



HUMAN RESOURCES

Illinois State University

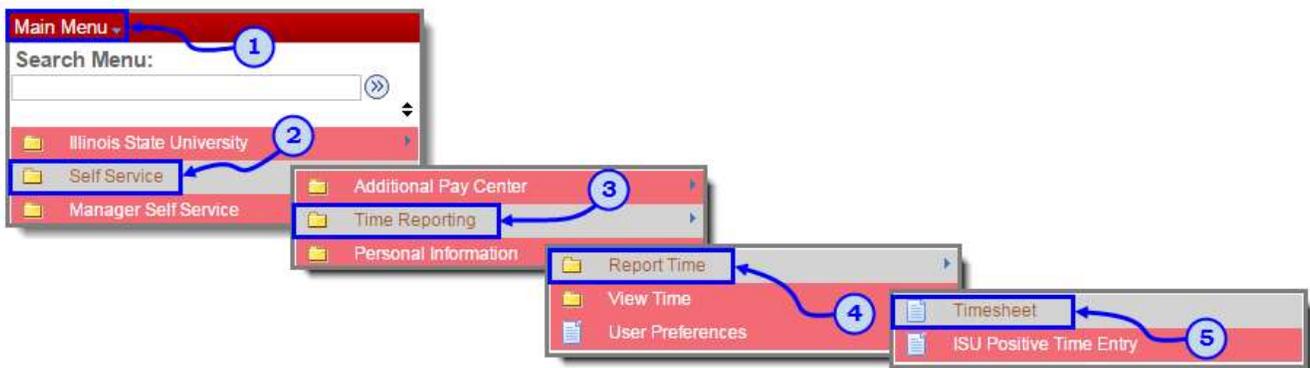
How to View Job Information on Timesheet

This tutorial will be helpful for *supervisors* and *administrators* who want a quick review of the following information while approving time for their employees:

- 1) Department
- 2) Expected Pay Date
- 3) Position Number
- 4) HR Status
- 5) Full Time/Part Time
- 6) Standard Hours
- 7) Union Code

Navigation:

- 1) Navigate to the **Timesheet** of desired employee:



You see a timesheet similar to the one illustrated below:

The screenshot shows the PeopleSoft Timesheet interface for Keith Swenberg. Key elements include:

- Header:** PeopleSoft logo, Employee ID: 837112598, Empl Record: 1, Earliest Change Date: 01/01/2015.
- Navigation:** Select Another Timesheet, View By: Calendar Period, Date: 04/01/2015, Scheduled Hours: 0.00, Reported Hours: 0.00.
- Status:** Keith Swenberg is inactive as a time report as of 10/16/2012.
- Calendar:** A calendar view for the period from Wednesday 04/01/2015 to Wednesday 04/15/2015, showing days of the week and dates.
- Summary:** Reported Time Status, Summary, Exceptions, Payable Time.
- Table:** A table with columns: Date, Total, TRC, Description, Comments. The total reported time is 0.000000.
- Footer:** Leave Balances - click to view.

- To view *Contact Information*, click on the *employee name* in the upper left hand corner of the timesheet. A box will appear with Title, Department, Manager, e-mail, phone, and address as you hover over it:



Please Note: Title, Pay Group, and Supervisor reflect only *the most current job information*.

- To view *Job Information*, click on *the Job Title* that appears beneath the employee name in the upper left hand corner of the timesheet:



Please Note: The “Expected Pay Date” field on this screen shows the CURRENT pay date only.