

PeopleSoft Student Time Reporting

Navigation: my.pugetsound.edu—>Sign in with Puget Sound credentials—>HR Self-Service—>Timesheet

Mon	5/18	New	2:00:00PM			5:00:00PM		STE - Regular Pay - Student FICA Ex		5/18	+	-	Regular
Tue	5/19	New	9:00:00AM			10:00:00AM		STE - Regular Pay - Student FICA Ex		5/19	+	-	
		New	2:00:00PM			5:00:00PM		STE - Regular Pay - Student FICA Ex		5/19	+	-	Two Shift
Wed	5/20	New	1:00:00PM			3:00:00PM		STE - Regular Pay - Student FICA Ex		5/20	+	-	
Thu	5/21	New	9:00:00AM			10:00:00AM		STE - Regular Pay - Student FICA Ex		5/21	+	-	

*If you don't see the correct job in your list, email Career and Employment Services at ces@pugetsound.edu

Submitting Time: The “Submit” button saves reported time and routes it for approval. All hours must be submitted by the 6th and 21st of each month for supervisor approval on the 7th and 22nd.

Reviewing Time: View approval history through my.pugetsound.edu—>HR Self-Service—>Payable Time Detail

Use the tabs at the bottom of the timesheet page to view the following information:

Summary: Total hours reported on timesheet before rounding

Exceptions: Errors preventing hours from being processed; exceptions must be resolved before approval day

Payable Time: Processed hours updated every 15 minutes on the quarter hour except during payroll processing periods

Time Entry Tips:

- Use the first “In” and last “Out” for shifts under 5 hours
- Enter time as it is worked; time should never be entered in advance
- Use the plus sign to add rows when multiple shifts are worked on the same day