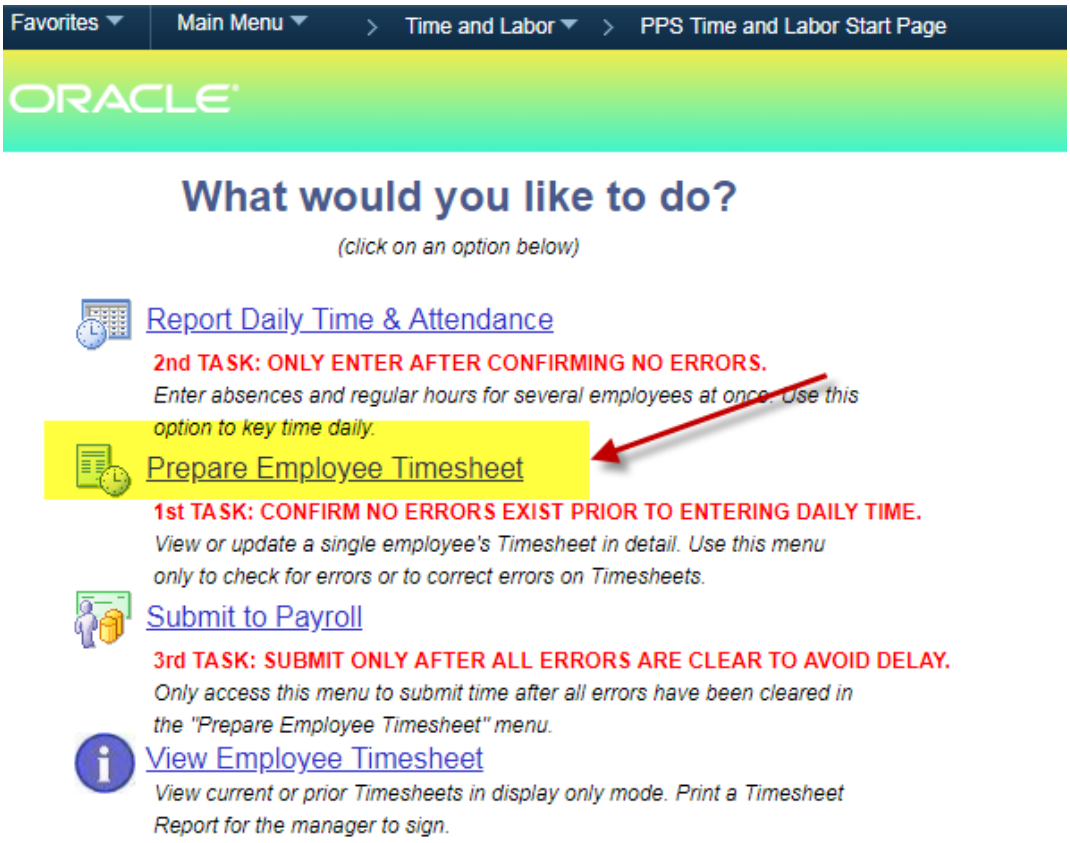
Prepare Employee Timesheet

To get to this page, you will log into PeopleSoft (the blue Oracle log in screen) with your PPS Network User ID and Password and then go to **Time and Labor > PPS Time and Labor Start Page** and click on **"Prepare Employee Timesheet"**



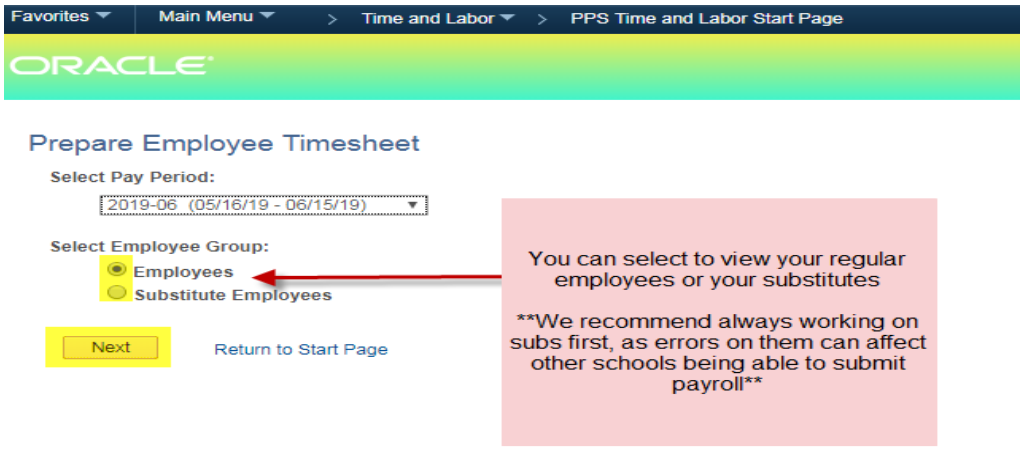
Panel Overview:

This Page will list your employees and give you access to their individual timesheets to be able to view/edit the whole pay period for one person. This is also where you go to check for errors in your payroll so you can update as necessary before you submit payroll.

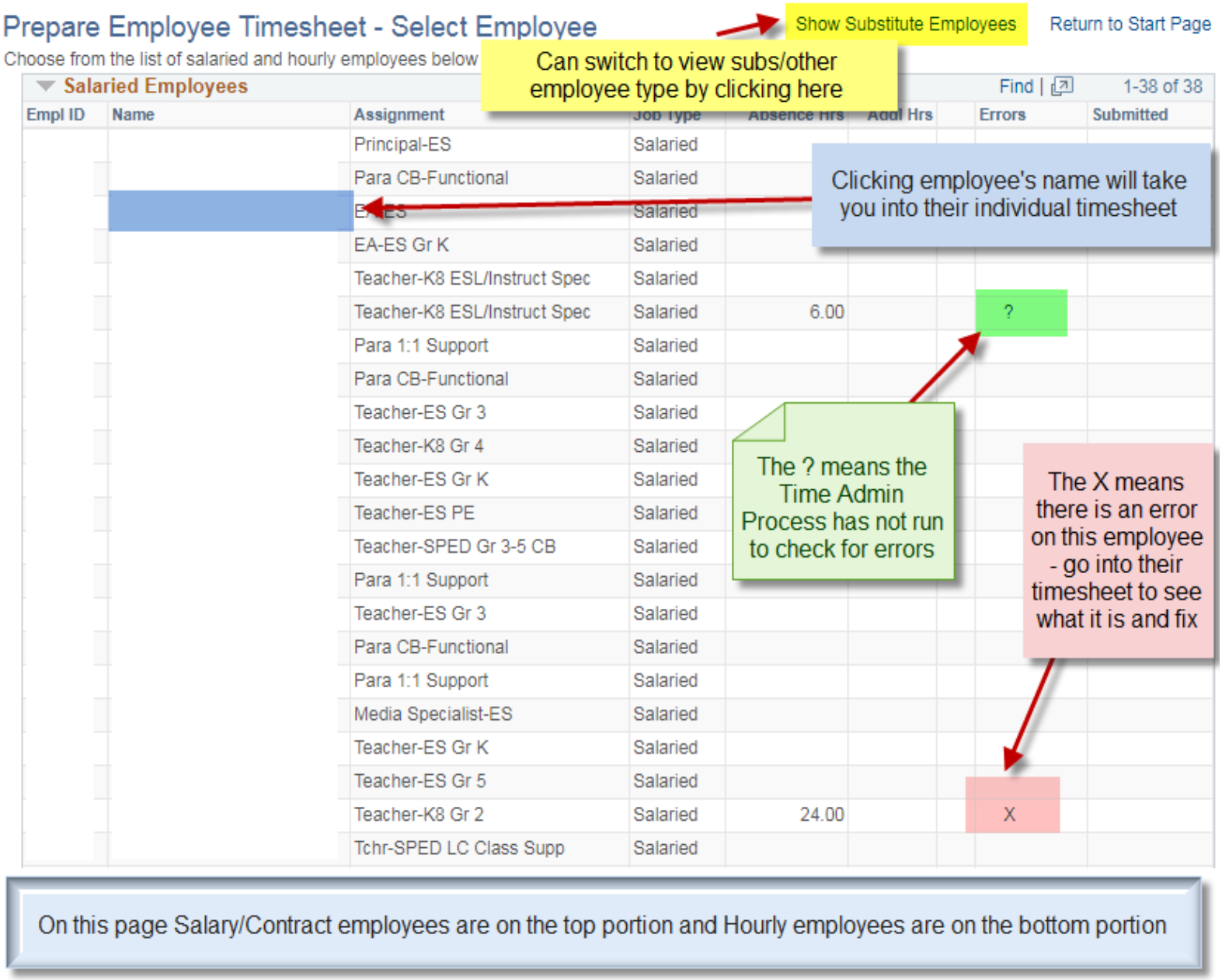
Expert Tips:

We recommend coming to this screen at least 3 times a week to maintain and correct any errors.

Clicking on **Prepare Employee Timesheet** will take you to this screen below

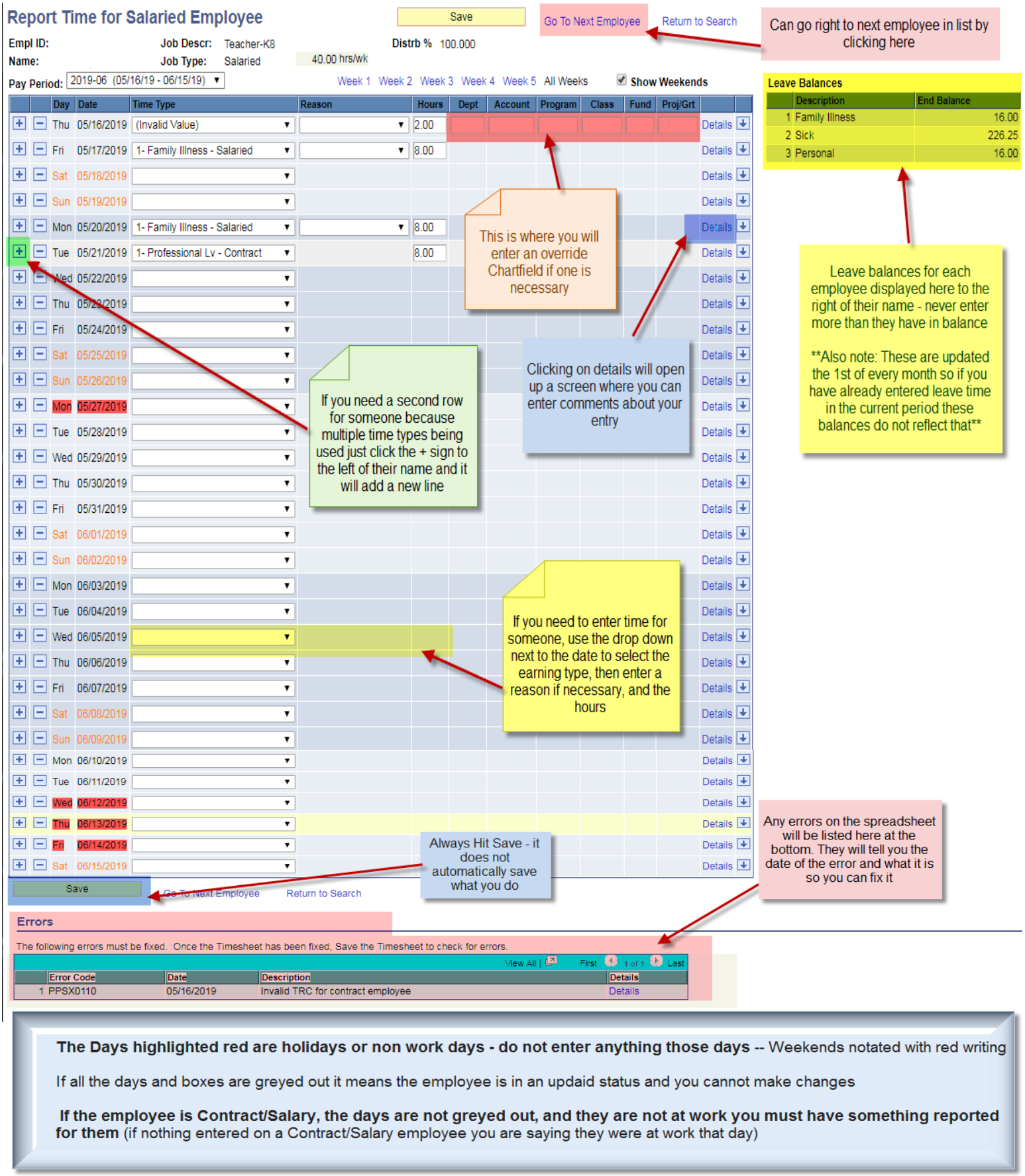


After selecting which employees to view, it will take you to that type of employee list.



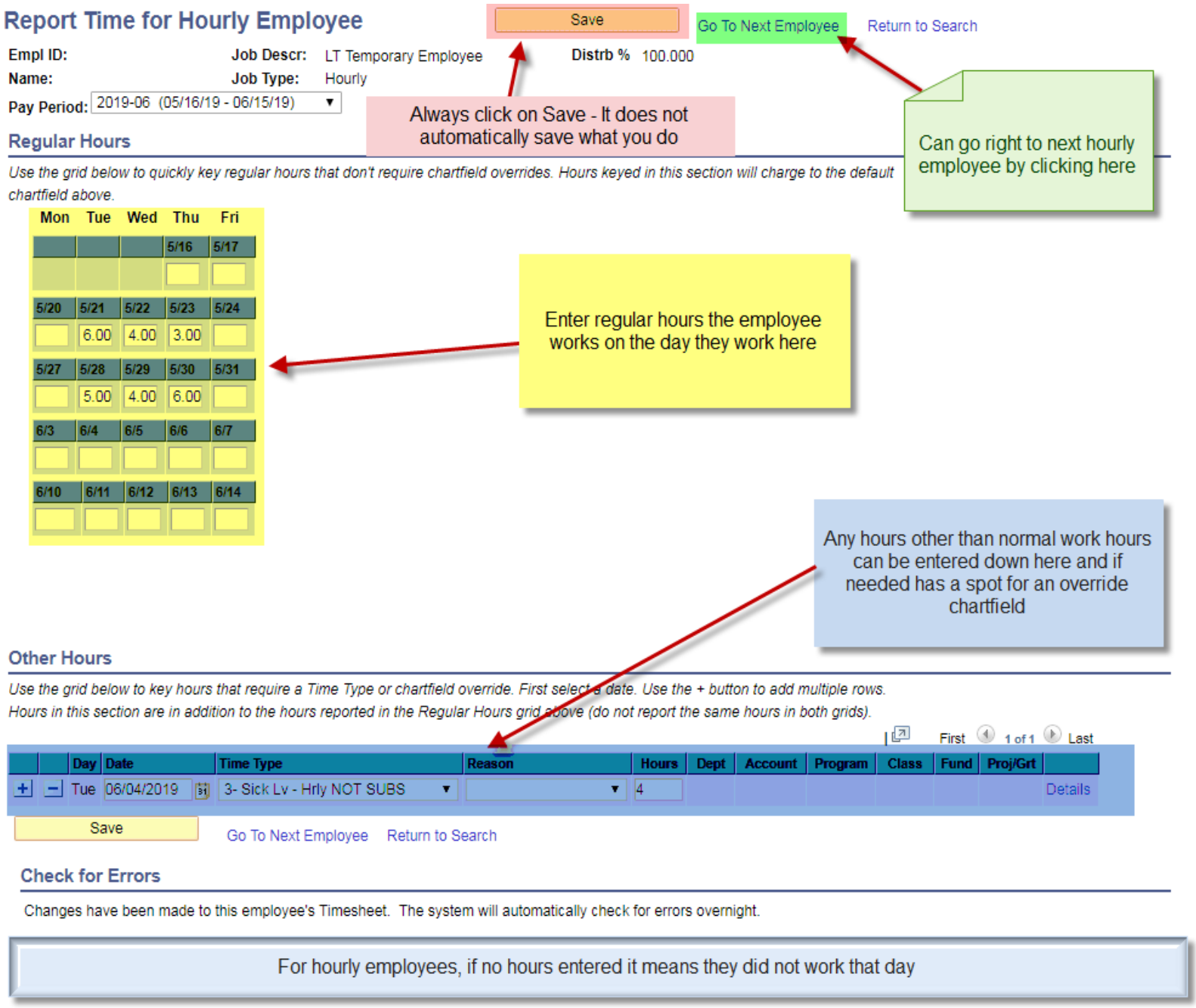
On this page Salary/Contract employees are on the top portion and Hourly employees are on the bottom portion

This is what a **Salary/Contract employee's timesheet** will look like when you click on them:



The Days highlighted red are holidays or non work days - do not enter anything those days -- Weekends notated with red writing

If all the days and boxes are greyed out it means the employee is in an updaid status and you cannot make changes

If the employee is Contract/Salary, the days are not greyed out, and they are not at work you must have something reported for them (if nothing entered on a Contract/Salary employee you are saying they were at work that day)

Here is an **hourly employee's timesheet** example: