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.

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

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