

## 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.

**Timesheet**

Employee ID: 101006480  
 Emp# Record: 0  
 Earliest Change Date: 03/16/2018

Actions

Select Another Timesheet

\*View By: Calendar Period  
 \*Date: 11/16/2018  
 Reported Hours: 72.00  
 Previous Period Next Period

Print Timesheet

From Friday 11/16/2018 to Friday 11/30/2018

Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Total	Time Reporting Code
8.00			8.00	8.00	8.00					8.00	8.00	8.00	8.00	8.00	72.00	01 REG - Regular
							8									13 HWK - Holiday Worked

Save for Later Submit

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

Employee Affirmation (13500,30)

I hereby certify that the time reported is a true and accurate representation of the time and assignments worked in the period.

OK

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

**Timesheet**

**Submit Confirmation**

✓ The Submit was successful.  
 Time for the Time Period of 2018-11-16 to 2018-11-30 is submitted

OK

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.

**Timesheet**

Employee ID 101006460  
Empl Record 0  
Earliest Change Date 03/16/2018

Payroll Coordinator  
Actions

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 11/16/2018  
Reported Hours 80.00 Print Timesheet

From Friday 11/16/2018 to Friday 11/30/2018

Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22
8.00			8.00	8.00	8.00	

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time


Reported Time Status

Date	Reported Status	Total	TRC	Description	Add Comments
11/16/2018	Submitted	8.00	REG	Regular	
11/19/2018	Submitted	8.00	REG	Regular	
11/20/2018	Submitted	8.00	REG	Regular	
11/21/2018	Submitted	8.00	REG	Regular	
11/23/2018	Submitted	8.00	HWK	Holiday Worked	

## 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.

**Timesheet**

Employee ID 101000000  
NON-INSTRUC ACAD EMPLOYEE  
Empl Record 0  
Earliest Change Date 03/01/2018

Select Another Timesheet

\*View By Week  
\*Date 11/19/2018  
Scheduled Hours 56.00 Reported Hours 0.00

Previous Week Next Week  
Next Job  
Print Timesheet

From 11/19/2018 to 11/25/2018

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
	Mon	11/19	New	7:30	11:30	12:00	16:00		01 PTH - P/T Faculty Hourly
	Tue	11/20	New	7:30	11:30	12:00	16:00		01 PTH - P/T Faculty Hourly
	Wed	11/21	New	7:30	11:30	12:00	4:00pm		01 PTH - P/T Faculty Hourly
	Thu	11/22	New						
	Fri	11/23	New						
	Sat	11/24	New						
	Sun	11/25	New						

Save for Later Submit Clear

9. The **Employee Affirmation** message pagelet displays.

10. Select the **OK** button to certify that time reported is true and accurate.

Employee Affirmation (13500,30)

I hereby certify that the time reported is a true and accurate representation of the time and assignments worked in the period.

OK

11. The **Timesheet Submit Confirmation** page displays.

12. Select the **OK** button to submit confirmation.

**Timesheet**  
**Submit Confirmation**

✓ The Submit was successful.  
Time for the Week of 2018-11-19 to 2018-11-25 is submitted

OK

13. The **Timesheet** page displays.

14. The **Reported Hours** field is updated with the saved time.

**Timesheet**

Employee ID 101000000  
 Empl Record 0  
 Earliest Change Date 03/01/2018

NON-INSTRUC ACAD EMPLOYEE

Actions ▾

Select Another Timesheet

\*View By Week ▾ Previous Week Next Week

\*Date 11/19/2018 📅 ↻ Next Job

Scheduled Hours 56.00 **Reported Hours 24.00** Print Timesheet

From 11/19/2018 to 11/25/2018 ⓘ

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
🗨	Mon	11/19	Submitted	7:30:00AM	11:30:00AM	12:00:00PM	4:00:00PM	8.00	01 PTH - P/T Faculty Hourly ▾
🗨	Tue	11/20	Submitted	7:30:00AM	11:30:00AM	12:00:00PM	4:00:00PM	8.00	01 PTH - P/T Faculty Hourly ▾
🗨	Wed	11/21	Submitted	7:30:00AM	11:30:00AM	12:00:00PM	4:00:00PM	8.00	01 PTH - P/T Faculty Hourly ▾

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

**Summary** Exceptions Payable Time

Reported Time Summary

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Category	Total	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25
Total Reported Hours	24.00	8.00	8.00	8.00				
Total Scheduled Hours	56.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Schedule Deviation	-32.00				-8.00	-8.00	-8.00	-8.00
No category Displayed	24.00	8.00	8.00	8.00				

Return to Select Job  
 Request Absence  
 Self Service  
 Time Reporting

## View By Day

- i** 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**.

## Timesheet

Employee ID 101000000  
 Empl Record 1  
 Earliest Change Date 03/01/2018

HRLY SUBSTITUTE INSTRUCTOR  
 Actions

Select Another Timesheet

\*View By Day

\*Date 11/19/2018

Scheduled Hours 8.00

Reported Hours 0.00

[Previous Day](#) [Next Day](#)  
[Previous Job](#) [Next Job](#)  
[Print Timesheet](#)

From 11/19/2018 to 11/19/2018

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
	Mon	11/19	New	10:00			14:00		01 PTH - P/T Faculty Hourly 02 SUO - Suspended Operations 03 EFFRT - Effort for Grants

Save for Later Submit Clear

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