Guidelines for Hourly Timesheets

(These instructions also apply to student and work-study timesheets.)

1. Once you have accessed your timesheet be sure you are in the first week of the pay period. You can change the ‘view by’ from week to time period.

2. When completing your timesheet, be sure to use a.m. and p.m.’s after you enter the time, otherwise the system will think the time is all a.m.’s and it will not calculate your time.

3. You must select ‘regular time’ as the time reporting code on the timesheet for each day you are recording time.

4. Do not record your ending time in the space designated as lunch; the system will not pay you for this day or the following work day until the time is corrected. You must record your ending time under the ‘out’ box.

5. Be sure you are recording your hours correctly. Once you submit your timesheet and your supervisor approves it, only HR can make the adjustment. This applies only if you have a blue bar on your timesheet.

6. If you are working a long day, and have more than one meal break and need additional boxes to record your time for the day, you will need to add a row to that day. To add a row, scroll to the far right and next to PSNONTASK, click on the plus sign. You have now added a new row to that day. If you only need the four boxes to record your in and out time and meal break, then you do not need to add a row. Only add rows where needed.

7. Record your hours daily. You have the option of submitting your hours to your supervisor on a daily basis, a weekly basis, or at the end of the pay period. It is recommended that you record your hours on a daily basis.

8. Be sure to submit your hours for the entire pay period. The hours you are submitting when you select ‘submit’ are only for the page you are viewing. You need to go to the previous week in the pay period and submit those hours as well. Clicking ‘submit’ at the end of the pay period is only submitting hours for the current week you are viewing, not for the whole pay period.

9. Your supervisor will not see your timesheet in Manager Self Service until time administration (this is a HRMS process that pushes the hourly timesheets into manager self-service so that your supervisor can view your timesheet) runs in HRMS; time administration runs several times a day. I strongly suggest you submit your hours on a daily basis.

10. It is your responsibility to inform your supervisor that you have submitted your timesheet. Your supervisor does not know they have a timesheet to approve until you tell them you have submitted your timesheet. Once time administration runs, your supervisor will be able to view and approve your timesheet. This is another good reason to submit your timesheet earlier in the day as opposed to waiting for the end of the day.

11. Approved hourly timesheets are due no later than 10 a.m. on the Monday following the end of the pay period.

Please contact Sherry George in human resources if you have any questions in regards to these instructions.