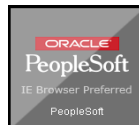


Self Service Timesheet & Payable Time Summary

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



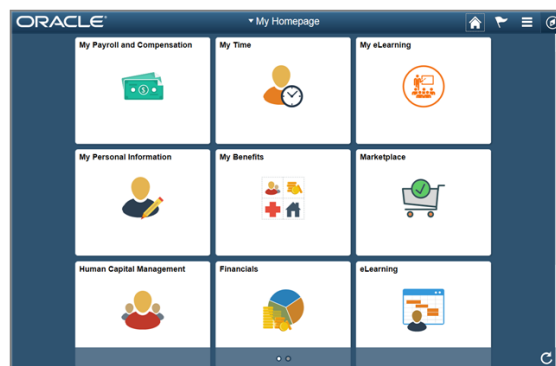
1. If you are using a District operated computer, your browser will default to the District's portal page. Click on the 'Oracle/PeopleSoft' icon.



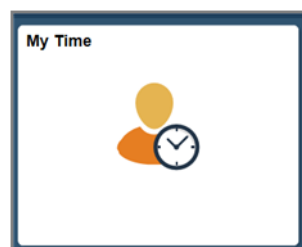
2. If you are using a non-District operated computer, please go to the District website at www.palmbeachschools.org and on the home page click the 'Sign In' as shown below: This will direct you to the District's portal page log in screen; log in using your network userID and password.



3. This will link you to the PeopleSoft Home page.




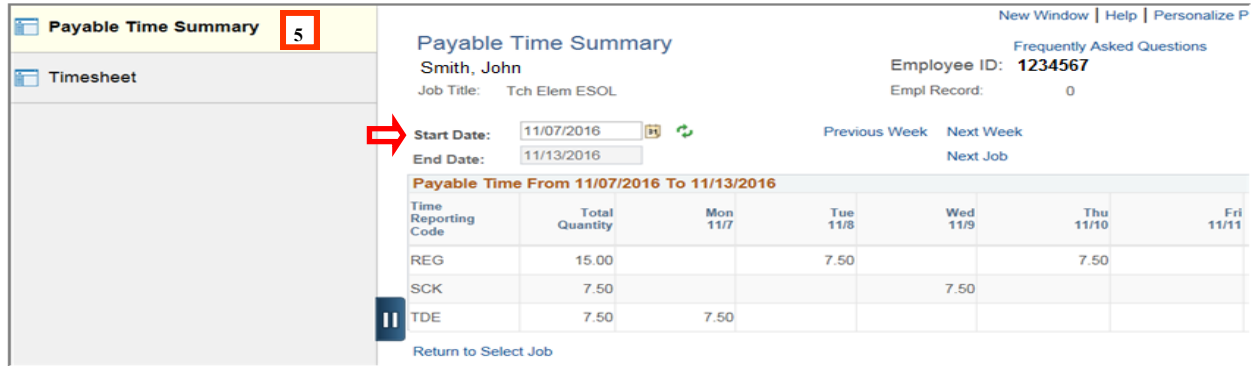
4. Click on the My Time icon.



Self Service Timesheet & Payable Time Summary

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

-  5. If you have one position with the District, your Payable Time will automatically default. You may change your Start Date to view any period of time.




Payable Time Summary 5

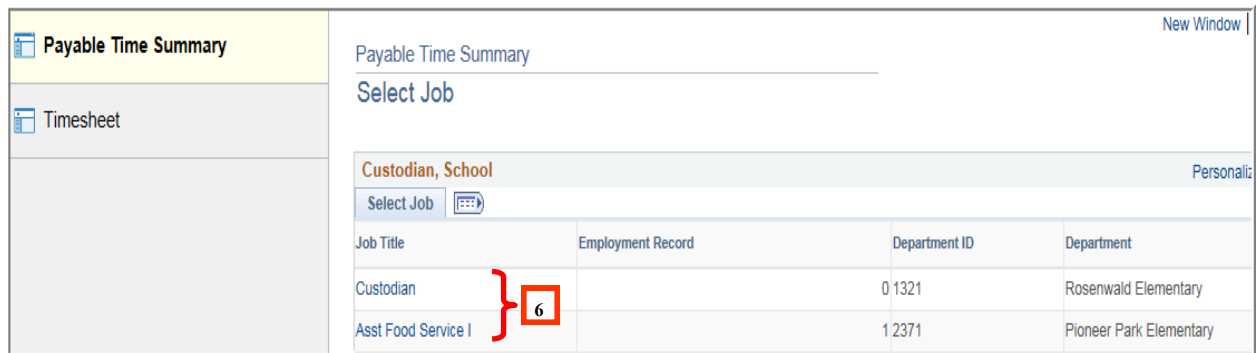
Payable Time Summary
Smith, John
Job Title: Tch Elem ESOL
Employee ID: 1234567
Empl Record: 0

Start Date: 11/07/2016
End Date: 11/13/2016

Payable Time From 11/07/2016 To 11/13/2016

Time Reporting Code	Total Quantity	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11
REG	15.00		7.50		7.50	
SCK	7.50			7.50		
TDE	7.50	7.50				

-  6. If you have multiply positions, all of your positions will be listed to the right. Click under the Job Description for the position you would like to view. (i.e. Asst. Food Service).




Payable Time Summary

Payable Time Summary
Select Job

Custodian, School

Job Title	Employment Record	Department ID	Department
Custodian		01321	Rosenwald Elementary
Asst Food Service I		12371	Pioneer Park Elementary

-  7. The Payable Time Summary Page will display. You may change your Start Date to view any period of time.



Payable Time Summary

Payable Time Summary
Smith, John
Job Title: Tch Elem ESOL
Employee ID: 1234567
Empl Record: 0

Start Date: 11/14/2016
End Date: 11/20/2016

Payable Time From 11/14/2016 To 11/20/2016

Time Reporting Code	Total Quantity	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18
REG	37.50	7.50	7.50	7.50	7.50	7.50



8. To view a different job, click on the **Return to Select Job**, listed on the bottom of the page.

Payable Time Summary

Smith, John Employee ID: 1234567
 Job Title: Tch Elem ESOL Empl Record: 0

Start Date: 11/14/2016 End Date: 11/20/2016

Payable Time From 11/14/2016 To 11/20/2016

Time Reporting Code	Total Quantity	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18
REG	37.50	7.50	7.50	7.50	7.50	7.50

[Return to Select Job](#)

You may view your reported time (punch time collected via the Time Collection Device (TCD) and absences.



9. To view your reported time click on the **Timesheet** link and follow steps 5 thru 7.

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.

To print your timesheet for your records, click on the **Print Timesheet** link.

Timesheet

Custodian, School Employee ID 1234567
 Custodian Empl Record 0

Scheduled Hours 20.00 Reported Hours 19.95

Reported time on or before 02/02/2018 is for a prior period.

Day	Date	In	Out	In	Out	Time Reporting Code
Mon	1/22	5:26:14PM	9:26:38PM			
Tue	1/23	5:31:36PM	9:27:45PM			
Wed	1/24	5:30:29PM	9:33:13PM			
Thu	1/25	5:28:54PM	9:29:56PM			
Fri	1/26	5:27:12PM	9:25:14PM			
Sat	1/27					
Sun	1/28					

[Print Timesheet](#)

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

To print your timesheet for your records, click on the **Print Timesheet** link.

Timesheet

Custodian, School Employee ID 1234567
 Custodian Empl Record 0

Scheduled Hours 20.00 Reported Hours 0.00

Reported time on or after 02/17/2018 is for a future period.

Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Sun 2/18	Total Time Reporting Code

[Print Timesheet](#)

Self Service Timesheet & Payable Time Summary

 **For questions and answers on the information contained on these pages, please click on the [Frequently Asked Questions](#) hyperlink to the right of the page.**

Payable Time Summary

Timesheet

Timesheet

Frequently Asked Questions

Custodian, School Employee ID 1234567

Custodian Empl Record 0

Actions ▾

Select Another Timesheet

*View By Week

*Date 02/12/2018

Scheduled Hours 20.00

Previous Week Next Week

Next Job


Print Timesheet Punch Timesheet

Reported time on or after 02/17/2018 is for a future period.

From Monday 02/12/2018 to Sunday 02/18/2018

Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Sun 2/18	Total Time Reporting Code

Return to Select Job

 **Tip:**

- ◆ You can click the Action Item List button to widen your page.

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.