9.2 Reporting Time Using a Timesheet

Purpose: Use this document as a reference for reporting time using a timesheet in ctcLink.

Audience: Elapsed Time and Punch Time Reporters.

You must have at least one of these local college managed security roles:

- ZZ HCM Manager
- ZZ PeopleSoft User
- ZZ TL Process Time

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

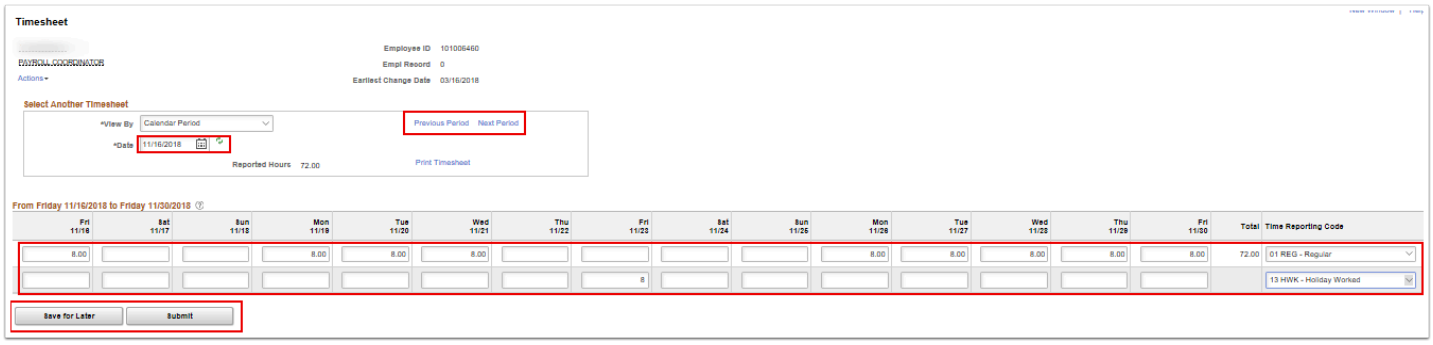
Use the Timesheet page to report time and task details for a day, week, or time period for either punch or elapsed time reporters. Also use this page to view all employees' time whether they need approval or not.

Report Time Using a Timesheet

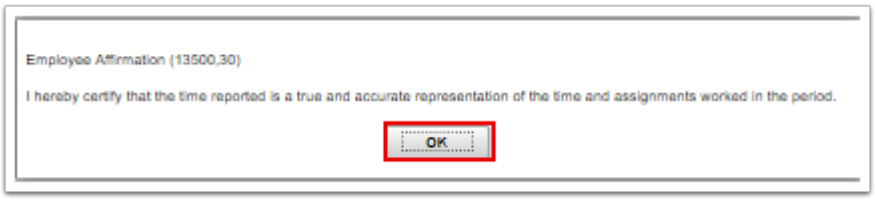
Report Time Using a Timesheet - Elapsed Time

Navigation: HCM Employee Self Service > Time Reporting > Report Time > Timesheet

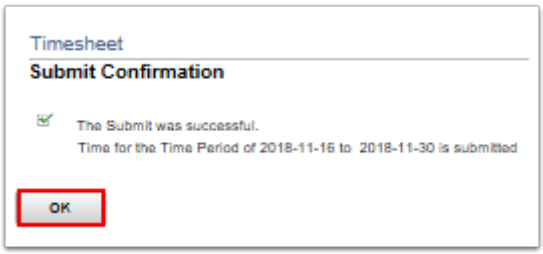
1. The **Timesheet** page displays.
2. Change the date to the appropriate time period.
3. Select the **Refresh** button to update the date.
4. Navigate to prior or future timesheets by select the **Previous Week** and **Next Week** links.
5. Enter the hours worked for each day in the **Time Reporting** section.
6. Select the **Time Reporting Code** drop-down menu and select the appropriate **TRC** code.
7. Use an additional line if using multiple TRC codes. Select the **Add a Row (+)** button to generate more lines.
8. Select the **Submit** button when complete.



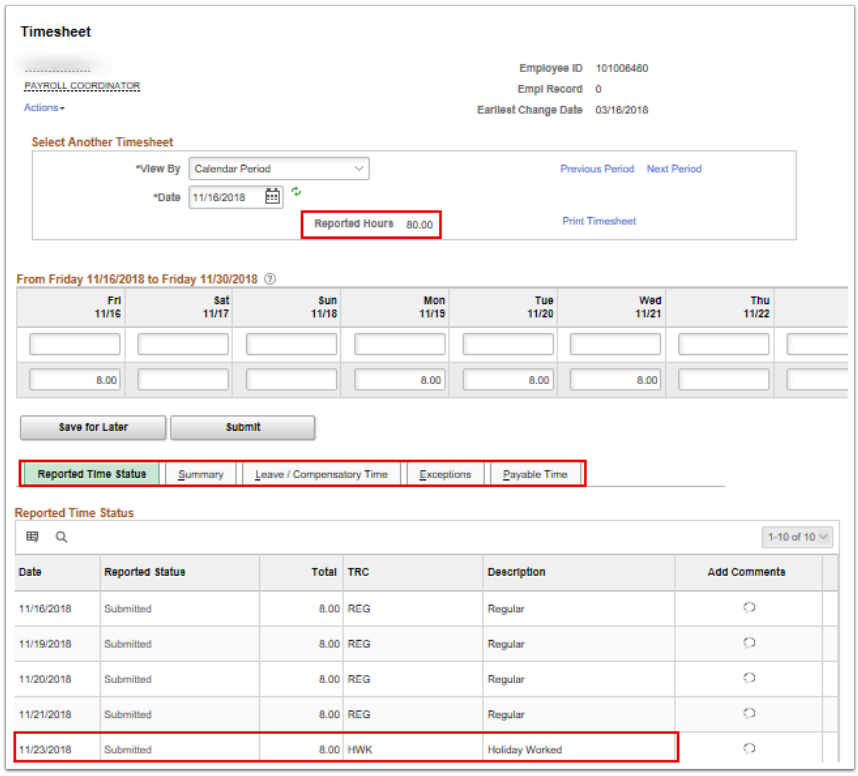
9. The **Employee Affirmation** message page displays.
10. Select the **OK** button.



11. The **Timesheet Submit Confirmation** pagelet displays.
12. Select the **OK** button.



13. The Timesheet page displays.
14. Notice the **Reported Hours** field is updated with the saved time.
15. Review the **Time Reported Status** section for various options to view time, absences, and exceptions.
16. **Note:** Notice the additional TRC Code is included in the **Reported Time Status** section.



Report Time Using a Timesheet - Punch Time

Navigation: HCM Employee Self Service > Time Reporting > Report Time > Timesheet

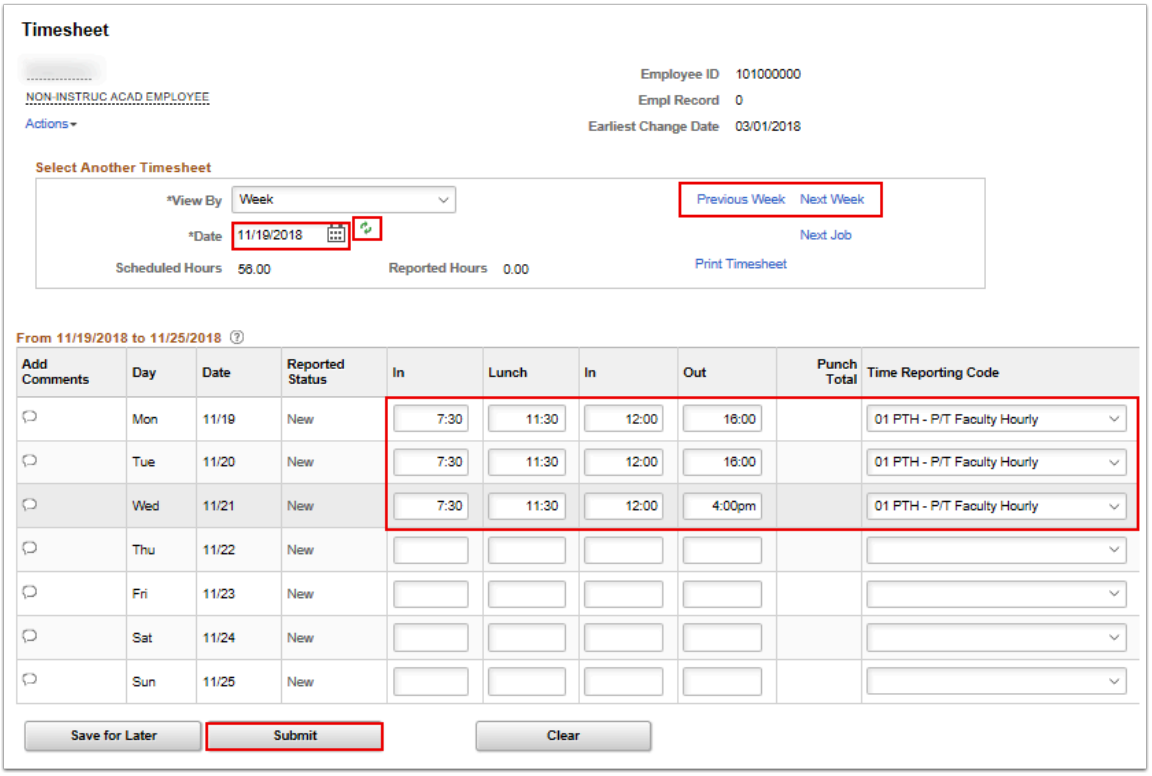
1. The **Timesheet** page displays.
2. Change the date to the appropriate time period.
3. Select the **Refresh** button to update the date.
4. Navigate to prior or future timesheets by select the **Previous Week** and **Next Week** links.

5. Enter the hours worked for each day in the **Time Reporting** section.
   - In the **In** field, enter the time arrived.
   - In the **Lunch** field, enter the lunch start time.
   - In the second **In** field, enter lunch end time.
   - In the **Out** field, enter the departure time.

Note: Enter the time in 24-hour standard time (**Ex**: In: 8:00 Lunch: 12:00 In: 13:00 Out: 17:00) to reduce errors. However, if using regular time; enter AM and PM behind the entry. (**Ex**. In: 8:00AM Lunch: 12:00PM In: 1:00PM Out: 5:00PM no spaces between the number and AM/PM.)

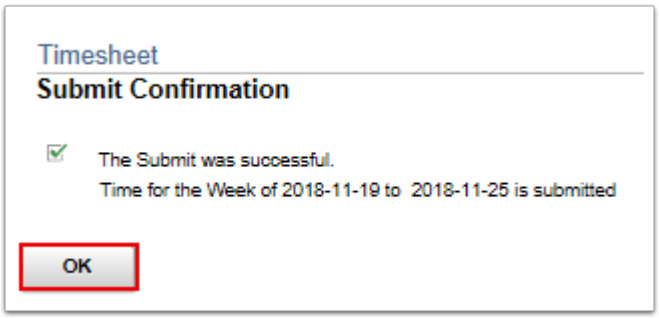
6. Select the **Time Reporting Code** drop-down menu and select the appropriate TRC code.
7. **Note**: Select the **Save for Later** button to calculate hours before submitting them, or to just save the time just entered.

8. Select the **Submit** button when complete.

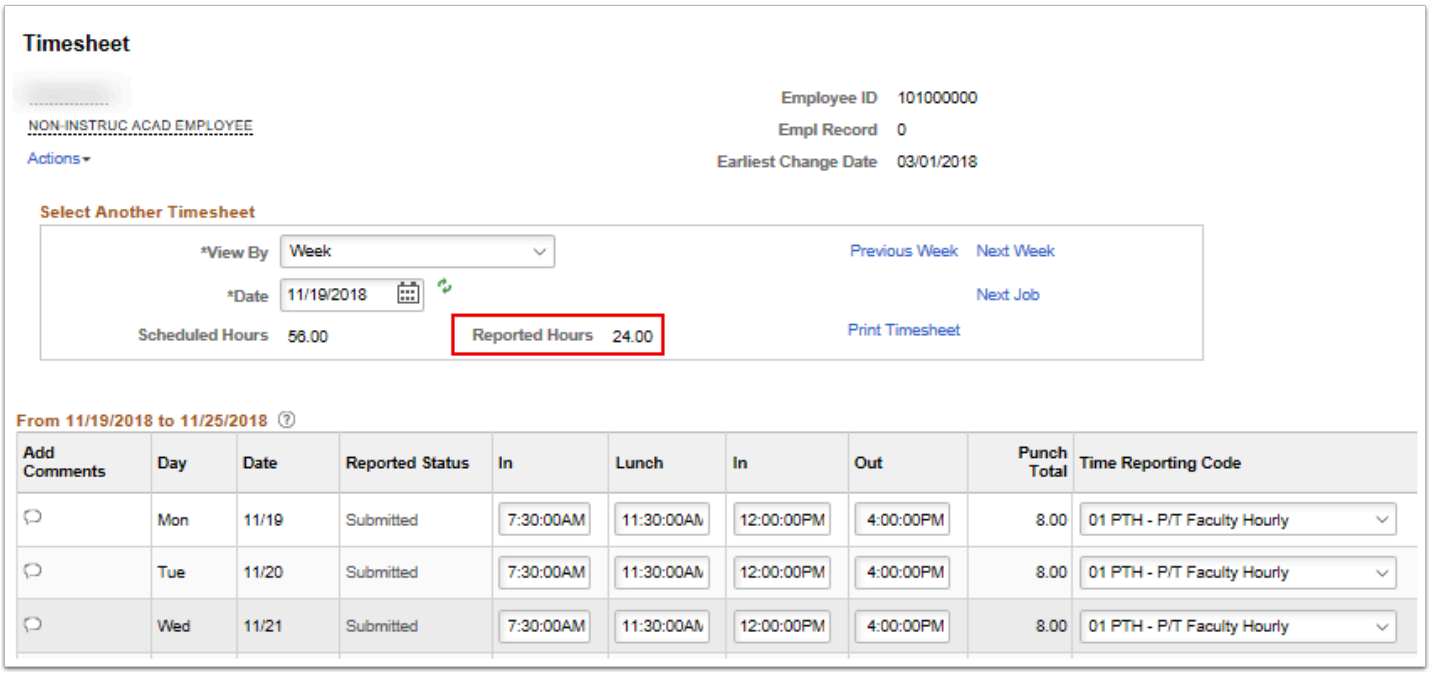


9. The **Employee Affirmation** message pagelet displays.
10. Select the **OK** button to certify that time reported is true and accurate.

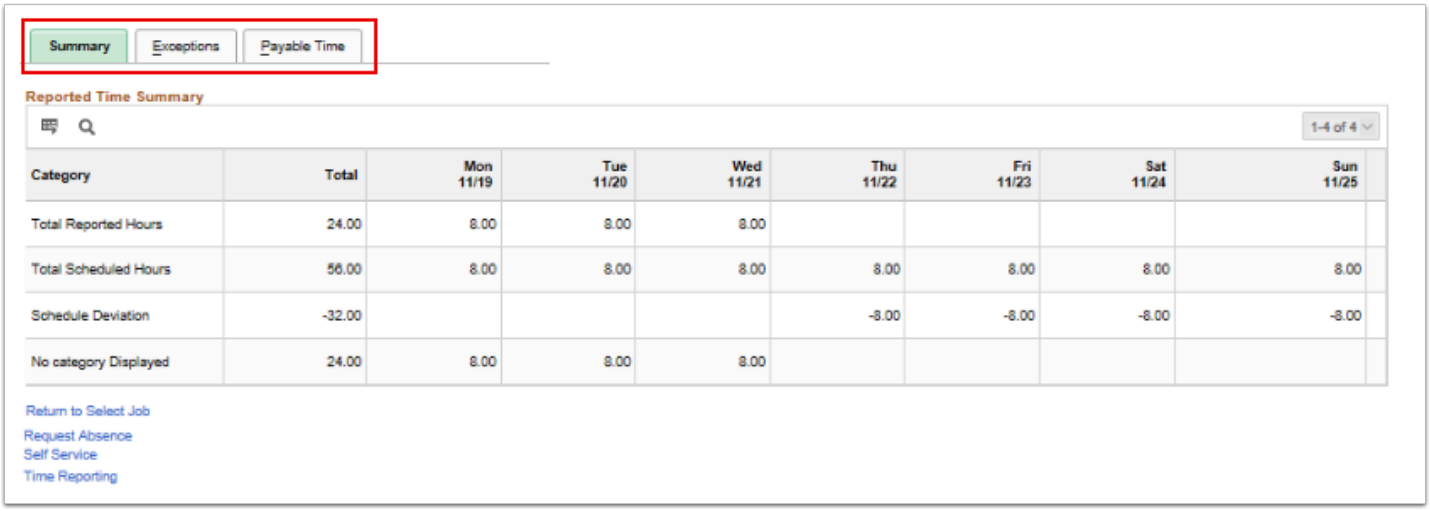
11. The **Timesheet Submit Confirmation** page displays.
12. Select the **OK** button to submit confirmation.



13. The **Timesheet** page displays.
14. The **Reported Hours** field is updated with the saved time.



15. Review the **Time Reported Status** section for various options to view summary time, absences, and exceptions.



View By Day

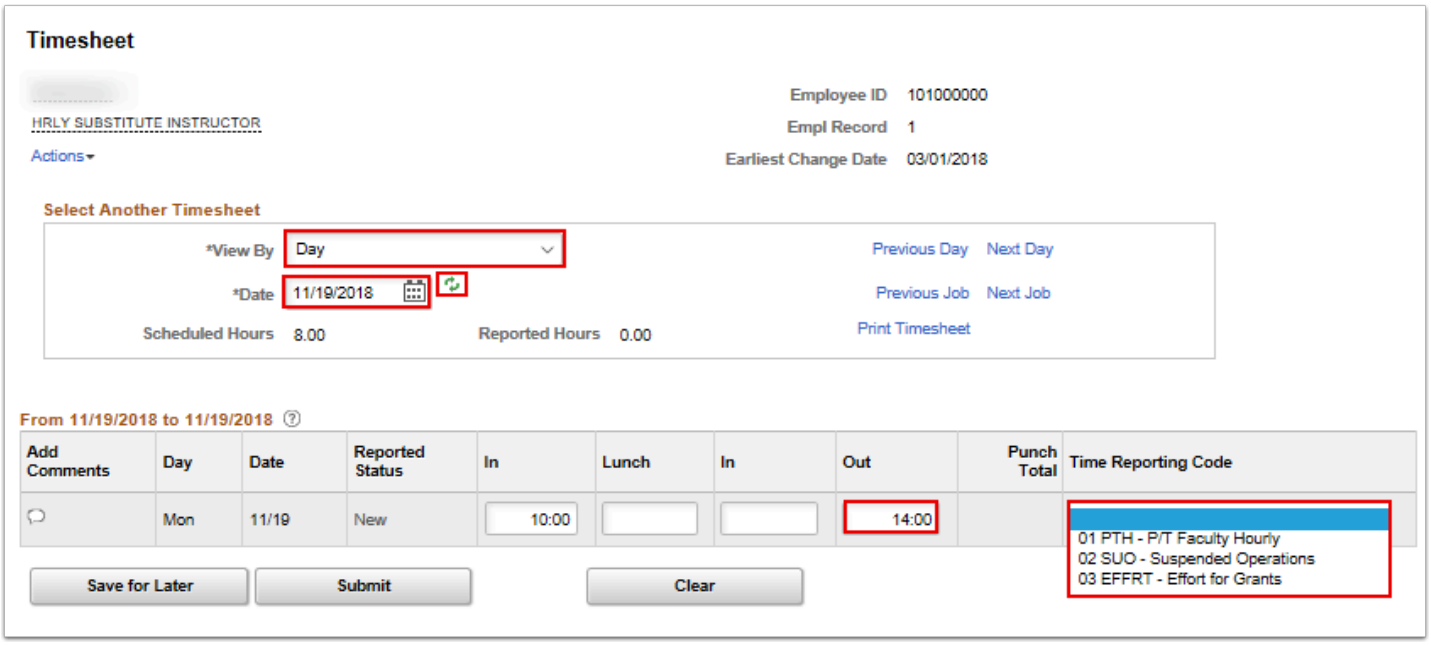
Use the **View By** Day setting for the following circumstances:

- When an employee is enrolled in Time and Labor in mid-period of the calendar OR the workgroup is changed.
- At times the appropriate Time Reporting code is not available for the selected timesheet's View by Calendar period option.

- To view the appropriate time reporting code, change the **View By** drop-down to "Day".

Navigation: HCM Employee Self Service > Time Reporting > Report Time > Timesheet

1. The **Timesheet** page displays.
2. Select the **View By** drop-down menu in the **Select Another Timesheet** section and select **Day**.
3. Enter the **Date**.
4. Select the green **Refresh** icon next to the date.
5. Scroll through the days and select appropriate **TRC** from the drop-down menu.
6. Enter **time**.



7. The process for reporting time using a timesheet is now complete.
8. End of procedure.