Timecard eForm
How to submit the an electronic Time Sheet

Timecard forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. http://www.spps.org/payroll

Click the link on the left menu to get to the Employee Self Service home page.)

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you can access the timecard eForm through the pagelets on the main page under Employee Forms.

1. Start by filling in the first day of work for the pay period. Pay period begin and end dates will appear before your information. You will only be able to enter dates within the pay period.
2. Enter the number of hours for that day.
3. Enter the type of time report
4. Click the plus button to add as many rows as necessary.
5. Acknowledge the information you have provided is true and accurate
6. Click “Submit”. You will get a confirmation email sent to you (at your spps.org work email)

**IMPORTANT:** Verify what you entered before clicking submit. You will not be able to go back into the form to edit it after it’s been submitted. If you need to modify the information after the form has been submitted, forward the confirmation email you receive to your supervisor and explain what needs to be changed. Have your supervisor forward that email to payroll@spps.org including a note that they approve the requested changes. Payroll will use that email approval to adjust the hours originally submitted on the e-form.

**Important Information**

- **Holiday pay** will be paid based on contract language. Please refer to your contract for information regarding holiday pay.
- **Comp time** is not an available option in the drop down at this time. If your contract allows for comp time and you would like to use an existing balance, please enter the days as vacation and follow the process to request a change to submitted hours. Any excess hours worked will be paid out, not banked as comp time.