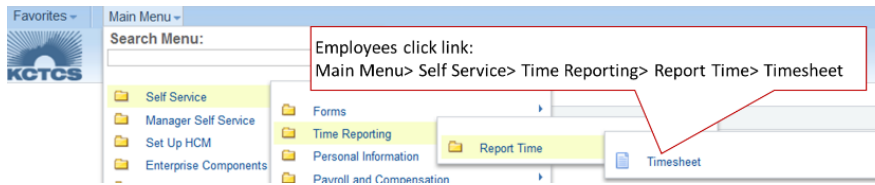


## Employee's Electronic Timesheet Reference Guide

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

2 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.

3 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).

Timesheet can be viewed by Calendar Period (Default), Week or Day.

Change the date and click the recycle button to refresh timesheet with new dates

Click Previous Period or Next Period to change dates.

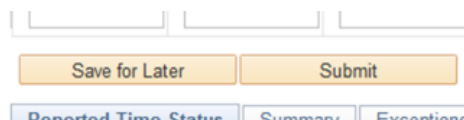
Enter hours worked only. Overtime will be automatically calculated.

Click Submit to request approval of your timesheet from your supervisor.

The screenshot shows the 'Timesheet' entry form for Andrew Tester. It includes a date selector set to 08/16/2015, a 'View By' dropdown set to 'Calendar Period', and a table for entering hours. The table has columns for dates from Sun 8/16 to Sat 8/22 and a 'Total Time Reporting Code' column. The 'Reported Hours' is currently 0.00. There are 'Save for Later' and 'Submit' buttons. Annotations with red boxes and arrows point to various parts of the form, explaining how to view, refresh, and submit the timesheet.

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.

4 Click "Submit" to request approval from your supervisor after entering time for the pay period.



5 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.

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

The screenshot shows a 'Message' box with a title bar. The message text reads: '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.' There is an 'OK' button at the bottom right.

## Timesheet

Andrew Tester  
Maintenance Worker

Employee ID  
Empl Record  
Earliest Change Date

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 08/16/2015

Scheduled Hours 37.50 Reported Hours 37.50 Print Timesheet

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

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22	Total Time Reporting
	7.50	7.50	7.50	7.50	7.50		22.50
							15.00 SIC - Sick Leave

Save for Later Submit

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

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	

Self Service  
Time Reporting

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.

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

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

## 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 Timesheet

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

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

Click link to see more detail.

Status of timesheet approval and name of approver shown.

Click link to see more detail.

Approver #1

Name: Zachary Tester  
User ID: TEST0023  
Empl ID: TEST0023  
Last Name: Tester  
First Name: Zachary

Approver #2

Name: Arlon Tester  
User ID: TEST0004  
Empl ID: TEST0004  
Last Name: Tester  
First Name: Arlon

Close

## 6 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

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.

**Timesheet**

**Andrew Tester**  
Maintenance Worker

Employee ID TEST00018  
Empl Record 0  
Earliest Change Date 09/01/2015

Actions ▾

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 08/16/2015 [calendar icon] [refresh icon]

Scheduled Hours 37.50 Reported Hours 50.00 Print Timesheet

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

Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22	Total	Time Reporting Code
	10.00	10.00	10.00	10.00	10.00		50.00	

Save for Later Submit

Reported Time Status Summary Exceptions Payable Time

Payable Time Viewing Option

By TRC and Status  
 By TRC, Status and Day  
 Show In Detail

View Full Detail

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity
08/17/2015	REG	Regular Earnings	Hours	Estimated	10.00
08/18/2015	REG	Regular Earnings	Hours	Estimated	10.00
08/19/2015	REG	Regular Earnings	Hours	Estimated	10.00
08/20/2015	OT1.0	Regular Overtime		Estimated	2.50
08/20/2015	REG	Regular Earnings	Hours	Estimated	7.50
08/21/2015	OT1.5	1.5 Overtime		Estimated	10.00

Hours worked are entered. (In this example 50 hours are worked for the week.)

Overtime hours are automatically calculated when time administration creates payable time.

## 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