

Self Service Timesheet & Payable Time Summary

The Self Service Timesheet & Payable Time Summary functionality allows employees to view their reported time information and the resulting payable time for the current and one previous time period. Step-by-step navigation instructions are outlined below.



1. Access the District's home page at www.PalmBeachSchools.org
Click on the "Employees" box.



2. On the right side of the page is the [SELF SERVICE](#) link. Click to access the PeopleSoft Login page.
*(If you receive a message about enabling cookies, please clear your cache and return to Step #1.
If you receive an error message about security, please click **Sign Out** and return to Step #1.)*
 - * First time users, click on [Forgot Password](#) link to retrieve your login information.
 - * Please click on [Forgot Password](#) link if you have forgotten your password, or do not know your login information.

The District's PeopleSoft Login page appears.



3. Enter your **User ID** and **Password**, and then click on the **Sign In** button.


The PeopleSoft HCM Main Menu for Employee Self Service appears. The number of menu items will vary based on your level of security access.




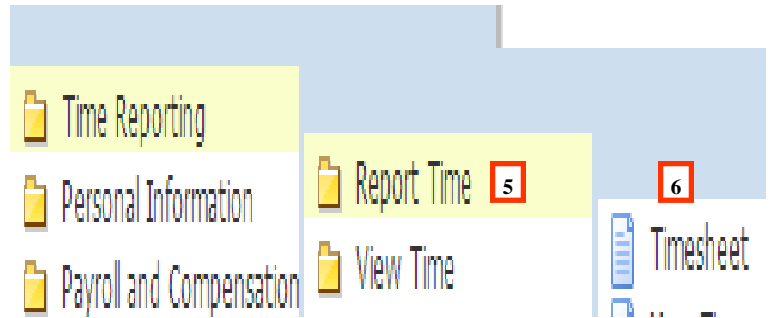
4. Click or hover over the *Time Reporting* link.

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The Time Reporting Menu appears. From this menu, you may view your reported time (punch time collected via the Time Collection device (TCD) and absences) and you may view your payable time.

 5. Click or hover over the *Report Time* link.

 6. To view your reported time click on the *Timesheet* link.



The current week's timesheet will display. If you are a 'punch time' reporter you can view 'in' and 'out' punch time you have reported by date. You may also view absences that may have been reported on your behalf.

 For questions and answers on the information contained on this page, please click on the **'Frequently Asked Questions'** hyperlink in the upper right corner of the page.

Timesheet

Last Name, First Name: _____ Empl ID: 1000000
 Job Title: Payroll Empl Record: 0


Instructions


*View By: Reported Hours: 41.11 [Previous Period](#) [Next Period](#)
 *Date: Scheduled Hours: 80.00


From 03/24/2012 to 04/06/2012

Day	Date	Status	In	Out	In	Out	Time Reporting Code	Quantity	Date
Sat	3/24	New							3/24
Sun	3/25	New							3/25
Mon	3/26	Submitted					ANN - ANNUAL LEAVE	8.00	3/26
Tue	3/27	Submitted					ANN - ANNUAL LEAVE	8.00	3/27
Wed	3/28	Submitted					ANN - ANNUAL LEAVE	8.00	3/28
Thu	3/29	Submitted	7:55:01AM						3/29
		Submitted		4:27:39PM					3/29
Fri	3/30	Submitted	7:54:11AM	4:29:18PM					3/30

Employees who are not 'punch time' reporters may also view absence data entered on their behalf on the 'elapsed' timesheet page.

 After sign in, follow steps four through six to access the elapsed timesheet page.

 The current week's timesheet will display.

 For questions and answers on the information contained on this page, please click on the **'Frequently Asked Questions'** hyperlink in the upper right corner of the page.

Timesheet

Last Name, First Name: _____ Employee ID: 1000000 [Frequently Asked Question](#)
 Job Title: TCH ESE HEARING IMPAIRED Empl Record: 0

Instructions

*View By: Reported Hours: 0.00 [Previous Period](#) [Next Period](#)
 *Date: Scheduled Hours: 37.50

Dezendorf, Megan is not a registered time reporter until 03/30/2012.

From Saturday 03/24/2012 to Friday 04/06/2012

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4

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Employees may view resulting payable time after all exceptions (errors) have been cleared by your timekeeper and time administration processing has completed.



7. Using navigation, return to the Self Service menu. Click on *Self Service>Time Reporting*.



8. Click on the *View Time* link.

Payable Time Summary

Last Name, First Name: _____ Employee ID: 1000000
 Job Title: Payroll Empl Record: 0

Start Date: [Previous Week](#) [Next Week](#)

End Date:

Payable Time From 03/27/2012 To 04/02/2012										
Time Reporting Code	Total Quantity	Tue 3/27	Wed 3/28	Thu 3/29	Fri 3/30	Sat 3/31	Sun 4/1	Mon 4/2	Cu	
ANN	16.00	8.00	8.00							
REG	24.00			8.00	8.00			8.00		

The *View Time* menu appears.



9. Click on the *Payable Time Summary* link.

The *Payable Time Summary* page will display.

Payable Time Summary

Last Name, First Name: _____ Employee ID: 1000000
 Job Title: Payroll Empl Record: 0

Start Date: [Previous Week](#) [Next Week](#)

End Date:

Payable Time From 03/20/2012 To 03/26/2012										
Time Reporting Code	Total Quantity	Tue 3/20	Wed 3/21	Thu 3/22	Fri 3/23	Sat 3/24	Sun 3/25	Mon 3/26	Cu	
ANN	28.00		10.00	10.00				8.00		
REG	3.50	3.50								
SCK	6.50	6.50								

If you have any questions regarding your access to PeopleSoft or navigation, please contact the IT Service Desk at (561) 242-4100 (Px44100).

If you have questions regarding your reported time, please see your worksite Payroll Contact.