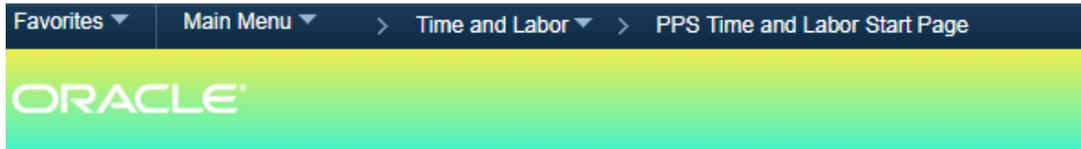




## View Employee Timesheet

*(View/print current or prior Timesheets)*

To get to this page, you will log into PeopleSoft (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 “**View Employee Timesheet**”



### What would you like to do?

*(click on an option below)*



#### [Report Daily Time & Attendance](#)

**2nd TASK: ONLY ENTER AFTER CONFIRMING NO ERRORS.**

*Enter absences and regular hours for several employees at once. Use this option to key time daily.*



#### [Prepare Employee Timesheet](#)

**1st TASK: CONFIRM NO ERRORS EXIST PRIOR TO ENTERING DAILY TIME.**

*View or update a single employee's Timesheet in detail. Use this menu only to check for errors or to correct errors on Timesheets.*



#### [Submit to Payroll](#)

**3rd TASK: SUBMIT ONLY AFTER ALL ERRORS ARE CLEAR TO AVOID DELAY.**

*Only access this menu to submit time after all errors have been cleared in the "Prepare Employee Timesheet" menu.*



#### [View Employee Timesheet](#)

*View current or prior Timesheets in display only mode. Print a Timesheet Report for the manager to sign.*



---

### Panel Overview:

This page is where you will go when you when you need to reprint a past/current pay period report, get details for a specific employee for a certain date range, or get more details on employees for a longer time period than just a pay period

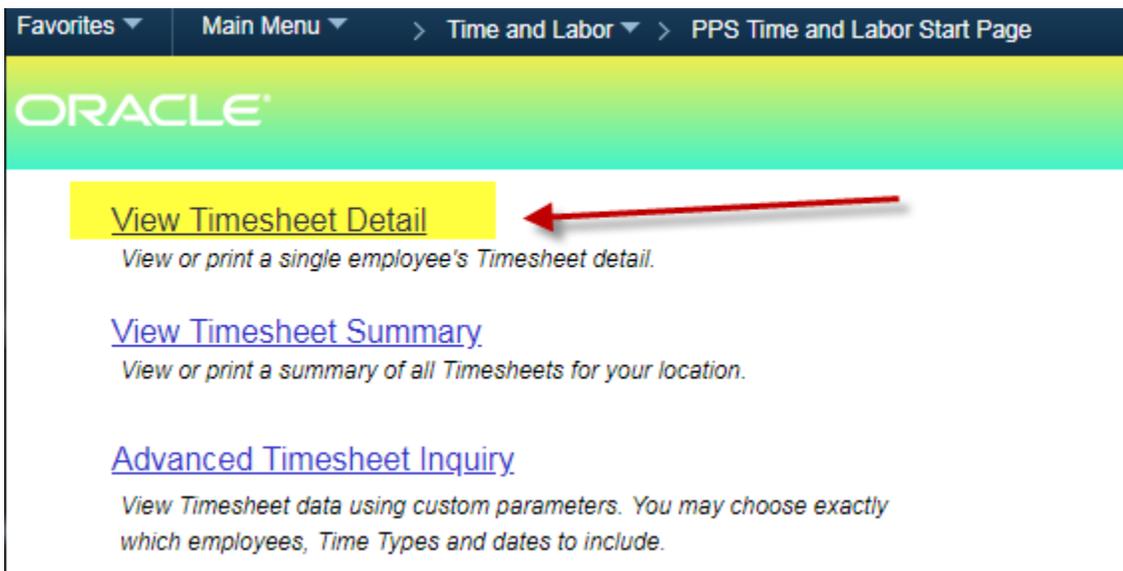
---

### Expert Tips:

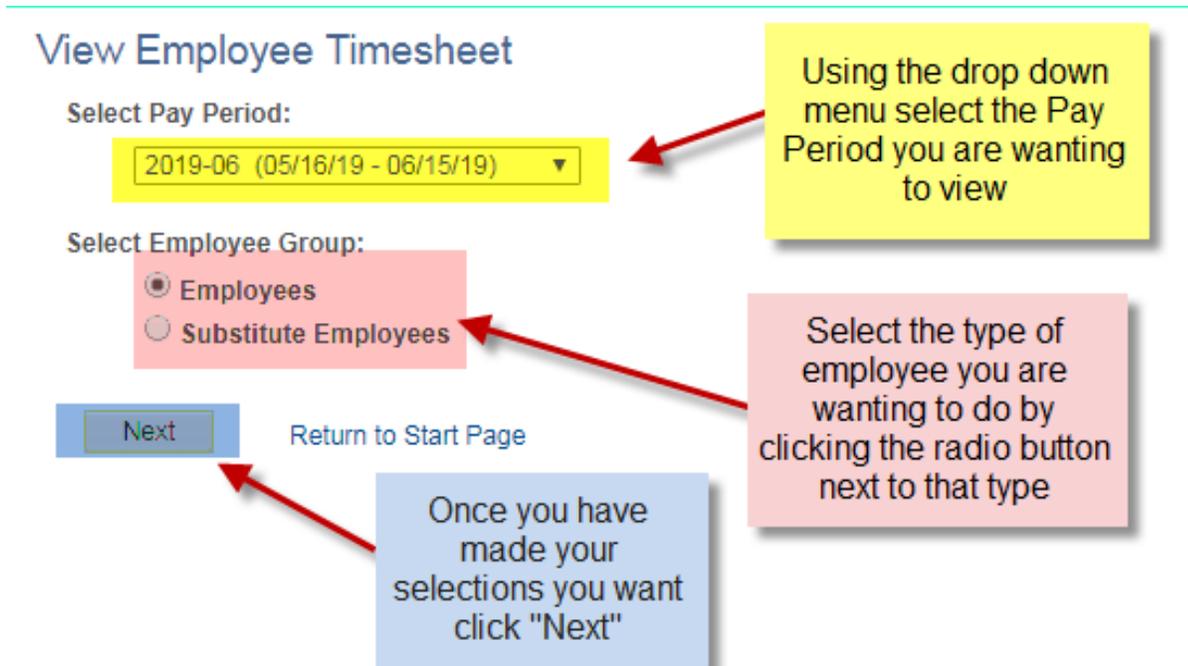
**Always use “Print with Detail” or “Print with Detail by Manager” for these reports so you can get all the information and not just a summarized version**

Clicking "View Employee Timesheet" takes you to this page

- 1.) First, we're going to look at "View Timesheet Detail" so click there (this is for viewing/printing just one employees timesheet for a specific pay period)



Clicking there will take you to this screen below where you select what employee type you want to view



Clicking "Next" will take you here to a list of all your employees

## View Detail Timesheet - Select Employee

Choose from the list of salaried and hourly employees below

Can switch to subs for that period by clicking here

Show Substitute Employees

Return to Start Page

▼ Salaried Employees							Find   <input type="text"/>	1-38 of 38
Empl ID	Name	Assignment	Job Type	Absence Hrs	Addl Hrs	Errors	Submitted	
		Principal-ES	Salaried				Y	
		Para CB-Functional	Salaried				Y	
		EA-ES	Salaried				Y	
		EA-ES Gr K	Salaried				Y	
		Teacher-K8 ESL/Instruct Spec	Salaried				Y	
		Teacher-K8 ESL/Instruct Spec	Salaried		4.00		Y	
		Para 1:1 Support	Salaried				Y	
		Para CB-Functional	Salaried				Y	
		Teacher-ES Gr 3	Salaried				Y	
		Teacher-K8 Gr 4	Salaried				Y	
		Teacher-ES Gr K	Salaried				Y	
		Teacher-ES PE	Salaried				Y	
		Teacher-SPED Gr 3-5 CB	Salaried				Y	
		Para 1:1 Support	Salaried				Y	
		Teacher-ES Gr 3	Salaried				Y	
		Para CB-Functional	Salaried				Y	
		Para 1:1 Support	Salaried				Y	
		Media Specialist-ES	Salaried				Y	
		Teacher-ES Gr K	Salaried				Y	
		Teacher-ES Gr 5	Salaried				Y	
		Teacher-K8 Gr 2	Salaried	34.00			Y	
		Para CB-Functional	Salaried	7.00			Y	
		Teacher-ES Gr 2	Salaried				Y	
		Instr Spec-K8	Salaried	8.00			Y	
		Teacher-ES Gr 1	Salaried				Y	
		Para CB-Functional	Salaried				Y	

Click on the employees name in this column to go into their timesheet for that period to view it

▼ Hourly Employees							Find   <input type="text"/>	1 of 1
Empl ID	Name	Assignment	Job Type	Worked Hrs		Errors	Submitted	
		Substitute Administrator	Hourly				Y	

? - Indicates the TimeSheet has not been checked for errors. Click on the Employee name to check for errors.

Show Substitute Employees

Return to Start Page

Salary/Contract employees will be on the top portion of the page

Hourly employees will be listed on the bottom portion

If HR transfers or terminates someone they will no longer show up on this report if you try to go back and print it later even if that employee was active during that pay period

Once you select an employee it will take you to this page

View Timesheet Detail -

Note: Time Detail includes time keyed for all of this employee jobs, including keyed by other keyers.

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

Empl ID:  
Name: Can switch pay periods you are viewing here

Continue to Next Employee

Return to Search Page

This will take you back to the employee list if you need to look at another employee

You can click right to the next employee if you need to

Clicking the printer icon will print the report for you for this employee

Date	Assignment	Time Type	Reason	Hours	Amount	Dept	Acct	Prog	Class	Fund	Proj	Location	Keyed By	Details
05/16/2019	Teacher-K8 Gr 2	Emergency/Personal - Salaried		2.00										Details
05/17/2019	Teacher-K8 Gr 2	Sick Leave - Salaried		8.00										Details
05/17/2019	Teacher-K8 Gr 2	Family Illness - Salaried		8.00										Details
05/20/2019	Teacher-K8 Gr 2	Family Illness - Salaried		8.00										Details
05/21/2019	Teacher-K8 Gr 2	Emergency/Personal - Salaried		8.00										Details

Here is the date the time was marked for

Here is the type of time it was

This tells you the amount of hours entered

This column will tell you who entered the time

Click "Details" to see any comments for that day/time entered

2.) Now for the next section of View Employee Timesheet – you click on “View Timesheet Summary”

[Favorites](#) ▾ | [Main Menu](#) ▾ | [Time and Labor](#) ▾ | [PPS Time and Labor Start Page](#)

---

**ORACLE**

[View Timesheet Detail](#)  
View or print a single employee's Timesheet detail.

**[View Timesheet Summary](#)** ←  
View or print a summary of all Timesheets for your location.

[Advanced Timesheet Inquiry](#)  
View Timesheet data using custom parameters. You may choose exactly which employees, Time Types and dates to include.

Once you click that it will take you here

View Timesheet Summary -

Pay Period: 2019-06 (05/16/19 - 06/15/19) \*Print Options Print with detail

Return to Start Page

Can select which pay period you are wanting to view using this drop down

Click on the Printer icon to get the report when ready

Always select "Print with Detail" or "Print with Detail by Manager"

Empl ID	Name	Assignment	Time Type	Reason	Hours	Amount	Dept	Acct	Prog	Class	Fund	Proj	Details
		Principal-ES											Details
		Para CB-Functional											Details
		EA-ES											Details
		EA-ES Gr K											Details
		Teacher-K8 ESL/Instruct Spec											Details
		Teacher-K8 ESL/Instruct Spec	Extended Hours	Acct Rec School	4.00								Details
		Para 1:1 Support											Details
		Para CB-Functional											Details
		Teacher-ES Gr 3											Details
		Teacher-K8 Gr 4											Details
		Teacher-ES Gr K											Details
		Teacher-ES PE											Details
		Teacher-SPED Gr 3-5 CB											Details
		Para 1:1 Support											Details
		Teacher-ES Gr 3											Details
		Para CB-Functional											Details
		Para 1:1 Support											Details
		Media Specialist-ES											Details
		Teacher-ES Gr K											Details
		Teacher-ES Gr 5											Details
		Teacher-K8 Gr 2	Sick Leave - Salaried			8.00							Details
		Teacher-K8 Gr 2	Family Illness - Salaried			16.00							Details
		Teacher-K8 Gr 2	Emergency/Personal - Salaried			10.00							Details

Your employees will be listed on this page with Contract/Salary on top, hourly and subs for that period on the bottom portion of the page

This is where you want to go if you need to reprint the current or a past pay period Time Detail Summary report if one was missed by mistake

If HR transfers or terminates someone they will no longer show up on this report if you try to go back and print it later even if that employee was active during that pay period

3.) Now for the final section of View Employee Timesheet - click on "Advanced Timesheet Inquiry"

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > PPS Time and Labor Start Page

ORACLE

[View Timesheet Detail](#)  
*View or print a single employee's Timesheet detail.*

[View Timesheet Summary](#)  
*View or print a summary of all Timesheets for your location.*

**Advanced Timesheet Inquiry** ←  
*View Timesheet data using custom parameters. You may choose exactly which employees, Time Types and dates to include.*

Once you click that it will take you here

Advanced Timesheet Inquiry

[Return to Start Page](#)

Enter the parameters below and clicked the "Search" button.

Empid:  All employees in my group  
 All employees in my group (Except Subs)  
 Subs only  
 Select employees to Include

Dates:  Pay period  
 Range  to

Time Type:  All  
 Absence Time Only  
 Select Time Types to include

[Return to Start Page](#)

Here you can select all employees, all except subs, just subs, or pick a specific employees you want to run the report on

Here is where you can select a specific pay period or put in a date range if the dates you are needing are longer or shorter than a regular pay period

Once you have filled out all your needed criteria click on "Search"

This is where you can select what time types you want to view: all, just absences, or make specific selections of what time type you want to see on the report

After you hit "Search" it will pull up the details like below:

Advanced Timesheet Inquiry

Enter the parameters below and clicked the "Search" button.

Emplid:  All employees in my group  
 All employees in my group (Except Subs)  
 Subs only  
 Select employees to include

Time Type:  All  
 Absence Time Only  
 Select Time Types to include

Dates:  Pay period  
 Range  to

By pressing the Printer icon you can get a PDF version of the report to print or save

If you click this box, it will open up the report in Excel for you to view that way

Empl ID	Name	Assignment	Time Type	Reason	Date	Hours	Amount	Dept	Acct	Prog	Class	Fund	Proj	Keyed By
		Principal-ES	Sick Leave - Salaried		02/05/2019	2.00								
		Principal-ES	Family Illness - Salaried		02/05/2019	1.00								
		Principal-ES	Family Illness - Salaried		02/06/2019	5.00								
		Principal-ES	Work Related Absence - Sal	Workshop - Training	02/07/2019	8.00								
		Principal-ES	Family Illness - Salaried		02/11/2019	8.00								
		Principal-ES	Sick Leave - Salaried		02/19/2019	3.00								
		Principal-ES	Work Related Absence - Sal	Workshop - Training	03/18/2019	4.00								
		Principal-ES	Work Related Absence - Sal	_Other Comment	04/01/2019	4.00								
		Principal-ES	Work Related Absence - Sal	Workshop - Training	04/03/2019	8.00								
		Principal-ES	Work Related Absence - Sal	Workshop - Training	04/10/2019	8.00								
		Principal-ES	Sick Leave - Salaried		04/11/2019	8.00								
		Para CB-Functional	Family Illness - Salaried		02/12/2019	7.00								
		Para CB-Functional	Sick Leave - Salaried		03/11/2019	7.00								
		Para CB-Functional	Sick Leave - Salaried		03/20/2019	7.00								
		EA-ES	Sick Leave - Salaried		01/09/2019	1.50								
		EA-ES	Sick Leave - Salaried		01/18/2019	4.00								
		EA-ES	Sick Leave - Salaried		02/04/2019	4.00								
		EA-ES	Sick Leave - Salaried		02/19/2019	4.00								
		EA-ES	Emergency/Personal - Salaried		02/22/2019	8.00								
		EA-ES	Sick Leave - Salaried		03/04/2019	8.00								
		EA-ES	Sick Leave - Salaried		03/14/2019	1.25								
		EA-ES	Sick Leave - Salaried		03/19/2019	1.75								

Be sure your pop up blockers are not on, when you select the Printer icon it will open another page with the report in PDF for you

If HR transfers or terminates someone they will no longer show up on this report if you try to go back and print it later even if that employee was active during that pay period