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

Favorites ▼ | Main Menu ▼ | > | Time and Labor ▼ | > | PPS Time and Labor Start Page

ORACLE

Prepare Employee Timesheet

Select Pay Period:
2019-06 (05/16/19 - 06/15/19) ▼

Select Employee Group:
◉ Employees
◯ Substitute Employees

[Next]   Return to Start Page

> You can select to view your regular employees or your substitutes
>
> **We recommend always working on subs first, as errors on them can affect other schools being able to submit payroll**

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

Prepare Employee Timesheet - Select Employee

Show Substitute Employees   Return to Start Page

Choose from the list of salaried and hourly employees below

> Can switch to view subs/other employee type by clicking here

▼ **Salaried Employees**   Find | 🔲   1-38 of 38

Empl ID	Name	Assignment	Job Type	Absence Hrs	Addl Hrs	Errors	Submitted
		Principal-ES	Salaried				
		Para CB-Functional	Salaried				
		EA-ES	Salaried				
		EA-ES Gr K	Salaried				
		Teacher-K8 ESL/Instruct Spec	Salaried				
		Teacher-K8 ESL/Instruct Spec	Salaried	6.00		?	
		Para 1:1 Support	Salaried				
		Para CB-Functional	Salaried				
		Teacher-ES Gr 3	Salaried				
		Teacher-K8 Gr 4	Salaried				
		Teacher-ES Gr K	Salaried				
		Teacher-ES PE	Salaried				
		Teacher-SPED Gr 3-5 CB	Salaried				
		Para 1:1 Support	Salaried				
		Teacher-ES Gr 3	Salaried				
		Para CB-Functional	Salaried				
		Para 1:1 Support	Salaried				
		Media Specialist-ES	Salaried				
		Teacher-ES Gr K	Salaried				
		Teacher-ES Gr 5	Salaried				
		Teacher-K8 Gr 2	Salaried	24.00		X	
		Tchr-SPED LC Class Supp	Salaried				

> Clicking employee's name will take you into their individual timesheet

> The ? means the Time Admin Process has not run to check for errors

> The X means there is an error on this employee - go into their timesheet to see what it is and fix

> 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:

Report Time for Salaried Employee

Empl ID:		Job Descr:	Teacher-K8	Distrb % 100.000
Name:		Job Type:	Salaried	40.00 hrs/wk

Pay Period: 2019-06 (05/16/19 - 06/15/19) ▼   Week 1 Week 2 Week 3 Week 4 Week 5 All Weeks   ☑ Show Weekends

		Day	Date	Time Type	Reason	Hours	Dept	Account	Program	Class	Fund	Proj/Grt	
+	−	Thu	05/16/2019	(Invalid Value) ▼	▼	2.00							Details ⬇
+	−	Fri	05/17/2019	1- Family Illness - Salaried ▼	▼	8.00							Details ⬇
+	−	Sat	05/18/2019	▼									Details ⬇
+	−	Sun	05/19/2019	▼									Details ⬇
+	−	Mon	05/20/2019	1- Family Illness - Salaried ▼	▼	8.00							Details ⬇
+	−	Tue	05/21/2019	1- Professional Lv - Contract ▼		8.00							Details ⬇
+	−	Wed	05/22/2019	▼									Details ⬇
+	−	Thu	05/23/2019	▼									Details ⬇
+	−	Fri	05/24/2019	▼									Details ⬇
+	−	Sat	05/25/2019	▼									Details ⬇
+	−	Sun	05/26/2019	▼									Details ⬇
+	−	Mon	05/27/2019	▼									Details ⬇
+	−	Tue	05/28/2019	▼									Details ⬇
+	−	Wed	05/29/2019	▼									Details ⬇
+	−	Thu	05/30/2019	▼									Details ⬇
+	−	Fri	05/31/2019	▼									Details ⬇
+	−	Sat	06/01/2019	▼									Details ⬇
+	−	Sun	06/02/2019	▼									Details ⬇
+	−	Mon	06/03/2019	▼									Details ⬇
+	−	Tue	06/04/2019	▼									Details ⬇
+	−	Wed	06/05/2019	▼									Details ⬇
+	−	Thu	06/06/2019	▼									Details ⬇
+	−	Fri	06/07/2019	▼									Details ⬇
+	−	Sat	06/08/2019	▼									Details ⬇
+	−	Sun	06/09/2019	▼									Details ⬇
+	−	Mon	06/10/2019	▼									Details ⬇
+	−	Tue	06/11/2019	▼									Details ⬇
+	−	Wed	06/12/2019	▼									Details ⬇
+	−	Thu	06/13/2019	▼									Details ⬇
+	−	Fri	06/14/2019	▼									Details ⬇
+	−	Sat	06/15/2019	▼									Details ⬇

Save   Go To Next Employee   Return to Search

Save   Go To Next Employee   Return to Search

Can go right to next employee in list by clicking here

Leave Balances

	Description	End Balance
1	Family Illness	16.00
2	Sick	226.25
3	Personal	16.00

Leave balances for each employee displayed here to the right of their name - never enter more than they have in balance

Also note: These are updated the 1st of every month so if you have already entered leave time in the current period these balances do not reflect that

This is where you will enter an override Chartfield if one is necessary

Clicking on details will open up a screen where you can enter comments about your entry

If you need a second row for someone because multiple time types being used just click the + sign to the left of their name and it will add a new line

If you need to enter time for someone, use the drop down next to the date to select the earning type, then enter a reason if necessary, and the hours

Always Hit Save - it does not automatically save what you do

Any errors on the spreadsheet will be listed here at the bottom. They will tell you the date of the error and what it is so you can fix it

Errors

The following errors must be fixed. Once the Timesheet has been fixed, Save the Timesheet to check for errors.

View All | First ◀ 1 of 1 ▶ Last

	Error Code	Date	Description	Details
1	PPSX0110	05/16/2019	Invalid TRC for contract employee	Details

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:

Report Time for Hourly Employee

Save   Go To Next Employee   Return to Search

Empl ID: Job Descr: LT Temporary Employee   Distrb % 100.000
Name: Job Type: Hourly
Pay Period: 2019-06 (05/16/19 - 06/15/19) ▼

Always click on Save - It does not automatically save what you do

Can go right to next hourly employee by clicking here

Regular Hours

Use the grid below to quickly key regular hours that don't require chartfield overrides. Hours keyed in this section will charge to the default chartfield above.

Mon	Tue	Wed	Thu	Fri
			5/16	5/17
5/20	5/21	5/22	5/23	5/24
	6.00	4.00	3.00	
5/27	5/28	5/29	5/30	5/31
	5.00	4.00	6.00	
6/3	6/4	6/5	6/6	6/7
6/10	6/11	6/12	6/13	6/14

Enter regular hours the employee works on the day they work here

Any hours other than normal work hours can be entered down here and if needed has a spot for an override chartfield

Other Hours

Use the grid below to key hours that require a Time Type or chartfield override. First select a date. Use the + button to add multiple rows.
Hours in this section are in addition to the hours reported in the Regular Hours grid above (do not report the same hours in both grids).

First ◄ 1 of 1 ► Last

	Day	Date	Time Type	Reason	Hours	Dept	Account	Program	Class	Fund	Proj/Grt	
+ −	Tue	06/04/2019	3- Sick Lv - Hrly NOT SUBS ▼	▼	4							Details

Save   Go To Next Employee   Return to Search

Check for Errors

Changes have been made to this employee's Timesheet. The system will automatically check for errors overnight.

For hourly employees, if no hours entered it means they did not work that day