



Peek #2: Punch-time screens

This Peek provides information for student employees.

When the HRMS upgrade to PeopleSoft version 8.9 occurs (planned for mid-March 2007), you'll see that your punch-time screens will look a bit different. To start, the menu pick will say "Timesheet" rather than "Weekly Punch Time."

Here is a peek at the new look of the menu and the improved and more intuitive Timesheet screen. Neat new features include:

- The date of the week is already there (you won't have to add a line and type in the date).
- The date is there twice: once at the beginning and again at the end of the line.
- The Timesheet opens showing every day from the beginning of a Sunday-through-Saturday time period so you can see what you've already put in for days earlier in that week.
- You will simply fill in the blanks with your hours in and out; the system will automatically total your hours when you click the yellow "submit" button.



Menu

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Timesheet

Job Title: Student Admin Aide III EmplID: Empl Red Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 01/21/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours [Show all Punch Types](#)

From 01/21/2007 to 01/27/2007

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
Sun	1/21	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/21	-	+
Mon	1/22	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/22	-	+
Tue	1/23	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/23	-	+
Wed	1/24	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/24	-	+
Thu	1/25	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/25	-	+
Fri	1/26	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/26	-	+
Sat	1/27	New	<input type="text"/>	<input type="text"/>		PSNONTASK	EST	1/27	-	+

Submit Clear

[Reported Hours Summary - click to view](#)

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For more about how to use the new Timesheet screen, check out the [Quick Guide for Student Employee Time Entry](#).

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