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This document contains complete instructions for entering time for:

- Work study students
- T

Choose the correct from the drop down list. See Available Time Reporting Codes

Employees who work more than one shift in a day and wish to record multiple shifts on their timesheet should use this recommended procedure to ensure proper submission of hours.

Log in to PeopleSoft through the (www.uvm.edu/~erp/portal).

Navigation: Select from tile selection.

Access the timesheet and find the week to add time for.

Click the plus sign to add an additional line to the timesheet.

6)2 h)e)1 e)1 (BMCD 25BDC 1.5Td(3)TT26)6Body < 0 T/TT0 1 Tft1 Tfe()0 g-0.004Tc 0.004T)2 (T0.002d(3)Tw 2.9 0 Td(he0

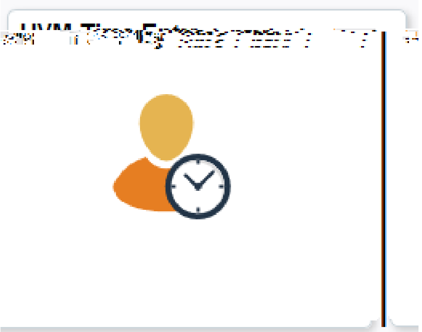
Corrections are easy to make on the timesheet. The system will understand the changes and override previous entries. The corrections go to a manager for approval after being processed through the system overnight. Time already submitted but not worked or submitted on the wrong day can be deleted. To delete a value, click the hours that need deleting and an will appear. Click the and the hours will disappear.

- Deadlines still apply to corrections.
- All corrections to hours will be re-submitted to a supervisor for approval.
- Even if the time has already been paid, it can still be deleted. When deleting time that has already been paid, the amount will be decremented from the next paycheck. Please notify Payroll Services of overpayments promptly.
- Do not use negative numbers to subtract time. To delete a value, click the hours that need deleting and an will appear. Click the and the hours will disappear.
- To change the number of hours entered, re-enter the correct number of hours on the day the hours were worked. Simply replace the original value with the new value and re-submit.

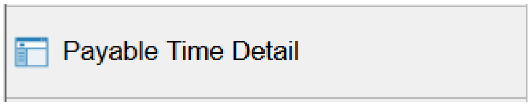
Work Study Students must keep track of their hours worked and their remaining award balance, especially if there are multiple active work study positions being worked. After each payroll posts, students will receive an automated email with their remaining balance listed. Once the award amount has been reached and/or exceeded, the job will be terminated, and the employee must be hired into a

Log in to PeopleSoft through the (www.uvm.edu/~erp/portal).

Navigation: Select from tile selection.

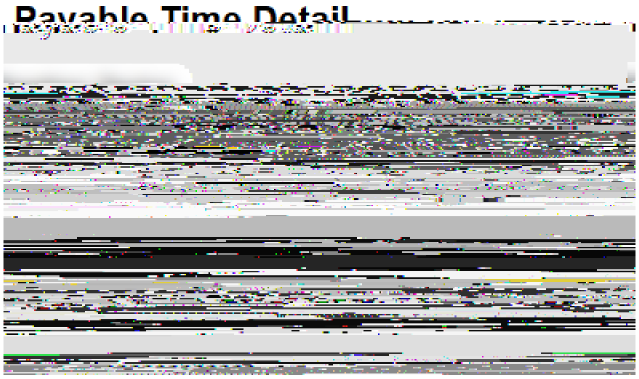


Select from menu on left hand side.


Payable Time Detail

The Payable Time Detail Page will appear. Select the dates to view and click (green arrows).

The date range must be 31 days or fewer.


Payable Time Detail

The transactions for the dates requested will appear.

The following fields are returned. See below for a detailed explanation of the data contained in each field.

An explanation of the data in these fields:

shows the date of the time entered

: field shows the current status of the time submitted

- : The time is ready for a supervisor to approve.
- : The time has been approved by a supervisor and is ready to be loaded to paychecks with the next pay run. Only time with this status will be picked up by payroll when they load the checks.
- : The time has been fully processed by payroll and has been included in a paycheck.
- Click the drop down arrow on the Payable Status Filter bar to filter only the time that needs to be viewed.

The code that is used when the time is reported. Overtime Earnings (030) are system generated.

The long description of the reporting code. If the reporting code is 051, the description will be Temporary Hourly Earnings Pay, or 027 Work Study Earnings.

Referes to the amount of time entered. Negative numbers may be visible here. The