

When you click on “Go to Leave Application” – it will bring you to the Peoplesoft Sign In screen – enter your User ID and Password.

Leaves which can be reported using the Insite Portal self service:

- | | |
|------------------------------------|------------------------|
| Vacation | Election Leave |
| Sick | Illness in Family |
| Blood Donor | Medical Appointment |
| Birth/Adoption(Partner) 1 day paid | Personal Leave Unpaid |
| Compassionate Leave | Overtime Taken in Lieu |
| Court | |

Statutory Holidays - Please Note: When viewing your timesheet in a pay period which has a statutory holiday – your timesheet should continue to display as “Regular Pay” on the statutory holiday (if that would have been a normal workday for you). The system or your HR/Payroll office will automatically make any required adjustments. Automatic adjustments will also be made to those holidays which fall on a weekend where you would be getting the next regularly scheduled work day off for the statutory holiday.

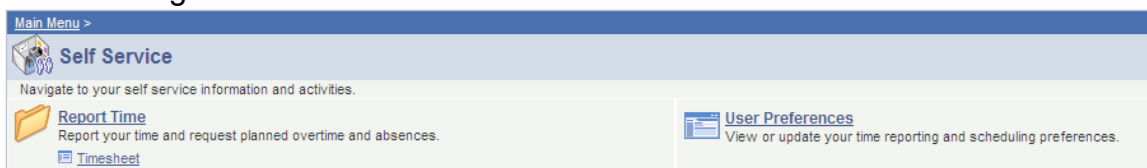
User Preference Process:

The **first time** you enter the PeopleSoft Timesheet Pages you will need to do a one time only User Preference process. After completing this step, your work schedule will automatically populate your timesheet.

Click on “Go To Leave Application”. Your Menu listing will display:



1. Click on Self Service. Report Time and User Preferences will display on the right hand side of the screen:



2. Click on the “User Preference” section. The following page will display.

Time Reporting Preferences | **Schedule Preferences**

Time Reporting Preferences


YOUR NAME 007410

TRC Code or Description

Time Prepopulation Method

Default Timesheet Display

***Start Day of Week**

 [Click to View Additional Information](#)

Task Value Defaults

Task

*Taskgroup	Description
<input type="text"/>	<input type="text"/>

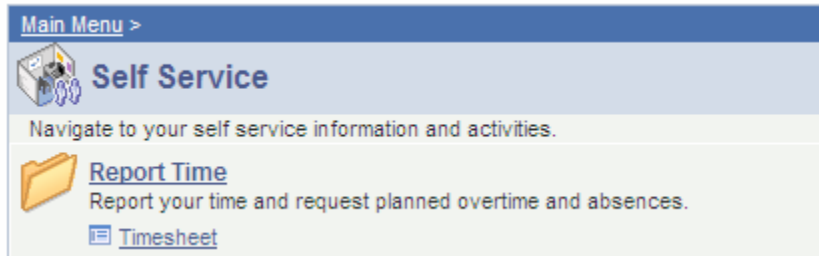
Go To: [Self Service](#)
[Time Reporting](#)

3. **The required information will default into the page.** Click on the “Save” button located at the bottom of the page.

The “User Preference” process is now complete and this step **will not** have to be repeated. Click on “Home” on the top right-hand side of your screen to clear the screen.

ACCESSING YOUR TIMESHEET TO REPORT LEAVE:

To access your timesheet – click on Self Service on your Menu items. Report time will display on the right hand side of your screen. Click on the blue hyperlink to Timesheet under this Report Time section.



Employees with one active job will automatically go to their timesheet after clicking on “TimeSheet”

Employees with more than one active job will have all their active job records display:

<u>Job Description</u>	<u>Empl Rcd Nbr</u>	<u>Department</u>
Library Assistant10	0	0064
Library Assistant10	1	0064

By clicking on the first job under the Heading: Job description - your timesheet for that job record will display. To go back to the other timesheet – click on “Return to Select Job” located at the bottom of your timesheet. Enter the leave information in the appropriate timesheet which reflects your schedule.

Go To: [Self Service](#)
[Time Reporting](#)
[Elapsed Timesheet](#)
[Return to Select Job](#)

Time submitted through the timesheet will send an e-mail notification to the Approving Supervisor you identified on the Insite Portal. Once reviewed by the Approving Supervisor, you will receive an e-mail notification confirming whether your leave request has been approved or denied.

TYPES OF TIMESHEETS:

There are two types of timesheets in the system – **Elapsed** and **Punched**. You have been pre-assigned a timesheet based on your work schedule and whether you there is a requirement to tack the actual clock time you are at work. (i.e. Shift Premiums)

ELAPSED:

If your timesheet looks like this, you have been assigned to an elapsed schedule and should follow the timesheet instructions under the section entitled: **Elapsed**”.

From Sunday 06/15/2008 to Saturday 06/28/2008

Timesheet Overrides

Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Total	Time Reporting Code
	7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	7.50			REG - Regular Pay

Submit

PUNCHED:

If your timesheet looks like this, you have been assigned to a punch schedule and should follow the timesheet instructions under the section entitled: **Punched**

From 06/15/2008 to 06/28/2008

Timesheet Overrides


Day	Date	Status	In	Out	Punch Total	Time Reporting Code	Quantity
Sun	6/15	New					
Mon	6/16	New	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	
Tue	6/17	New	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	
Wed	6/18	New	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	
Thu	6/19	New	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	
Fri	6/20	New	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	

If at any time your timesheet does not reflect your actual normal work schedule - contact your HR/Payroll office. They will need to reassign you to your correct schedule. Do not make changes to your schedule yourself – unless it is a leave request that replaces an existing scheduled day to work.

ELAPSED TIME SHEET INSTRUCTIONS:

Next to the date field, there is a calendar icon. Click on this icon and a calendar will be displayed. Select the pay period begin date the leave will be (or was) taken.


Click on the  button to refresh your timesheet with the new dates.

View By:	<input type="button" value="Time Period"/>	Date:	<input type="text" value="06/15/2008"/>		<< Previous Time Period	Next Time Period >>
Populate Time From:	Schedule Information					
Reported Hours:	<input type="text" value="0.00 Hours"/>		Scheduled Hours:	<input type="text" value="75.00 Hours"/>		

Note: If hours are not in the “Regular Pay” column for the days you are requesting leave, you will need to advise your timekeeper. Do not enter leaves for days which do not already have hours reflected as regular pay.

Submitting Leave Request for a Full Shift: (ie vacation, sick, special leave).

From Sunday 06/15/2008 to Saturday 06/28/2008															
Timesheet													Overrides	REG	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28		REG - Regular Pay
	7.50	7.50	7.50	7.50	7.50				7.50	7.50	7.50	7.50			
								7.50							VACTC - Vacation Taken

1. On the far right hand side of the page click on the + sign. 
2. A new row will be created. In this new row enter the number of paid hours in the box(s) which reflects the actual calendar date(s) of the leave requested.
3. In the Time Reporting Code (TRC) column click on the down arrow and choose the value that identifies the reason for the leave.
4. On the “Regular Pay” row - remove the hours for that date(s).
5. Click on Submit

If you are requesting the same type of leave for multiple dates within the same pay period, you can enter the number of hours being requested for the additional dates on the same row. **Remember to remove the hours from the Regular Pay row.**

Submitting Leave Request for a Portion of the Shift:

From Sunday 06/15/2008 to Saturday 06/28/2008

Timesheet Overrides

Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Total	Time Reporting Code
	7.50	7.50	7.50	7.50	4.50			7.5	7.50	7.50	7.50	7.50			REG - Regular Pay
					3										VACTC - Vacation Taken

Submit

1. On the far right hand side of the page - click on the + sign.
2. In this new row, in the box on the day the leave will be taken, enter the number of leave hours being requested.
3. In the Time Reporting Code column click on the down arrow and choose the value that identifies the reason for the leave.
4. On the "Regular Pay" row change the number of hours to reflect the actual number of paid hours being worked that day.
5. The sum of these two columns should add up to your full paid hours for that day.
6. Click on Submit.

Submitting Multiple Leave Reasons for the Same Pay Period:

From Sunday 06/15/2008 to Saturday 06/28/2008

Timesheet Overrides


Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Total	Time Reporting Code
		7.50	7.50	7.50	4.50				7.50			3.75			REG - Regular Pay
					3.00			7.50		7.50					VACTC - Vacation Taken
	7.50										7.50				SICKC - Sick Taken
												3.75			SPCPC - Compassionate Lea

Submit

1. Add a new row each time there is a different Time Reporting Code being selected.
2. Repeat the steps above on these new rows based on whether the leave being requested is for a full shift or portion of a shift.
3. Remember when you are entering hours as a leave request, you need to remove the corresponding number of hours from the Regular Pay row.

Changing Leave requests:


If a change in date is needed after you have submitted the time and received approval – discuss the requested change with your Approving Supervisor. Return to the Insite Portal Leave Application time sheet.

1. If the leave is to be removed, review the row with the leave code reported. If the day to be cancelled is the only leave reported on that row, go to the end of the row and select the  sign. This will remove the entire row. Return to the “Regular” and re-enter the hours. Click on submit.
2. If multiple days of leave are reported on the same row, go to the day in question and delete the hours from the leave request row. Re-enter the hours back to the applicable date in the Regular Pay column. Click on submit
3. If you are requesting a new leave date, re-enter the leave code on the applicable new date. Remember to remove the regular hours from that new date on the Regular Pay row. Click on Submit.

PUNCHED TIME SHEET INSTRUCTIONS:

Next to the date field, there is a calendar icon. Click on this icon and a calendar will be displayed. Select the pay period begin date the leave will be (or was) taken.










Click on the  button to refresh your timesheet with the new dates

View By:	<input type="text" value="Time Period"/>	Date:	<input type="text" value="06/15/2008"/>		<< Previous Time Period	Next Time Period >>
Populate Time From:	Schedule Information					
Reported Hours:	<input type="text" value="0.00 Hours"/>	Scheduled Hours:	<input type="text" value="75.00 Hours"/>			

Note: If hours are not in the “Regular Pay” column for the days you are requesting leave, you will need to advise your timekeeper. Do not enter leaves for days which do not already have hours reflected as regular pay.

If a change in date is needed after you have submitted the time and received approval – discuss the requested change with your Approving Supervisor. Return to the Insite Portal Leave Application timesheet to change the original requested date back to regular hours and submit the new requested leave date. Refer to the Error Messages and Trouble Shooting section at the end of this document titled “Changing a Request for a Leave”. This process is for a Punched timesheet only.



Submitting Leave Request for a Full Shift: (ie vacation, sick, special leave)


Timesheet		Overrides						
Day	Date	Status	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup
	Sun 6/15	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	PEIGROUP
	Mon 6/16	Submitted	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	<input type="text"/>	PEIGROUP
	Tue 6/17	Needs Approval	<input type="text"/>	<input type="text"/>		VACTC - Vacation Taken	7.50	PEIGROUP
	Wed 6/18	Needs Approval	<input type="text"/>	<input type="text"/>		VACTC - Vacation Taken	7.50	PEIGROUP
	Thu 6/19	Submitted	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	<input type="text"/>	PEIGROUP
	Fri 6/20	Submitted	8:00:00AM	4:00:00PM	8.00	REG - Regular Pay	<input type="text"/>	PEIGROUP
	Sat 6/21	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	PEIGROUP
	Sun 6/22	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	PEIGROUP
	Mon 6/23	Needs Approval	<input type="text"/>	<input type="text"/>		SKDRC - Sick Taken	7.50	PEIGROUP

1. Find the row that reflects the calendar date that corresponds with your leave request. Dates are displayed as Month/Day.
2. In the In punch field, highlight the punch time and delete the hours reported in this field. Repeat this step for the Out punch field.
3. The Time Reporting Code (TRC) column will display REG-Regular Pay. Click on the down arrow and choose the Time Recording code that identifies the reason for your leave. (ie. VACTC – Vacation Taken).
4. Enter the number of leave hours in the Quantity field. Note: the quantity is the actual number of paid hours for the shift eg. 8 hour shift has a ½ hour deducted for the meal – so the Quantity number for the vacation leave should be 7.5
5. Click on the Submit button.

An e-mail notification will be sent to the Approving Supervisor you identified on the Insite Portal. Once reviewed by the Approving Supervisor you will receive an e-mail notification on whether your leave request has been approved or denied.

Submitting Leave Request for a Portion of the Shift:

	Tue	6/17	Needs Approval	<input type="text"/>	<input type="text"/>	VACTC - Vacation Taken	<input type="text" value="3.75"/>
			Submitted	8:00:00AM	12:15:00PM	4.00	REG - Regular Pay

1. Find the row that reflects the calendar date that corresponds with your leave request. Dates are displayed as Month/Day.
2. In the In and Out punch fields, change the time to reflect the new time your shift will start and end.
3. On the far right-hand side of the page – click on the  sign to add a new row to the timesheet for the same date. A blank row will be created.
4. In this new blank row click on the down arrow in the Time Reporting Code field and select the Time Reporting Code that identifies the reason for your leave.
5. Enter the number of leave hours in the Quantity field.
6. The combination of hours from the In and Out punch (minus the meal break) and the Quantity field should add up to your actual paid hours for the day.

The system will deduct an unpaid meal break based on the in and out punch duration. The meal is not deducted on any hours marked in the Quantity field.

Meal Deductions on the In and Out Punch Duration:

Less than 4 hours - No meal will be deducted.

4 hours – 5 hrs and 59 minutes -15 minutes will be deducted.

6 hours – 10 hours - 30 minutes will be deducted

Greater than 10 hours - 45 minutes will be deducted


These meal deductions should be factored in when you are doing your calculation of paid hours for the day, particularly when you are reporting leave hours for a portion of the shift and as a result are required to change the In and Out punch times.

7. Click on the Submit button.

An e-mail notification will be sent to the Approving Supervisor you identified on the Insite Portal. Once reviewed by the Approving Supervisor, you will receive an e-mail notification on whether your leave request has been approved or denied.


CHANGING A REQUEST FOR LEAVE USING A PUNCHED TIMESHEET:

When you have entered a request for leave, and you want to change the Time Reporting Code you selected, the following steps must be followed.

1. Delete the original entry by using the delete row  button on the right hand side of the timesheet. You will receive the following message.

Timesheet

Delete Confirmation

 Are you sure you want to delete reported time? Row 1.

Click on the Yes – Delete button. Click on OK to Save.

2. Re-enter the Leave Request with the new **Time Reporting Code**.

BENEFIT BALANCE INFORMATION:

At the bottom of your timesheet – there is a blue hyperlink which provides information on your benefit bank balances. By clicking on this link:

 [Balances - click to view](#)

It opens an information box on your current vacation and sick leave balances, including what you submitted on your current timesheet. Each time you enter and submit leave using a Sick or Vacation leave TRC, these two benefit banks will re-calculate. The Time in Lieu and Statutory Holiday balances are also displayed and reflect information as of the last processed pay period.

 [Balances - click to hide](#)

<u>Plan Type</u>	<u>End balance as of 06/15/2008</u>
Vacation	405.050
Sick	744.170
Comp Time - TIMEINLIEU	
Comp Time - STAT HOL	-0.002

Smoothing:

By clicking on the Heading “Plan Type” – if you have a smoothing bank balance this will be display here.

<u>Plan Type</u>	<u>End balance as of 06/15/2008</u>
Comp Time - SMOOTHING	16.500
Comp Time - STAT HOL	-0.002
Comp Time - TIMEINLIEU	
Sick	744.170

Please Note – this smoothing balance is to accommodate people who work in a 24 hour operation on a full-time basis but work rotating shifts which may give them more or less hours than 75/80 hours a week. The smoothing bank ensures they will always receive full-time pay every two weeks. If you have a balance showing in your Smoothing Bank and are full time but don't work in a 24 hour operation, please contact your HR/Payroll office to discuss.


TROUBLESHOOTING:

If you cannot access your timesheet – *contact your HR/Payroll Department to determine if your timesheet record has been activated.*

My timesheet doesn't have any hours on it – what do I do?
Did you complete the “User Preference” step. This step is explained under the section – “User Preference Process”. If you complete this step and still don't see any scheduled shift information – contact your HR/Payroll Department.

What do I do if my timesheet doesn't reflect my actual normal work schedule? *Do not enter in any information. Contact your HR/Payroll Department to be assigned to your correct work schedule.*

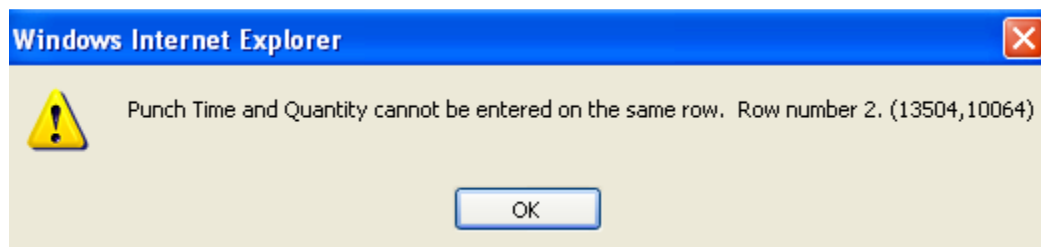
My timesheet has a clock icon on it for one or more days? What should I do?

 Sat 6/28 New 3.00 REG - Regular Pay

Contact you HR/Payroll Department to advise them. They will look at your timesheet to determine if any modifications are required.

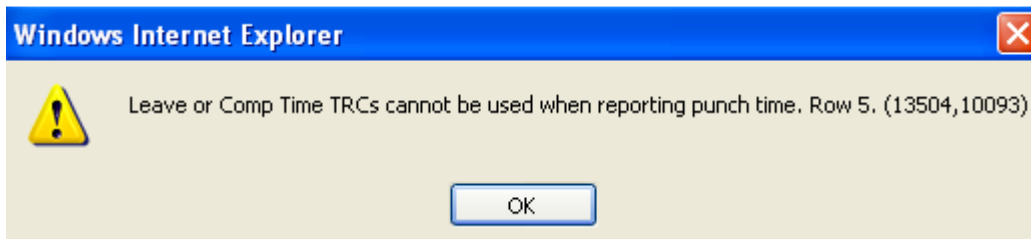
PUNCHED TIMESHEET ERROR MESSAGES:

The following message will display if you have hours in both the In and Out Punch columns and in the Quantity Field of the same row:



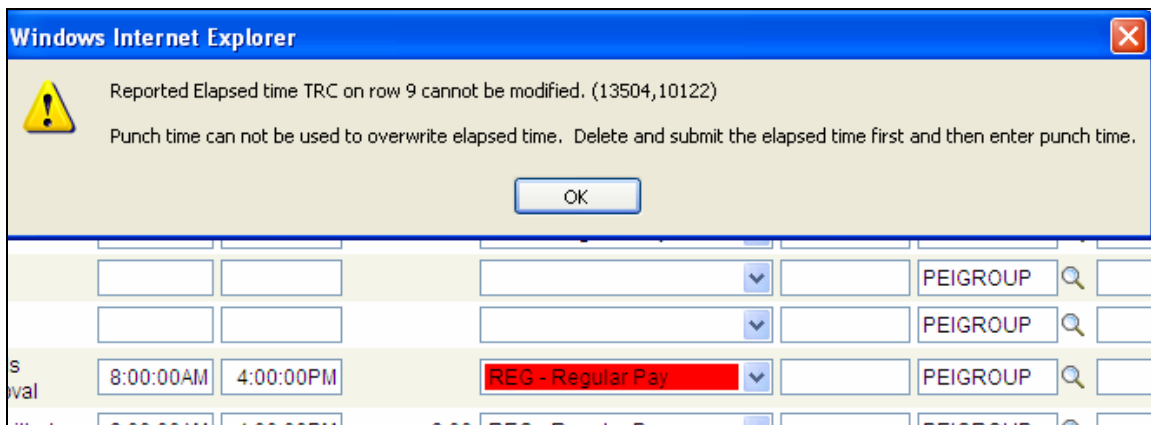
Solution: Click on OK. Remove the times from the In and Out Punch fields and put the leave hours in the Quantity field. Click on Submit.

The following message will display if you have In and Out punches and use a time reporting code associated with a leave bank:



Solution: Click on OK. Remove the times from the In and Out Punch fields and put the leave hours in the Quantity field. Click on Submit.

The following message will display if you try to re-enter a TRC code on a row which another leave code was already submitted:



In the above case Vacation Taken was submitted in error. When the employee tried to change the TRC back to Regular Pay without deleting the row first, the system displays the error message, because the line should have been deleted prior to trying to change it to any other code.

Solution: Put the TRC back to the previously submitted leave code (in this eg. Vacation Pay) and then delete the row. You can then re-enter your Regular Pay information or choose the correct leave code – whichever is applicable for your circumstance.