Peek #1: The new menu

This Peek provides information for employees other than student employees. A future Peek will look at punch time screens for student employees.

When the HRMS upgrade to PeopleSoft version 8.9 occurs (planned for late winter/early spring 2007), you'll see that your menus, both the left-side vertical menu and the folders view, will offer some new and different words.

Here's a peek at what you'll actually see. This series of screen shots leads you through 1) “Self-Service” to 2) “Time Reporting” to 3) “Report Time” to 4) the Timesheet on which you will actually enter your time—four clicks.

(The words “Report Time” replace the old “Elapsed Time” option, and more accurately describe what you do on that screen, anyhow.)

You can see that the timesheet itself also looks a bit different from what we've been using; it's really much more user-friendly and easier to navigate!
Menu

Search:

- My Favorites
- Self Service
- Time Reporting
  - Report Time
    - Timesheet

Main Menu > Self Service > Time Reporting >

Report Time

Report your time and request planned overtime and absences.

Timesheet

Report your time and task details for a day, week, or time period.

View By: Time Period
Date: 01/14/2007

Reported Hours: 0.00 Hours
Scheduled Hours: 0.00 Hours

Reported time on or after 12/31/2006 is for a future period.

From Sunday 01/14/2007 to Saturday 01/20/2007

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<th>Sun 1/14</th>
<th>Mon 1/15</th>
<th>Tue 1/16</th>
<th>Wed 1/17</th>
<th>Thu 1/18</th>
<th>Fri 1/19</th>
<th>Sat 1/20</th>
<th>Total</th>
<th>Time Reporting Code</th>
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Submit

Reported Time Status - click to hide

Date | Status | Total | Time Reporting Code | Comments |
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Reported Hours Summary - click to view

Balances - click to View

Go To   Self Service
        Time Reporting