Employee Instructions
Time and Effort – Reporting hours worked

The attached instructions explain step-by-step how to enter hours worked in PeopleSoft for Time and Effort Tracking.

Updated 08/18/2015
Follow Steps 1-5 to access your *Time and Effort* log.


![Image of the login page](image.jpg)

2. **Enter your User ID and Password.**

   Your user ID is your employee #. If you don’t know or forgot your password, click on **Forgot your password?** to have it e-mailed to you.
3. From the Main Menu, Click on Self Service
Then Payroll and Compensation, and Biweekly Fed Time & Effort Log

4. Click Search. (Leave the Pay Period End Date blank.)

**Biweekly Fed Time Effort Log**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Pay Period End Date: = ▼
Status: = ▼

Search Clear Basic Search Save Search Criteria
Follow Steps 5-8 to enter your hours in the *Time and Effort* log.

5. Click on the desired pay period end date.

**STATUS INFO:**

*Not Started:* Hours need to be entered yet.

*Saved:* Hours may have been entered, but the item has not been submitted yet.

*Submitted:* The entry is done and has been submitted to your supervisor. Once your supervisor approves the entry, it will disappear from the queue. You cannot change an entry once it is done.

6. Verify that the supervisor listed for you is correct. If it is not correct, contact Human Resources to fix it before you submit your time and effort hours.

7. Review the “Actual Hours Worked” and Modify if necessary.
   (Note: Paid time off should be reported as hours worked. This includes sick time, vacation hours, etc. However, non-duty days should *not* be reported in T&E.)

8. **Submit**
   You could also click **Save**, if you want to save your information without submitting it. A reason to use this feature might be if you need to check with some one else to confirm your data first.

9. **Ok**