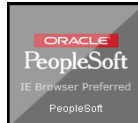


Self Service Timesheet & Payable Time Summary

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.



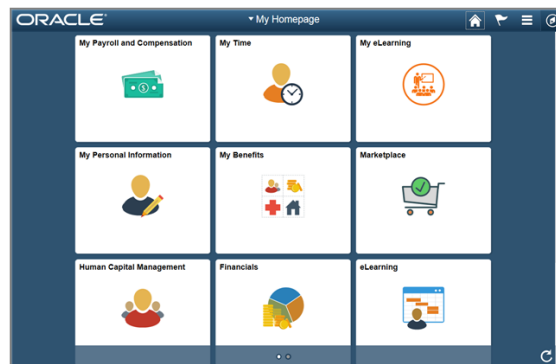
1. If you are using a District operated computer, your browser will default to the District's portal page. Click on the 'Oracle/PeopleSoft' icon.



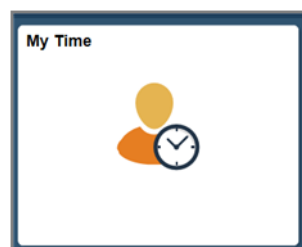
2. If you are using a non-District operated computer, please go to the District website at www.palmbeachschools.org and on the home page click the 'Sign In' as shown below: This will direct you to the District's portal page log in screen; log in using your network userID and password.



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




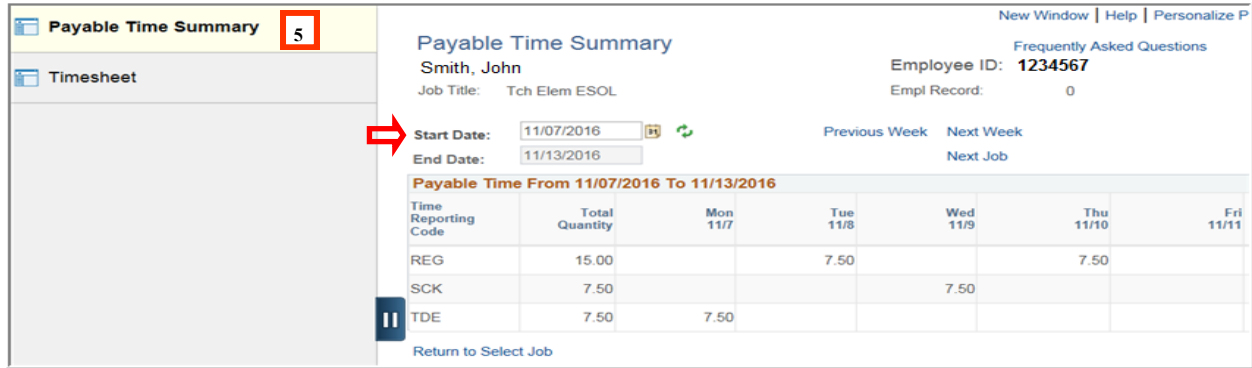
4. Click on the My Time icon.



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

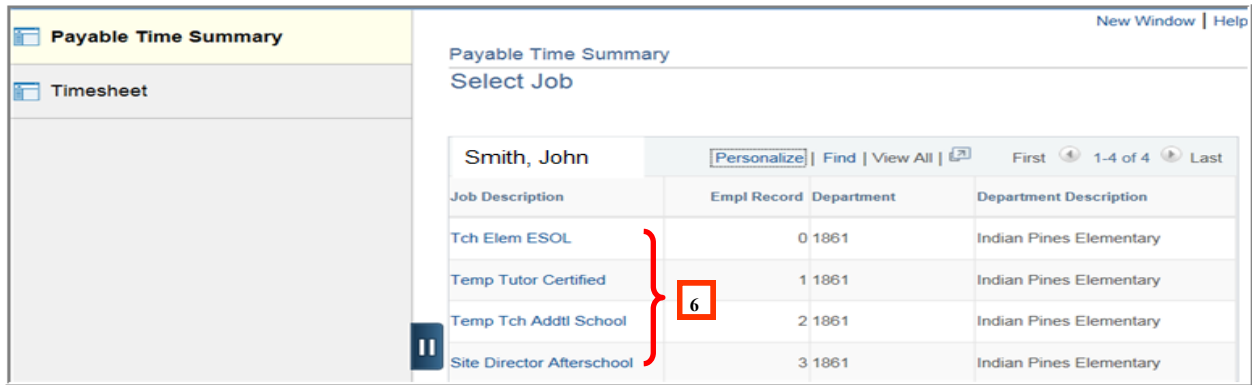
Smith, John
Job Title: Tch Elem ESOL
Employee ID: 1234567
Empl Record: 0

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. Tch Elem ESOL).




Payable Time Summary

Select Job

Smith, John
Personalize | Find | View All | First 1-4 of 4 Last

Job Description	Empl Record	Department	Department Description
Tch Elem ESOL	0	1861	Indian Pines Elementary
Temp Tutor Certified	1	1861	Indian Pines Elementary
Temp Tch Addtl School	2	1861	Indian Pines Elementary
Site Director Afterschool	3	1861	Indian Pines Elementary

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



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
New Window | Help | Personalize Page

Payable Time Summary

Smith, John

Job Title: Tch Elem ESOL

Start Date: 11/14/2016

End Date: 11/20/2016

Employee ID: **1234567**

Empl Record: 0

Previous Week Next Week

Next Job

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.

Payable Time Summary
New Window

Timesheet 9

Timesheet

Smith, John

Job Title: Temp Tutor Certified

*View By: Week

*Date: 11/07/2016

Reported Hours: 4.25

Scheduled Hours: 0.00

From 11/07/2016 to 11/13/2016

Day	Date	Status	In	Out	In	Out
Mon	11/7	Submitted		3:00:00PM	4:15:00PM	
Tue	11/8	Submitted		3:00:00PM	4:30:00PM	
Wed	11/9	New				
Thu	11/10	Submitted		3:00:00PM	4:30:00PM	
Fri	11/11	New				
Sat	11/12	New				
Sun	11/13	New				



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

Payable Time Summary
New Window

Timesheet

Timesheet

Smith, John

Job Title: Tch Elem ESOL

*View By: Week

*Date: 11/14/2016

Reported Hours: 0.00

Scheduled Hours: 37.50

From Monday 11/14/2016 to Sunday 11/20/2016

Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19

Punch Timesheet

[Return to Select Job](#)

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

Smith, John Frequently Asked Questions

Job Title: Temp Tutor Certified Empl ID: 1234567

Empl Record: 1


*View By: Week Reported Hours: 4.25


*Date: 11/07/2016 Scheduled Hours: 0.00

Reported time on or before 11/11/2016 is for a prior period.

From 11/07/2016 to 11/13/2016

Day	Date	Status	In	Out	In	Out
Mon	11/7	Submitted		3:00:00PM	4:15:00PM	
Tue	11/8	Submitted		3:00:00PM	4:30:00PM	
Wed	11/9	New				
Thu	11/10	Submitted		3:00:00PM	4:30:00PM	
Fri	11/11	New				
Sat	11/12	New				
Sun	11/13	New				

 **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.