

NOTE: Every time that you click Submit your supervisor will get an email requesting time approval. So, use "Save for Later" until you are finished with time entry. Clicking it will not request approval from your supervisor.
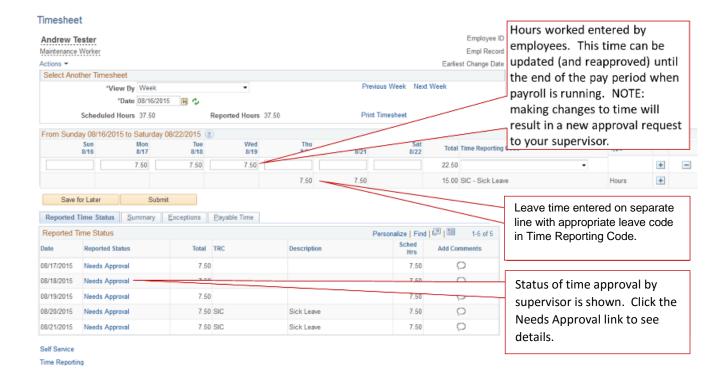
❹ Click "Submit" to request approval from your supervisor after entering time for the pay period.
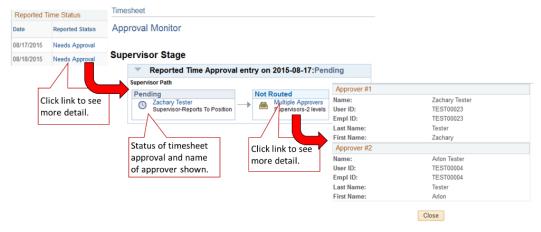

❺ **Certification of Timesheet**:
Click "OK" once you have submitted your timesheet to certify that the time you entered is accurate. Time can be entered one pay period in the past and 90 days into the future.

Timesheet

Andrew Tester
Maintenance Worker
Actions ▾

Employee ID
Empl Record
Earliest Change Date

> Hours worked entered by employees. This time can be updated (and reapproved) until the end of the pay period when payroll is running. NOTE: making changes to time will result in a new approval request to your supervisor.

Select Another Timesheet

*View By Week ▾
*Date 08/16/2015 📅 🔄   Previous Week   Next Week

Scheduled Hours 37.50   Reported Hours 37.50   Print Timesheet

From Sunday 08/16/2015 to Saturday 08/22/2015 ⑦

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/21	Sat 8/22	Total	Time Reporting			
	7.50	7.50	7.50			22.50	▾		➕	➖
				7.50	7.50	15.00	SIC - Sick Leave	Hours	➕	

> Leave time entered on separate line with appropriate leave code in Time Reporting Code.

Save for Later   Submit

Reported Time Status   Summary   Exceptions   Payable Time

Reported Time Status   Personalize | Find | 🔲 | 🔳   1-5 of 5

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
08/17/2015	Needs Approval	7.50			7.50	💬
08/18/2015	Needs Approval	7.50			7.50	💬
08/19/2015	Needs Approval	7.50			7.50	💬
08/20/2015	Needs Approval	7.50	SIC	Sick Leave	7.50	💬
08/21/2015	Needs Approval	7.50	SIC	Sick Leave	7.50	💬

> Status of time approval by supervisor is shown. Click the Needs Approval link to see details.

Self Service
Time Reporting

Timesheet in "Needs Approval" status or "Approved" status.

For each row of time entry, supervisor can: (1) Approve, (2) Deny, or (3) Correct (Employee will receive an e-mail if correction was made.)

Reported Time Status

Date	Reported Status
08/17/2015	Needs Approval
08/18/2015	Needs Approval

> Click link to see more detail.

Timesheet
Approval Monitor

Supervisor Stage

▼ Reported Time Approval entry on 2015-08-17:Pending

Supervisor Path

Pending
🕐 Zachary Tester
Supervisor-Reports To Position

→

Not Routed
🖨 Multiple Approvers
Supervisors-2 levels

> Status of timesheet approval and name of approver shown.

> Click link to see more detail.

Approver #1	
Name:	Zachary Tester
User ID:	TEST00023
Empl ID:	TEST00023
Last Name:	Tester
First Name:	Zachary

Approver #2	
Name:	Arlon Tester
User ID:	TEST00004
Empl ID:	TEST00004
Last Name:	Tester
First Name:	Arlon

Close

---

❻ **Payable Time**:

Time that has been approved is picked up by Payroll's Time Administration Process and processed.
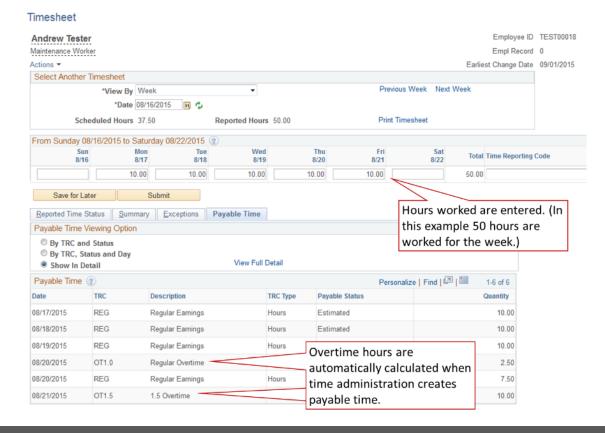Time is rounded to the nearest 0.25 hours. **Please remember:** .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes
The time administration process takes the time you enter (called "Reported Time" – time entered and approved) and runs it through a number of rules to create what is called "Payable Time" – time that Payroll uses to create paychecks.

Reported Time Status   **Summary**   Exceptions   Payable Time

Reported Time Summary   Personalize | Find | 🔲 | 🔳   1-4 of 4

Category	Total	Week 1 (8/16-8/22)	Week 2 (8/23-8/31)
Total Reported Hours	82.51	37.51	45.00
Total Scheduled Hours	82.50	37.50	45.00
Schedule Deviation	0.01	0.01	
No category Displayed	82.51	37.51	45.00

Overtime:

Overtime is calculated when Time Administration Process creates Payable Time.

This example will create an exception that Payroll will need to review as well.

Time Reporting Codes:

Time reporting codes (TRCs) are used for automation. You can only use certain TRCs depending on what type of employee you are.

There are a few more TRCs than are shown below, but they are not common.

Employee could see time entered by administrators as "read-only" rows on timesheets.

Time Reporting Codes Entered by Employees:

REG – Regular Earnings
RTW – Ready to Work Grant Funds (Used only by RTW Students)
STU – Student Earnings Code (Used only by Student Workers)
WKS – Work Study Students (Used only by College Work Study Students)
SD2 – Shift Differential 2 ($0.30) (Used only for employees with shift differential)
SD3 – Shift Differential 3 ($0.40) (Used only for employees with shift differential)
EMC – Emergency Closing
VAC – Vacation Leave
SIC – Sick Leave
BRV – Bereavement Leave
JD – Jury Duty
MIL – Military Leave

Time Reporting Codes Automatically Calculated:

OT1.0 – Regular Overtime (Automatically calculated)
OT1.5 – 1.5 Overtime (Automatically calculated)

Time Reporting Codes with Special Use by Time Administrators:

LOC – Regular with Locality Override
HOL – Holiday Pay (Salaried)
IC – Institutional Close Bonus Days