Employee Instructions
Time and Effort – Reporting hours worked

This manual provides step by step instructions on how to enter hours worked in PeopleSoft for Time and Effort Tracking.

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Follow Steps to access your *Time and Effort* log.

Go to **Oracle PeopleSoft Sign-in (sppserp.org)**

1. Enter your user ID and Password.
2. Your user ID is your employee #. If you don’t know or forgot your password, click on “Forgot Your Password” to have a temporary password e-mailed to you.

*(NOTE: If the “forgot password” link is not shown on your screen, you can find it under the employee self-service site where you view your paychecks. Go to www.spps.org, click on staff, and then click employee self-service.)*

This is the way to go into Biweekly Fed Time & Effort Log

1. Employee Self-Service
2. Click on Payroll (ePay)

3. Click on Biweekly Fed Time Effort Log
4. Once you are on Biweekly Fed Time Effort Log, you can add this page to your favorites for next time. Click on the three vertical dots icon then click on Add To Favorites

9. Click Add

*Next time when you log in, you can directly go to your heart where all your favorites are listed

10. Click Search
Follow Steps to enter your hours in the *Time and Effort* log.

1. Click on the desired pay period end date.

   **STATUS INFO:**
   - **Not Started:** Hours not entered yet.
   - **Saved:** Hours entered, but not submitted yet.
   - **Submitted:** Hours entered and submitted to your supervisor.
   - **Approved:** Hours approved by supervisor. Status will appear as Approved. You cannot change or modify an entry once it is approved.

2. 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.

3. 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 (breaks) should be reported in T&E as zero hour.)
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 someone else to confirm your data first.

4. Once you submitted, this message will pop up. Click **OK** and it is completed.