Supervisor Instructions

Time and Effort – approving bi-weekly hours and semi-Annual

The attached instructions explain step-by-step how to approve hours submitted bi-weekly in PeopleSoft for Time and Effort Tracking.

Updated 07/27/2022
Follow Steps to access the bi-weekly hours submitted in *Time and Effort*.

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 the 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](http://www.spps.org), click on staff, and then click employee self-service.)*

3. Click on the Manager Self-Service
4. Click Time and Effort Approval

5. Click Biwkly T&E Supervisor Approvl  then click Search
6. Under the Status: dropdown select Submitted, Click SEARCH

7. Review the name of the staff you are approving and the Actual Hours Worked is accurate.
   - If hours are correct, click APPROVE
   - If the hours are incorrect, send it back to the employee to modify for re-submission by clicking REQUEST RESUBMIT
   - If you click “request resubmit”, it will be sent back to the employee to fix and resubmit. Once the employee fixes the entry and resends it to you, it will show up in your work list (queue) again

8. Click OK

After you click “ok”, the “APPROVE” button will 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.