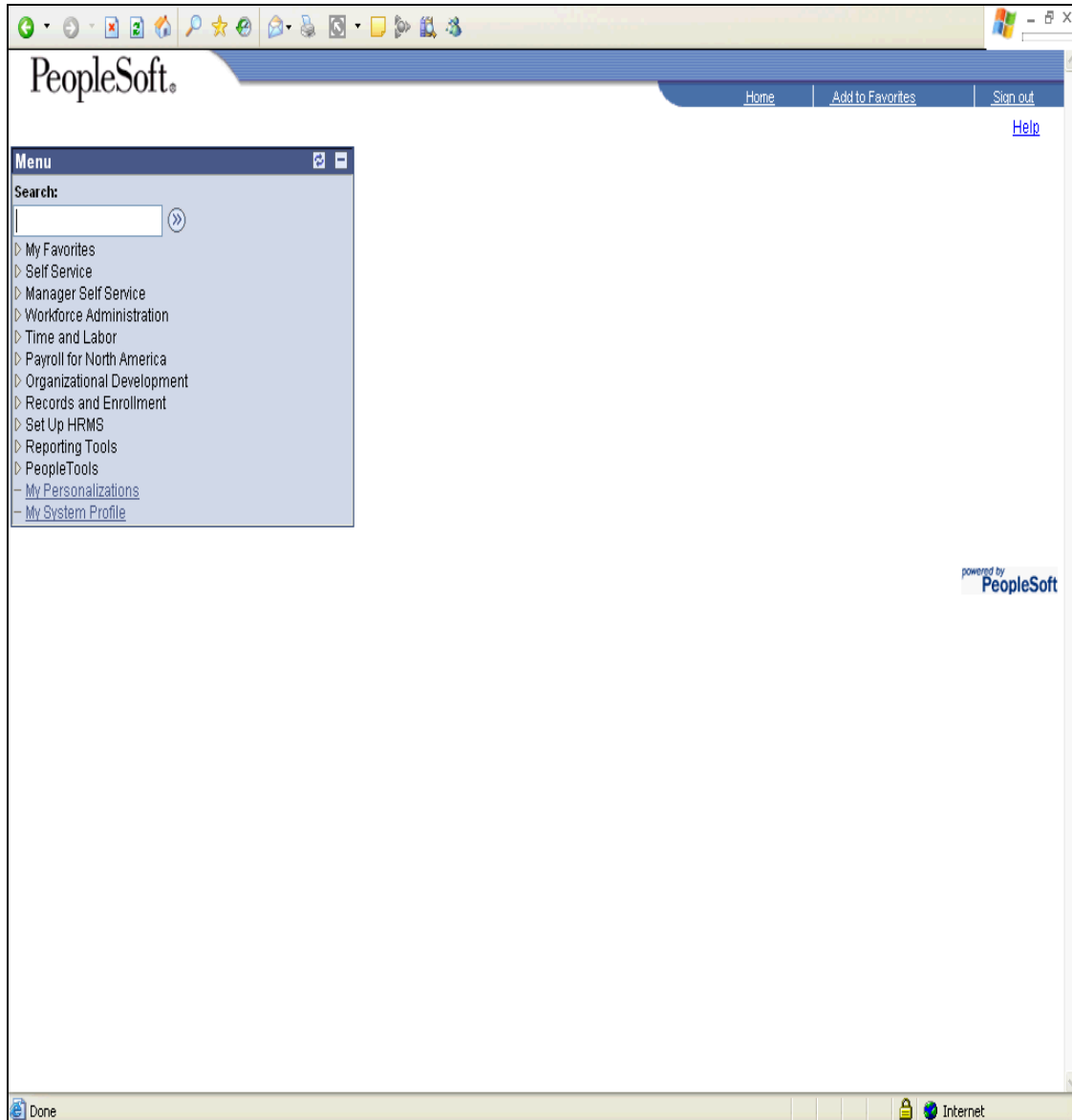


## **e-Campus HR User Documentation**

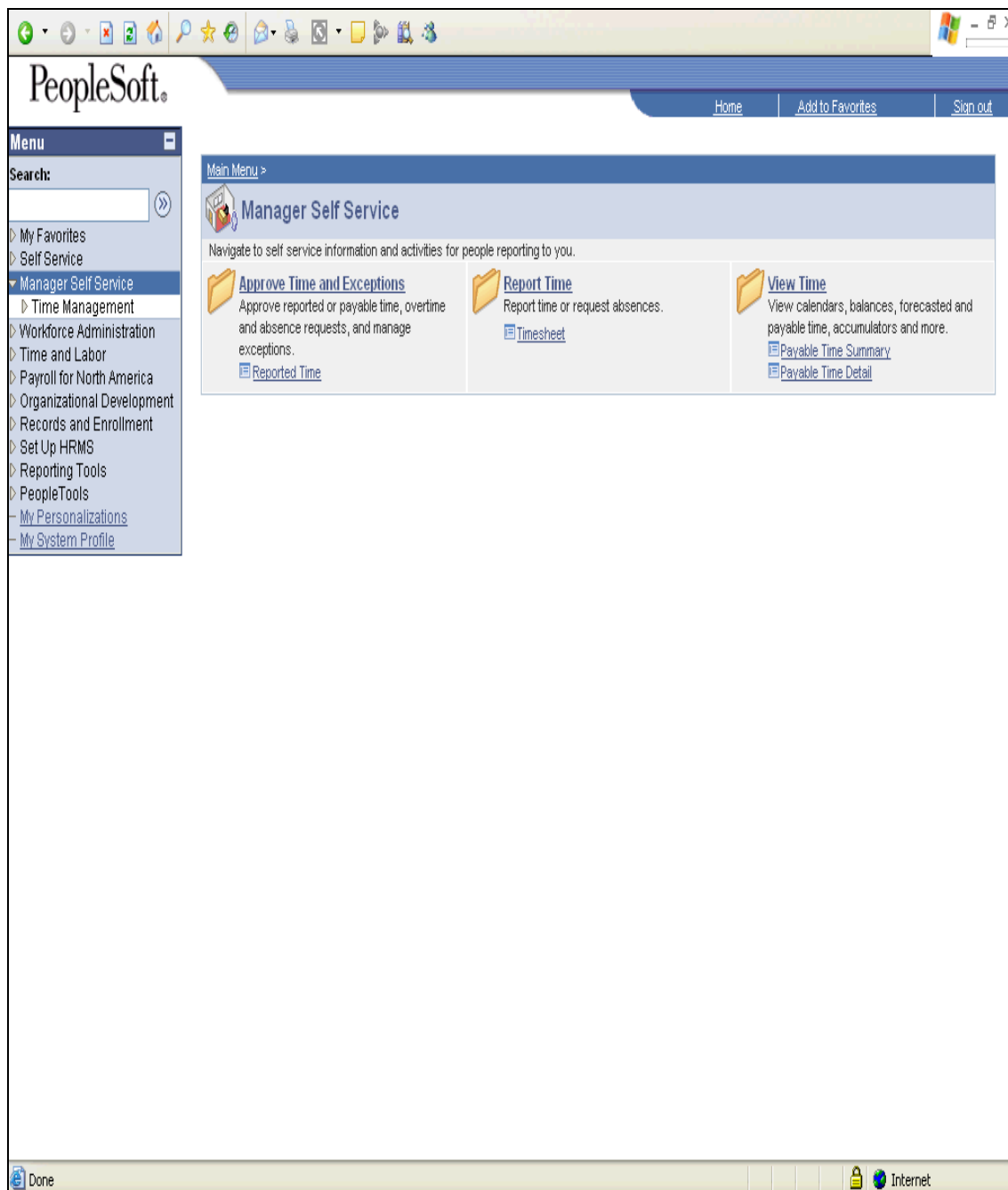
Time Reporting

Additional Information:

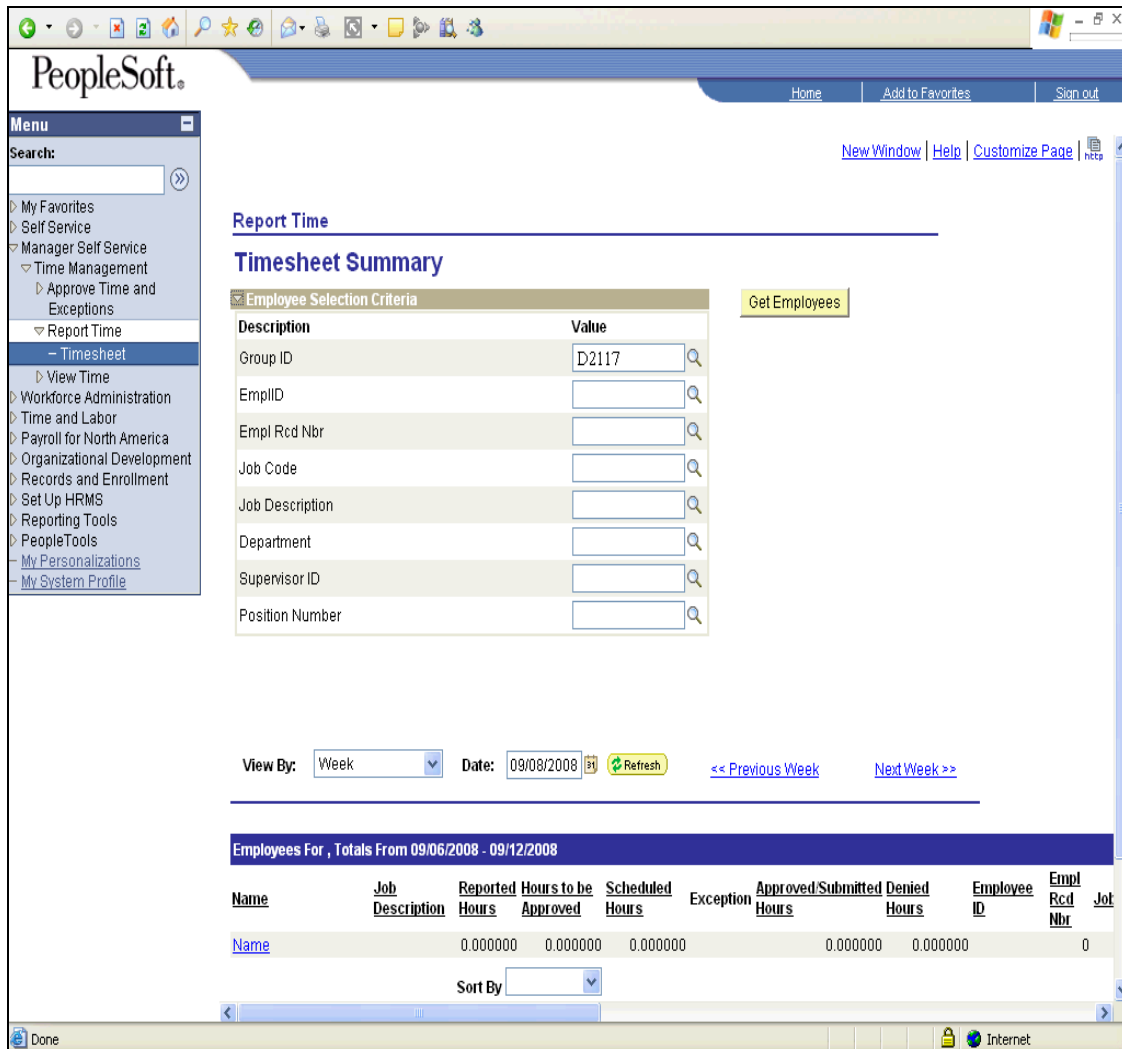
## Procedure



Step	Action
1.	Click the <b>Manager Self Service</b> link. <input type="text" value="Manager Self Service"/>



Step	Action
2.	Under the <b>Report Time</b> folder, Click the <b>Timesheet</b> link.



Step	Action
3.	<p>Enter in the Group ID that you wish to enter hours for.</p> <p>Enter <b>D + 4 digit</b> department # to get a list of <i>all hourly</i> employees that need to have hours entered. This includes student and internal employees.</p> <p>Enter <b>S + 4 digit</b> department number to get a list of <i>only students</i>.</p> <p>Enter <b>I + 4 digit</b> department number to get a list of <i>only internal hourly</i> employees.</p>

**Report Time**

### Timesheet Summary

**Employee Selection Criteria**

Description	Value
Group ID	D2117
EmplID	
Empl Rcd Nbr	
Job Code	
Job Description	
Department	
Supervisor ID	
Position Number	

[Get Employees](#)

View By:  Date:  [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

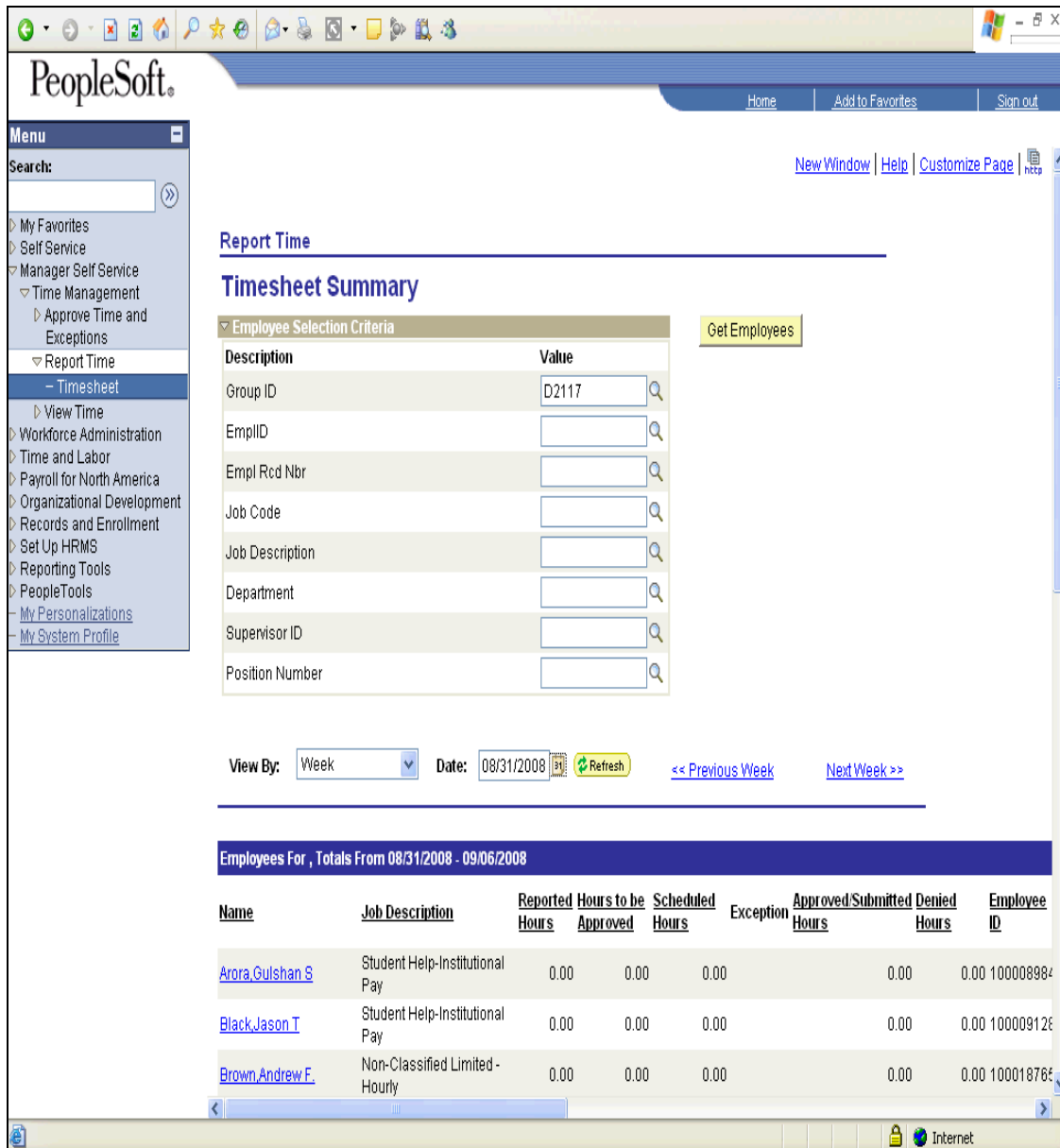
**Employees For, Totals From 09/06/2008 - 09/12/2008**

Name	Job Description	Reported Hours	Hours Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job
Name		0.000000	0.000000	0.000000		0.000000	0.000000		0	

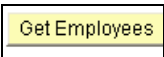
Sort By:

Go To: [Manager Self Service](#)

Step	Action
4.	Enter in the first Sunday of the current pay period in the Date field.



Step	Action
5.	Click the <b>Get Employees</b> button.



Timesheet - Microsoft Internet Explorer

Address: https://herc.mis.uri.edu:7052/psp/hrdev/EMPLOYEE/HRMS/c/ROLE\_MANAGER.TL\_MSS\_EE\_SRCH\_PRD.GBL?PORTALPARAM\_PTCNAV=HC\_TL\_MSS\_EE\_PRD\_GBL3&EOPP,S

PeopleSoft

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
  - Time Management
    - Approve Time and Exceptions
    - Report Time
      - Timesheet
      - View Time
  - Workforce Administration
  - Time and Labor
  - Payroll for North America
  - Organizational Development
  - Records and Enrollment
  - Set Up HRMS
  - Reporting Tools
  - PeopleTools
  - My Personalizations
  - My System Profile

Group ID: D2117

EmpID:

Empl Rcd Nbr:

Job Code:

Job Description:

Department:

Supervisor ID:

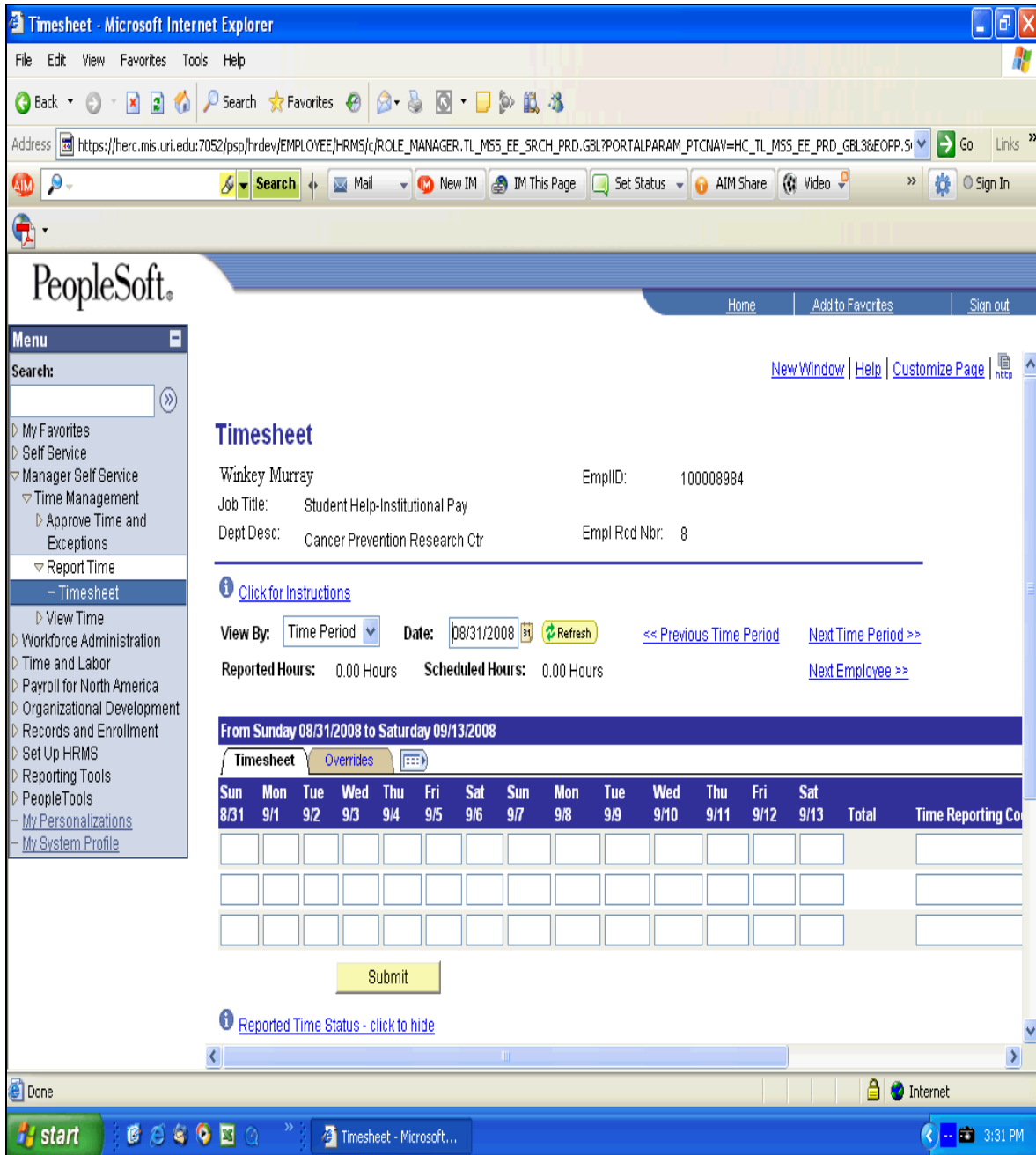
Position Number:

View By: Week Date: 08/31/2008 Refresh << Previous Week Next Week >>

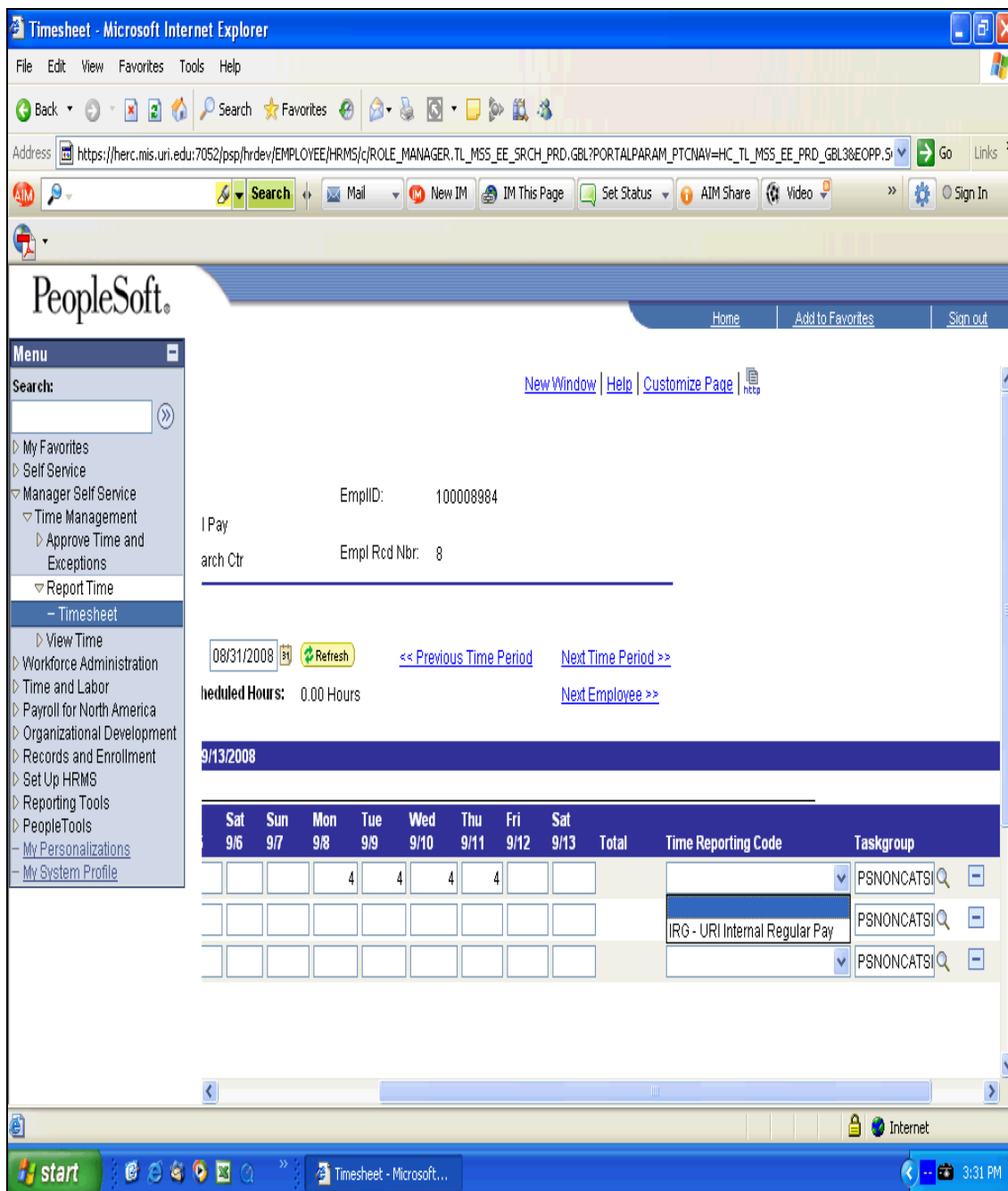
Employees For , Totals From 08/31/2008 - 09/06/2008

Name	Job Description	Reported Hours to be		Scheduled Hours	Exception	Approved/Submitted Denied		Employee ID
		Hours	Approved			Hours	Hours	
Murray, Winkey	Student Help-Institutional Pay	0.00	0.00	0.00		0.00	0.00	10000890
Toad, Hoppy	Student Help-Institutional Pay	0.00	0.00	0.00		0.00	0.00	10000910

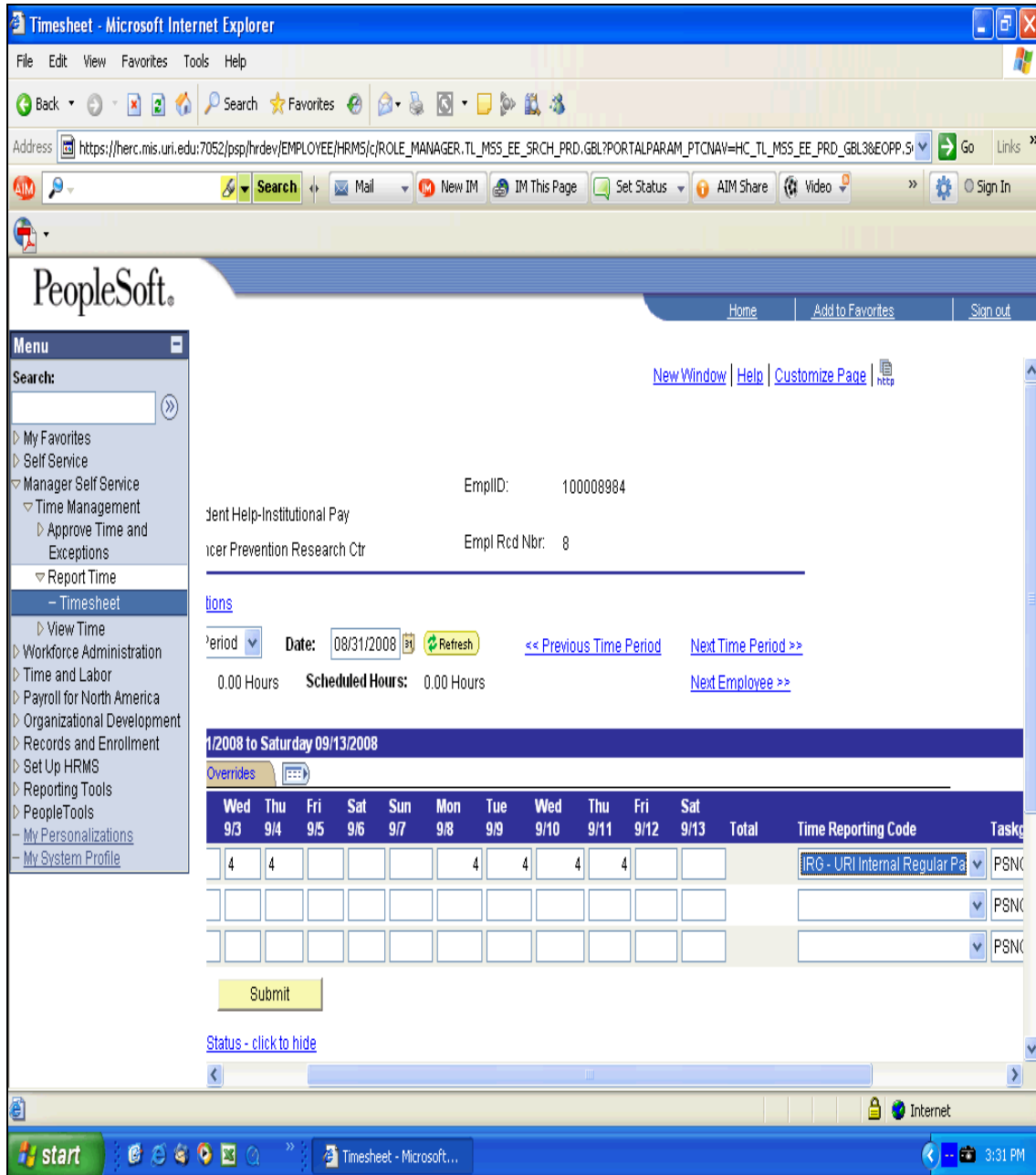
Step	Action
6.	Click an entry in the <b>Name</b> column.

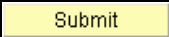


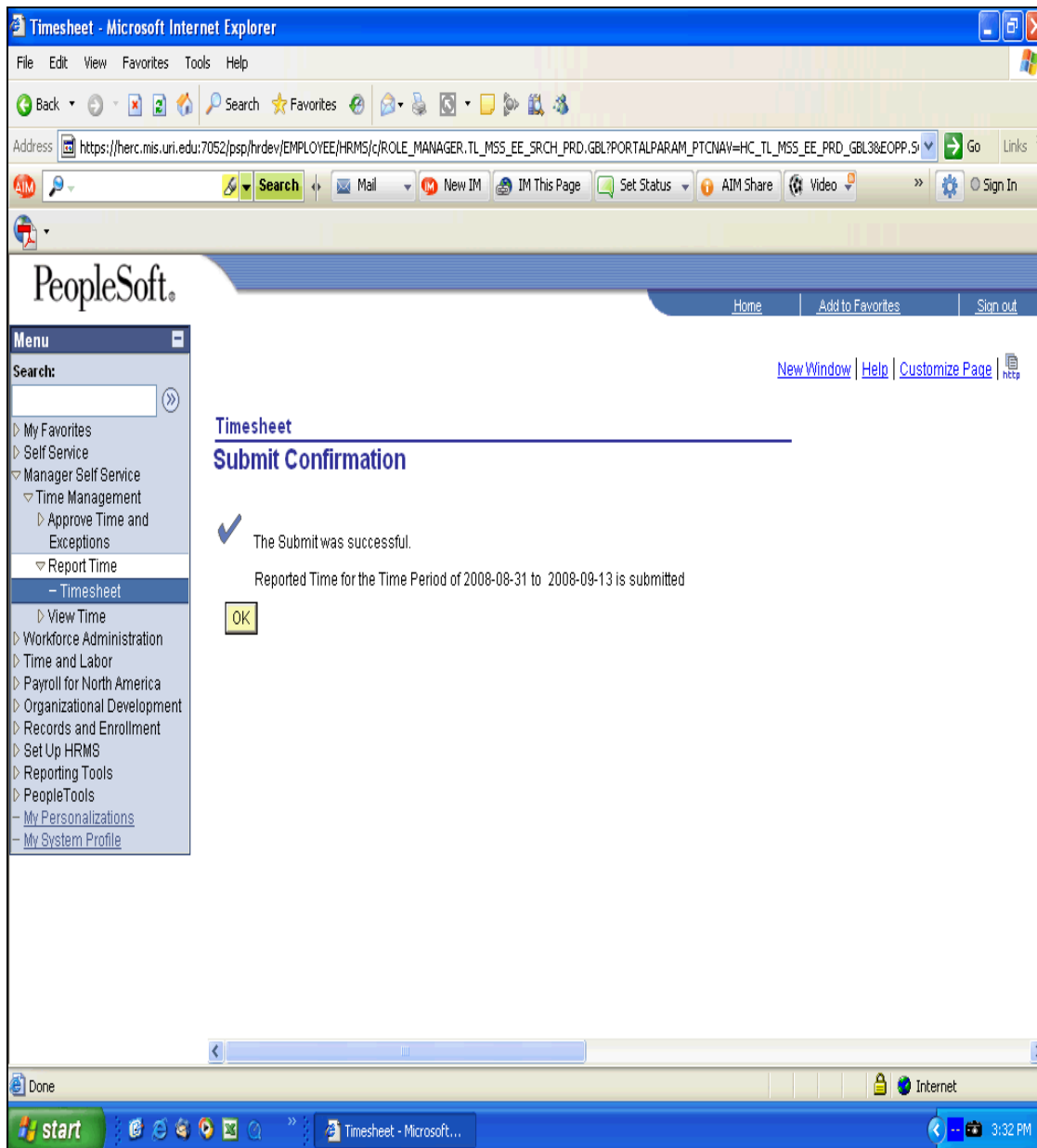
Step	Action
7.	Enter in the hours in the appropriate boxes.




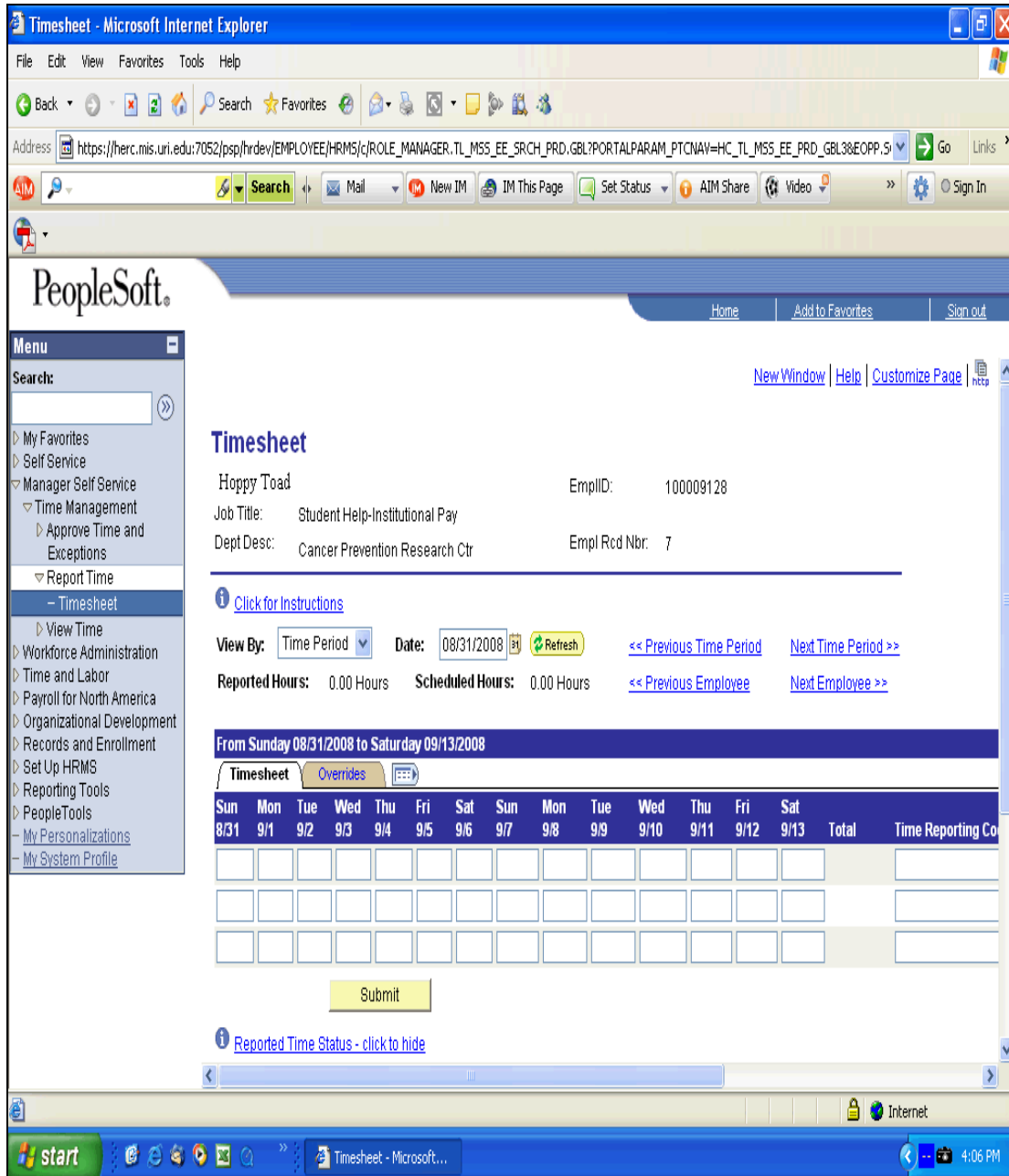
Step	Action
8.	<p>Click on the <b>Time Reporting Code</b></p> <p>Choose <b>IRG -URI Internal Regular Pay</b> from the drop down menu.</p>



Step	Action
9.	Click the <b>Submit</b> button. <div style="text-align: center;">  </div>



Step	Action
10.	Click <b>OK</b> 
11.	Click on the <b>Next Employee link</b> to bring up the next employee in the list. <a href="#">Next Employee &gt;&gt;</a>



Step	Action
12.	Continue entering hours for each student as done for the previous one.
13.	<b>End of Procedure.</b>