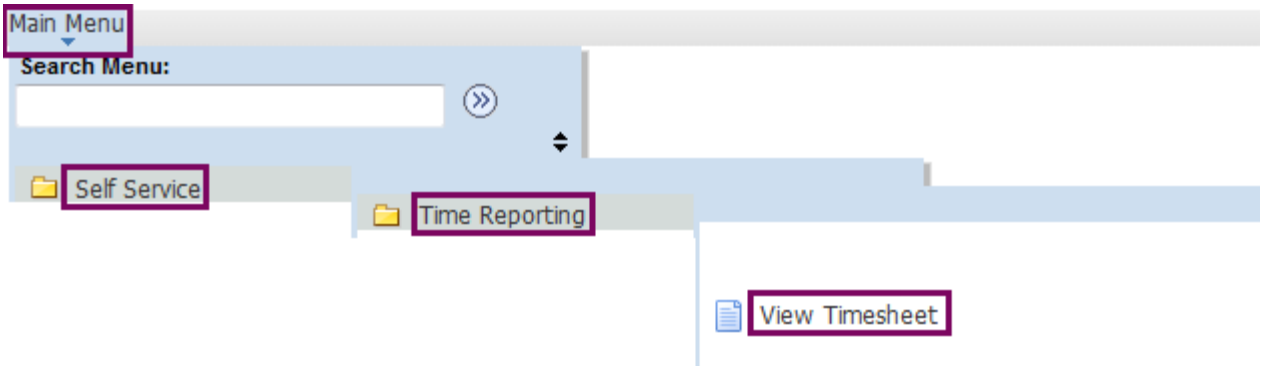
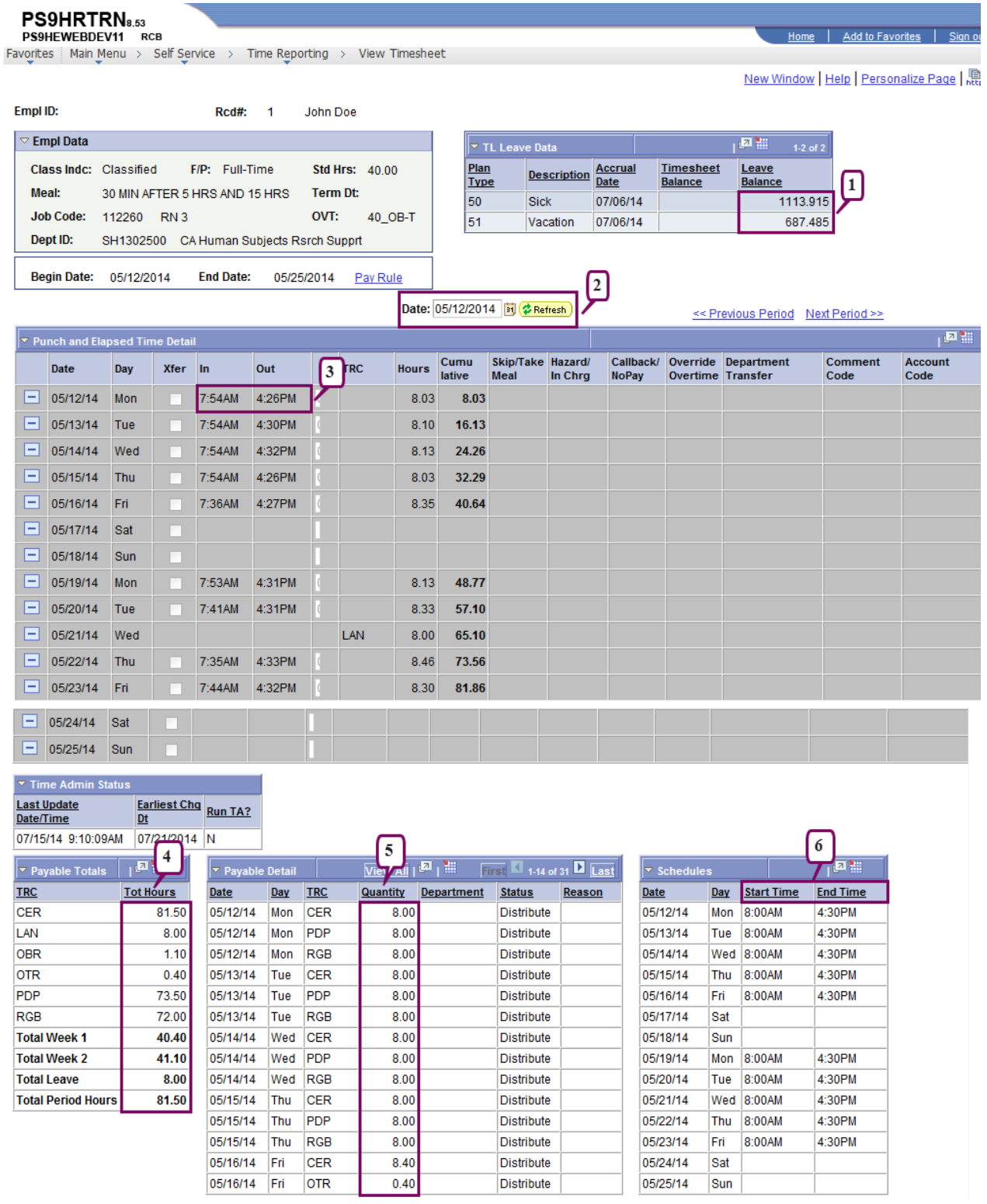
View Your Timesheet Using Self-Service

Warning! **We recommend against using public or shared computers to access Self-Service.** To protect the security of this information, it is important for you to follow proper sign out procedures, **delete the Internet cache prior to closing the browser**, and **confirm ALL browser windows are closed at the end of your session**. You can access Employee self-Service by clicking on self-service icon found in the top right corner of the LSUHSC homepage, or by clicking the hyperlink provided here (http://employeeselfservice.lsuhsc.edu) and then signing into PeopleSoft.

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Time Reporting** menu.
   Click the **View Timesheet** menu.



2. Sample Timesheet



PS9HRTRN8.53
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign o

Favorites | Main Menu > Self Service > Time Reporting > View Timesheet

New Window | Help | Personalize Page

Empl ID: Rcd#: 1 John Doe

Empl Data

Class Indc:	Classified	F/P:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS			Term Dt:	
Job Code:	112260 RN 3			OVT:	40_OB-T
Dept ID:	SH1302500 CA Human Subjects Rsrch Supprt				

Begin Date: 05/12/2014 End Date: 05/25/2014 Pay Rule

TL Leave Data 1-2 of 2

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/06/14		1113.915
51	Vacation	07/06/14		687.485

1

Date: 05/12/2014 Refresh 2

<< Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	3 TRC	Hours	Cumulative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
05/12/14	Mon		7:54AM	4:26PM		8.03	**8.03**							
05/13/14	Tue		7:54AM	4:30PM		8.10	**16.13**							
05/14/14	Wed		7:54AM	4:32PM		8.13	**24.26**							
05/15/14	Thu		7:54AM	4:26PM		8.03	**32.29**							
05/16/14	Fri		7:36AM	4:27PM		8.35	**40.64**							
05/17/14	Sat													
05/18/14	Sun													
05/19/14	Mon		7:53AM	4:31PM		8.13	**48.77**							
05/20/14	Tue		7:41AM	4:31PM		8.33	**57.10**							
05/21/14	Wed				LAN	8.00	**65.10**							
05/22/14	Thu		7:35AM	4:33PM		8.46	**73.56**							
05/23/14	Fri		7:44AM	4:32PM		8.30	**81.86**							
05/24/14	Sat													
05/25/14	Sun													

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
07/15/14 9:10:09AM	07/21/2014	N

Payable Totals 4

TRC	Tot Hours
CER	81.50
LAN	8.00
OBR	1.10
OTR	0.40
PDP	73.50
RGB	72.00
Total Week 1	**40.40**
Total Week 2	**41.10**
Total Leave	**8.00**
Total Period Hours	**81.50**

Payable Detail 5 View All First 1-14 of 31 Last

Date	Day	TRC	Quantity	Department	Status	Reason
05/12/14	Mon	CER	8.00		Distribute	
05/12/14	Mon	PDP	8.00		Distribute	
05/12/14	Mon	RGB	8.00		Distribute	
05/13/14	Tue	CER	8.00		Distribute	
05/13/14	Tue	PDP	8.00		Distribute	
05/13/14	Tue	RGB	8.00		Distribute	
05/14/14	Wed	CER	8.00		Distribute	
05/14/14	Wed	PDP	8.00		Distribute	
05/14/14	Wed	RGB	8.00		Distribute	
05/15/14	Thu	CER	8.00		Distribute	
05/15/14	Thu	PDP	8.00		Distribute	
05/15/14	Thu	RGB	8.00		Distribute	
05/16/14	Fri	CER	8.40		Distribute	
05/16/14	Fri	OTR	0.40		Distribute	

Schedules 6

Date	Day	Start Time	End Time
05/12/14	Mon	8:00AM	4:30PM
05/13/14	Tue	8:00AM	4:30PM
05/14/14	Wed	8:00AM	4:30PM
05/15/14	Thu	8:00AM	4:30PM
05/16/14	Fri	8:00AM	4:30PM
05/17/14	Sat		
05/18/14	Sun		
05/19/14	Mon	8:00AM	4:30PM
05/20/14	Tue	8:00AM	4:30PM
05/21/14	Wed	8:00AM	4:30PM
05/22/14	Thu	8:00AM	4:30PM
05/23/14	Fri	8:00AM	4:30PM
05/24/14	Sat		
05/25/14	Sun		

1 **Leave Balance:** Balance of leave for a specified plan type as of the last time the accrual process ran.

2 **Date:** Defaults to most recent pay period. The date can be changed to view timesheet information for other pay periods.

3 **In and Out** punches are raw data imported to the timesheet from the TTE system, Prox readers, or manual entries by timekeepers. This is not payable time.

4 **Tot Hours:** Total time payable by TRC Code, week, leave, and pay period.

5 **Quantity:** Exact payable hours sent to Payroll for specified day of the week.

6 The **Schedules** section displays the employee's current work schedule as it is assigned in PeopleSoft.

Click the **Sign Out** link to exit PeopleSoft.

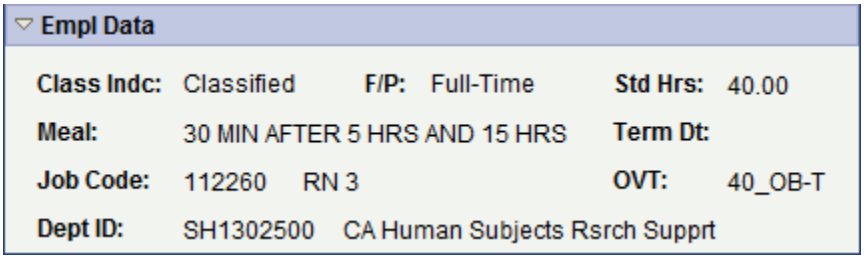
NOTE: Make sure you Sign out of PeopleSoft after viewing your timesheet.

3. If you signed into the system via Juniper, be sure to Sign Out to exit the Remote Access Portal.

Appendix

1. The EMPL Data section provides a summary of the employee's Job Data.

   The fields are defined as follows:
   Class Indc: Classified or Unclassified.
   Meal: Defines the meal rules selected for the meal deduction for the employee.
   Job Code: Job code and description of position.
   DeptID: Department number and Name.
   F/P: Full-time or Part time indicator.
   Std Hrs: Number of standard hours worked in a week.
   Term DT: Blank for all active employees.
   OVT: Defines the overtime rule selected for how overtime will be paid for the employee.



2. **Begin Date:** Begin date of the Pay Period from the Pay Calendar table.
   End Date: End date of the Pay Period from the Pay Calendar table.
   Pay Rules Link: A summary of the employee's pay rules regarding how the employee is set to be paid.

   Click the **Pay Rule** link.

4. **Pay Rules Section:**

Note the Pay From Schedule checkbox located at the top of the Pay Rules Section. In this example the check box is not checked, and the employee **will not** be paid from schedule. If the Pay From Schedule checkbox is checked, the employee **is paid** from their schedule. The Pay Rules are defined as follows:

Workgrp: Designates if employee punches time or just exceptions.
Meal: Defines the meal rules selected for the meal deduction for the employee.
Shift 2: Indicates if the employee is eligible for Evening shift differential pay.
Shift 3: Indicates if the employee is eligible for Night shift differential pay.
Overtime: Defines the overtime rule selected for how overtime will be paid for the employee.
WeekEnd: Indicates if the employee is eligible for WeekEnd shift differential pay.
Callback: Defines the callback rule selected for how callback will be paid for the employee, if eligible.
Hol Worked: Defines the holiday rule selected for how holidays will be paid for the employee.

Click the **Return** button.

5. The Time and Labor Leave Data section provides summary information regarding an employee's Sick and Vacation leave. ***The fields are defined as follows***:

Plan Type: Numerical value assigned to a leave option for which the employee is eligible. 50 - Sick, 51 - Vacation.
Description: List full description of the Plan Type.
Accrual Date: Last Date the leave accrual ran for this employee.
Timesheet Balance: Outstanding balance that will be processed the next time leave accrual runs.
Leave Balance: Balance of leave for a specified plan type as of the last time the accrual process ran.

TL Leave Data 1-2 of 2

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/06/14		1113.915
51	Vacation	07/06/14		687.485

6. Click the **<< Previous Period** link to view the previous timesheet.

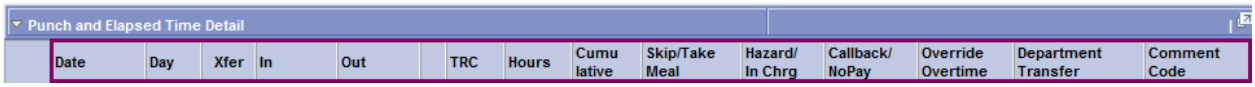
Click the **Next Period >>** link to view the next timesheet.

<< Previous Period Next Period >>

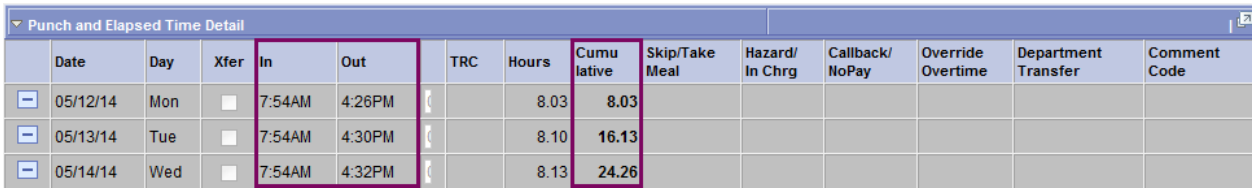
7. The Punch and Elapsed Time Detail section may also be referred to as the Timesheet Grid. The columns that comprise the Punch and Elapsed Time Detail are defined as follows:

Date: Calendar days included in the pay period.
Day: Day of the week that coincides with the specified date.
Xfer: Links punch data sets when an employee punches In and Out multiple times on a scheduled workday, **or** indicates if employee clocked in as a Float (from another department) or In Charge on the specified date.
In: Time that the employee began his/her work day.
Out: Time that the employee ended his/her work day.
TRC: Time Reporting Code – Identifies earnings and/or leave associated with specified elapsed hours.
Hours: Total number of hours associated with specified date.

Cumulative: Running total of punched time for the pay period.
Skipped Meal: Indicates if employee will receive pay for meal break.
Hazard/In Chrg: Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity.
CallBack: Indicates the employee is due CallBack compensation.
Override Overtime: Indicates the employee is approved for cash overtime on a specified date. This option can only be elected by Payroll.
Department Transfer: Indicates the employee worked as a float in another department.
Comment Code: Specifies reason for Manual Edits, Overtime Override, or Department Transfer.



8. In and Out punches are imported to the timesheet from the TTE system, Prox readers, or manual entries by timekeepers. The information displayed in the timesheet is governed by the employee's Pay Rule, which is programmed into the system.



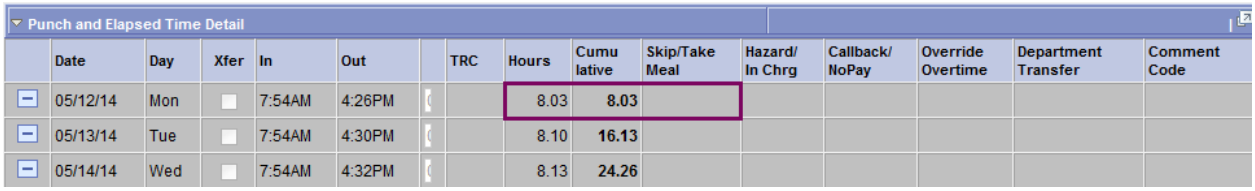
9. The Cumulative column displays a running punch time total. Punch time is **NOT** payable time. Punch time does not reflect adjustments to time due to rounding rules.

NOTE: Actual clock information will remain as displayed in the Timesheet. Rounding changes are viewable in the Payable Totals section located at the bottom left-hand corner of the page.

NOTE: Payable Totals will not change until Time Admin has been run.

10. The Skip Meal column indicates whether a meal deduction(s) is being taken. If the Skip Meal field is blank, a meal deduction is being taken. If the Skip Meal field is populated, the meal deduction is cancelled.

NOTE: Meal deductions are automatically taken by the system based on the meal rule selected for the employee. The Hours and Cumulative columns will reflect total punch time less the meal deduction.



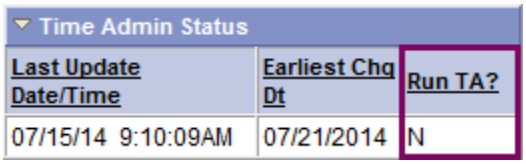
Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out		TRC	Hours	Cumulative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code
−	05/12/14	Mon		7:54AM	4:26PM			8.03	**8.03**						
−	05/13/14	Tue		7:54AM	4:30PM			8.10	**16.13**						
−	05/14/14	Wed		7:54AM	4:32PM			8.13	**24.26**						

11. Click the **Down** button on the scrollbar.

12. Time Administration (Time Admin Status) is a process run automatically in the system. The purpose of the Time Admin process is to convert Punch Time into Payable Time. Payable Time is calculated using rounding rules, whereas Punch Time is the actual time clocked by an employee.

Run TA: Indicates the status of the Time Admin process.
Y = Need to run Time Admin;
N = No need to run Time Admin; or
X = Time Admin is currently running.



Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
07/15/14 9:10:09AM	07/21/2014	N

13. The Payable Totals section provides information on:

TRC: Identifies all edits made to the timesheet.
Tot Hours: Total time payable based on each edit made to the timesheet.

LAN: Total payable hours of annual leave.
LBS: Total payable hours of sick leave.
RGB: Regular Bi-Weekly
Total Week 1: Total payable hours for week 1 of the pay period.
Total Week 2: Total payable hours for week 2 of the pay period.
Total Leave: Total leave hours taken during the pay period.
Total Period Hours: Total payable hours in the pay period.

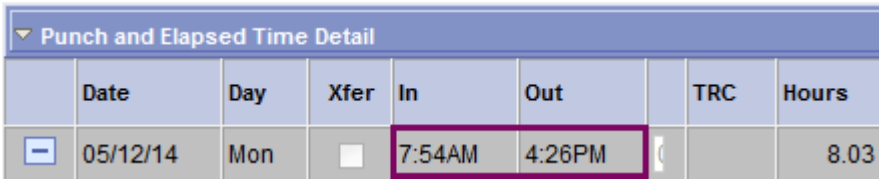
Payable Totals

TRC	Tot Hours
CER	81.50
LAN	8.00
OBR	1.10
OTR	0.40
PDP	73.50
RGB	72.00
Total Week 1	**40.40**
Total Week 2	**41.10**
Total Leave	**8.00**
Total Period Hours	**81.50**

14. **Rounding Rules**
There are two (2) Rounding Rules that are applied to an employee's time when the Time Admin process is run:
• The 6-Minute Rounding Rule - Applied to an employee working according to a pre-defined schedule; and
• The Tenth-Hour Rounding Rule - Applied to an employee working without or outside a schedule.

15. **The 6-Minute Rounding Rule**

The 6-Minute Rounding Rule is applied to an employee's time when the employee is working according to a schedule. The 6-Minute Rounding Rule will not apply if an employee is working at any time other than according to his/her pre-defined schedule, or if the employee is tardy in reporting to work. When the employee clocks In or Out within 6 minutes of his/her pre-defined scheduled Start **and** End time, the system will "round" his/her time to the scheduled Start and End time.



Punch and Elapsed Time Detail

	Date	Day	Xfer	In	Out		TRC	Hours
−	05/12/14	Mon		7:54AM	4:26PM			8.03

16. **The Tenth-Hour Rounding Rule**

The Tenth-Hour Rounding Rule is applied when an employee is working without a schedule **or** outside his/her schedule. The Tenth-Hour Rounding Rule will also apply to an employee who is working according to a schedule, **but** is considered Tardy for work, comes in early to work, or works past his/her scheduled Start/End time (i.e. clocks In **or** Out more than 6 minutes from the scheduled Start **or** End time). The Tenth-Hour Rounding Rule will "round" time to the nearest tenth of the hour.

−	04/04/14	Fri					LAN	0.30	32.52
−	04/04/14	Fri		8:18AM	4:30PM			7.70	40.22

17. Rounding changes are displayed in the Payable Time section. The Payable Total for Week 1 is 32.00 and 40.00 for Week 2. The payable time for Total Leave is 8.30. The Total Period Hours are 72.00.

Payable Totals

TRC	Tot Hours
CER	81.50
LAN	8.00
OBR	1.10
OTR	0.40
PDP	73.50
RGB	72.00
Total Week 1	**40.40**
Total Week 2	**41.10**
Total Leave	**8.00**
Total Period Hours	**81.50**

NOTE: The Cumulative column total in the timesheet is 80.27. The Cumulative total does not reflect rounding changes and will remain unchanged when Time Admin is run.

−	05/23/14	Fri		7:44AM	4:32PM			8.30	**81.86**

18. The **Payable Detail** section allows you to view a summary of all payable information by day.

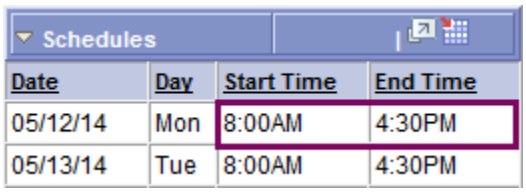
Date: Calendar date of the day worked.
Day: Day of the week worked.
TRC: Manual or system generated edit code.
Quantity: Exact payable hours sent to Payroll.
Department: Code to which time will be charged if other than home department.
Status: Identifies if timesheet has been approved to pay.

NOTE: Manual entries on the timesheet do not appear in Payable Time until the Time Admin process has run.

Payable Detail — View All | First 1-14 of 31 Last

Date	Day	TRC	Quantity	Department	Status	Reason
05/12/14	Mon	CER	8.00		Distribute	
05/12/14	Mon	PDP	8.00		Distribute	

19. The Schedules section displays the employee's current work schedule as it is assigned in the system. The system utilizes the 6-minute Rounding Rule when calculating an employee's time based on his/her Scheduled In and Out time.



Schedules

Date	Day	Start Time	End Time
05/12/14	Mon	8:00AM	4:30PM
05/13/14	Tue	8:00AM	4:30PM

20. Once the Time Admin process has completed, if exceptions have been detected on the timesheet the Exceptions section will display to the right of the Time Admin Status section. High level exceptions are flagged by the system and display on the timesheet as a red field.

NOTE: All red box exceptions indicated on the timesheet must be corrected for time to calculate for that day.

Save

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
04/14/14 9:30:46AM	04/14/2014	N

Exceptions

Severity	Date	Exception ID	Description	Msg Data1	Msg Data2	Status
Medium	04/02/14	ZZMISPCH	Missing Punch	04/02/2014 7:55AM	Missing Punch	Unresolved

21. Click the **Sign Out** link to exit PeopleSoft.

Home | Add to Favorites | Sign out

22. If you signed into the system via Juniper, be sure to Sign Out to exit the Remote Access Portal.