Supervisor Instructions
Time and Effort – semi-annual reporting

The attached instructions explain step-by-step how to submit hours semi-annually in PeopleSoft for Time and Effort reporting.

Updated 9/11/2015
Follow Steps 1-5 to access the semi-annual reporting in *Time and Effort*.


![Login Page](image)

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.

![Login Page](image)
3. From the Main Menu, Click on **Manager Activities [SD]**

4. For semi-annual reporting, click **Semi-Ann T&E Supervisor Apprv**
   (Leave the Pay Period End Date blank.)

5. Click **Search**

   (Leave the Pay Period End Date blank.)

   **Semi-Ann T&E Supervisor Apprv**

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

   - **Find an Existing Value**
   - **Search Criteria**

   **Search by:** **Combination Code** begins with

   **Search** **Advanced Search**
Follow steps 6-10 to submit hours in your *Time and Effort* semi-annual queue.

6. Click on the desired report date for the desired account code.

The report will list any/all employees in the program for the six-month period.

7. If needed, you can add a person to the report by clicking the.

8. Review the begin and end dates for all employees on the list and modify if necessary.

9. Click **APPROVE**

10. Click **OK**

After you click “ok”, the approved entry will display and the “approve” button will be grayed out. A “print” button will be visible in case you want to print the entry. You can also move to the next entry that needs approval by clicking on the “next in list” button.