



Time &
Effort

Bi-weekly
Reporting

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.

Revised 7/27/2022



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

Go to [Oracle PeopleSoft Sign-in \(sppserp.org\)](http://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.)

Saint Paul
PUBLIC SCHOOLS

User ID
123456

Password

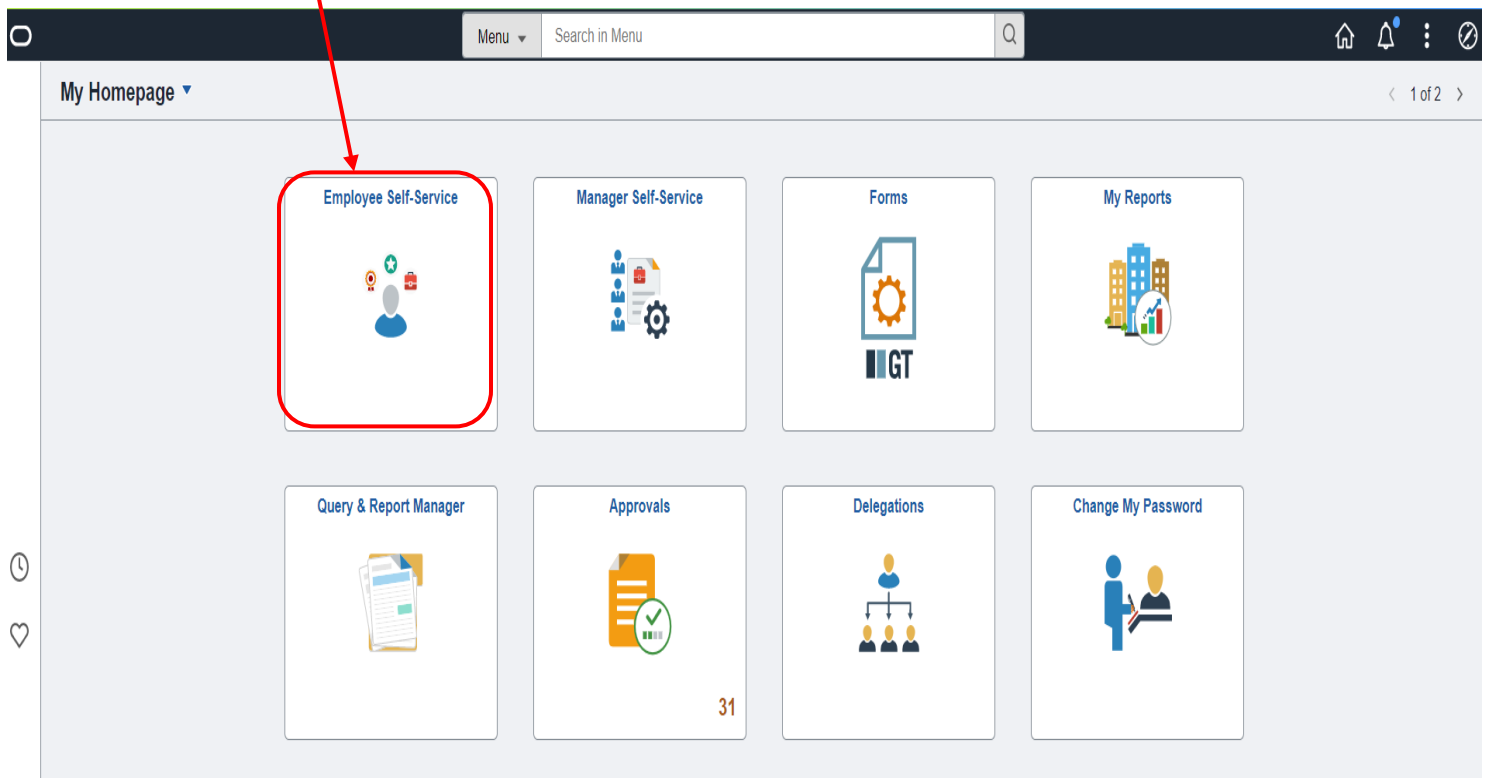
Sign In

☐ Enable Screen Reader Mode

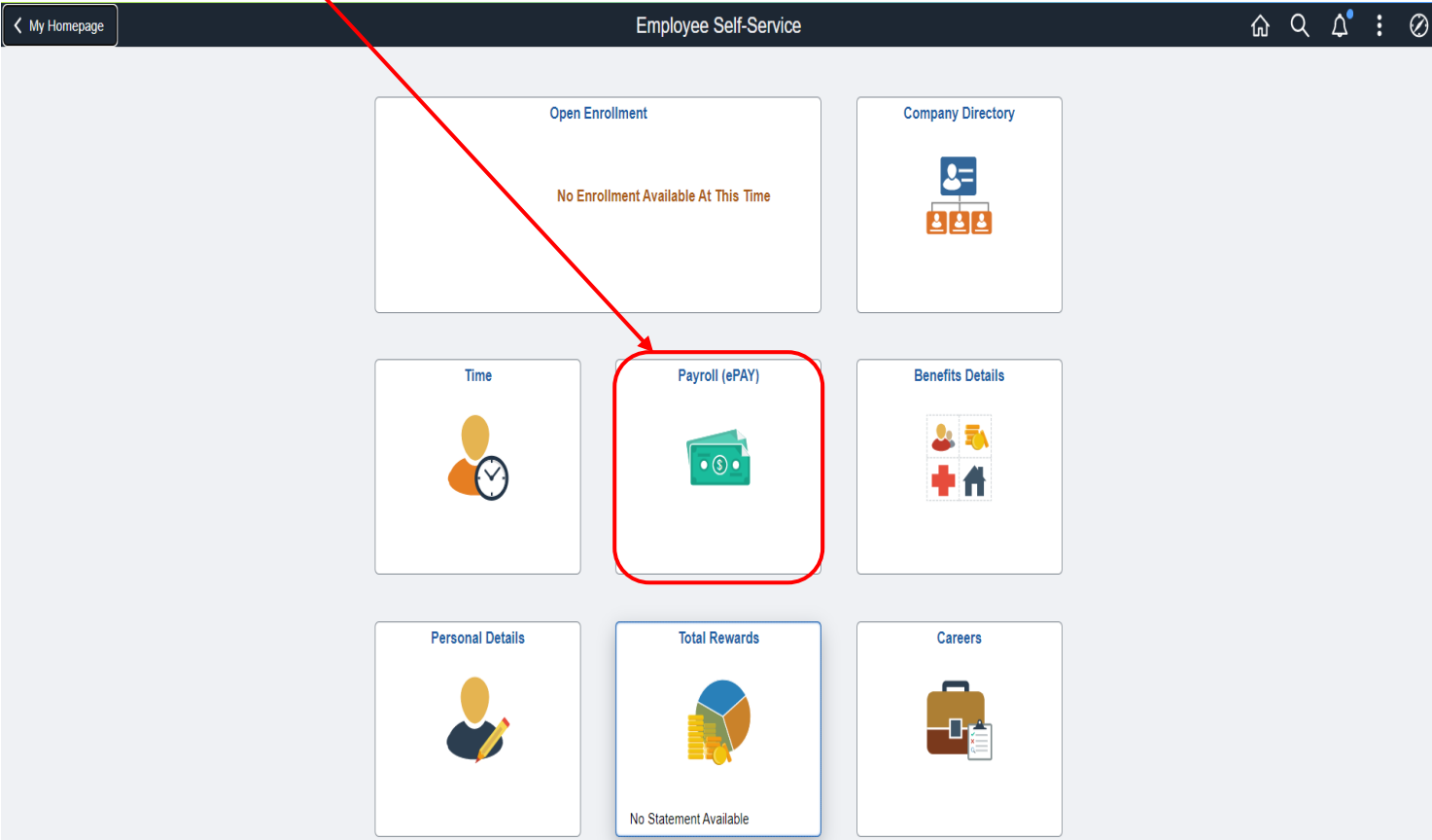
[Forgot Your Password?](#)

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

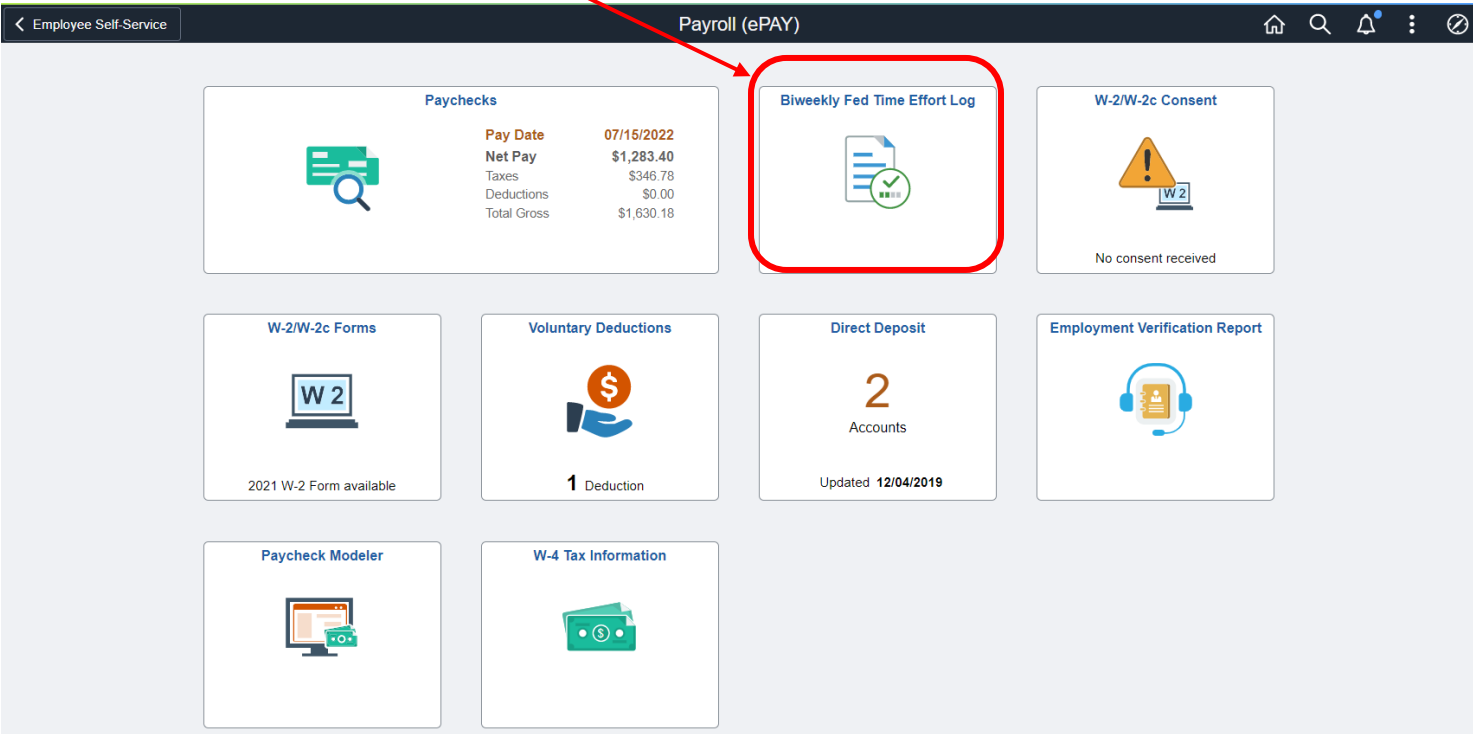
1. Employee Self-Service



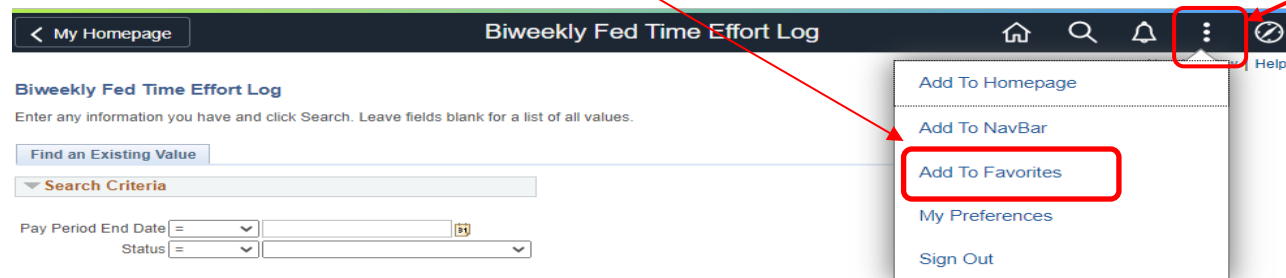
2. Click on Payroll (ePay)



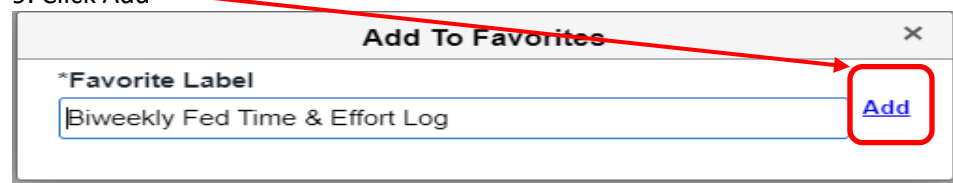
3. Click on Biweekly Fed Time Effort Log



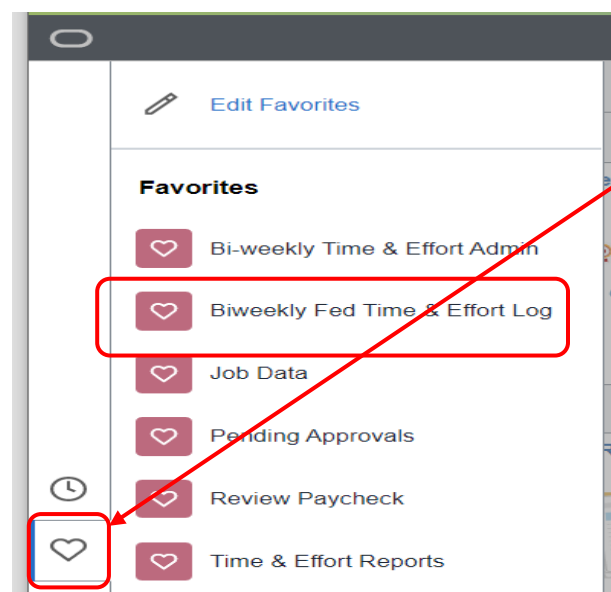
4. Once you are on Biweekly Fed Time Effort Log, you can add this page to your favorites for next time. Click on the three vertical dots icon then click on Add To Favorites



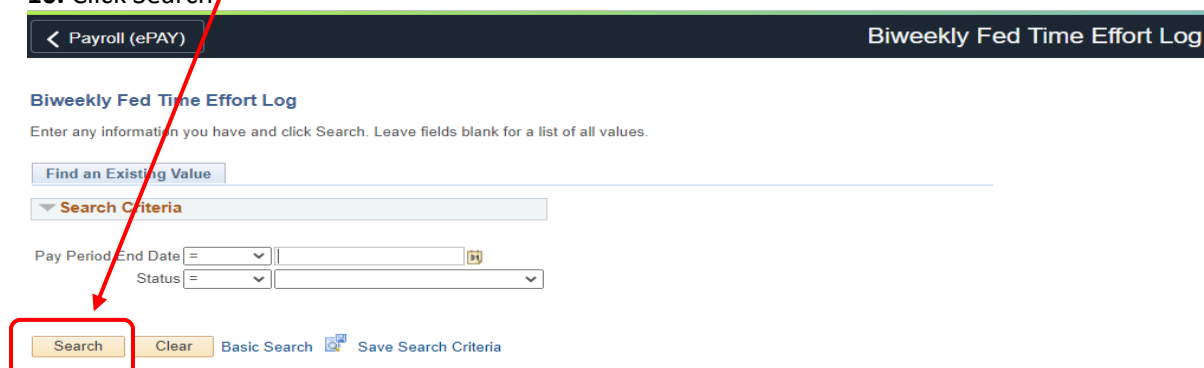
9. Click Add



****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.

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 207 Last

Empl ID	Name	Pay Period End Date	Status
265	...	07/01/2022	Not Started
26	...	06/17/2022	Not Started
26	...	06/03/2022	Submitted
26	...	05/20/2022	Approved
26	...	05/06/2022	Submitted
26	...	04/22/2022	Submitted
26	...	04/08/2022	Submitted
26	...	03/25/2022	Approved
26	...	03/11/2022	Approved
26	...	02/25/2022	Approved
26	...	02/11/2022	Approved
26	...	01/28/2022	Approved
26	...	01/14/2022	Approved
26	...	12/21/2021	Approved
53	...	07/01/2022	Saved
53	...	06/17/2022	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.

Fiscal Year 2022 - 2023 Print

Any time an employee is paid from two or more different budget codes (at least one of which is federal in origin), a time and effort log is required to ensure the budgeted time and effort is equivalent to the actual time and effort worked on the programs. Both the employee and the supervisor must submit this.

Allocate the number of hours worked and percentage of time for the payroll indicated to each applicable program area. All paid time should be included (Examples: Sick, Vacation). If there is unpaid time or a partial payperiod, reduce the hours submitted accordingly. The total must equal 100%.

Empl ID Name

Pay Period 06/18/2022 to 07/01/2022 Job Title Psychologist

Program	Default Hours	Actual Hours Worked	% of Time
0100540874061570015 FY15 Contractual Obligations	67.50	67.50	84.38%
2900573015561570011 Prior Year Federal Award	12.50	12.50	15.63%
Total	80.00	80.00	100.01%

Status Data Saved Date/Time Stamp 06/10/2022 9:57AM

Supervisor ID Name

If the supervisor name is incorrect, contact the Human Resources department before submitting (651/767-8200). You may save this data but, please do not submit until the supervisor name is correct.

Print

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 report 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.

Time and Effort Log - Employee Activity Report

Fiscal Year 2022 - 2023

 Print

Any time an employee is paid from two or more different budget codes (at least one of which is federal in origin), a time and effort log is required to ensure the budgeted time and effort is equivalent to the actual time and effort worked on the programs. Both the employee and the supervisor must submit this.

Allocate the number of hours worked and percentage of time for the payroll indicated to each applicable program area. All paid time should be included (Examples: Sick, Vacation). If there is unpaid time or a partial payperiod, reduce the hours submitted accordingly. The total must equal 100%.

Empl ID Name
Pay Period 06/18/2022 to 07/01/2022 Job Title

Program	Default Hours	Actual Hours Worked	% of Time
0121521100061410000 Education - Secondary General	40.00	40.00	50.00%
2921529859961412260 JROTC Program	40.00	40.00	50.00%
Total	80.00	80.00	100.00%

Status Approved by supervisor DateTime Stamp 06/06/2022 9:18AM

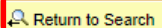
Supervisor ID Name

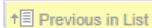
If the supervisor name is incorrect, contact the Human Resources department before submitting (651/767-8200). You may save this data but, please do not submit until the supervisor name is correct.

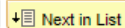
 SUBMIT

 Print

 Save

 Return to Search

 Previous in List

 Next in List

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

Message

This log is about to be submitted to for approval. (20000,9063)

Submission serves as your electronic signature verifying that this data is correct to the best of your knowledge. Once submitted, you will not be able to make changes. If changes are necessary after submission, you will need to contact your supervisor.

 OK

 Cancel