



## Time & Effort Bi-weekly Reporting



## Supervisor Instructions

Time and Effort – approving bi-weekly hours and semi-Annual

The attached instructions explain step-by-step how to approve hours submitted bi-weekly in PeopleSoft for Time and Effort Tracking.

Updated 07/27/2022

## Follow Steps to access the bi-weekly hours submitted in *Time and Effort*.

### Go to [Oracle PeopleSoft Sign-in \(sppserp.org\)](https://sppserp.org)

1. Enter your user ID and Password

2. Your user ID is your employee #. If you don't know or forgot your password, click on the Forgot Your Password? to have a temporary password e-mailed to you.

(NOTE: If the "forgot password" link is not shown on your screen, you can find it under the employee self-service site where you view your paychecks. Go to [www.spps.org](http://www.spps.org), click on staff, and then click employee self-service.)

Saint Paul  
PUBLIC SCHOOLS

User ID  
123456

Password  
.....

Sign In

Enable Screen Reader Mode

[Forgot Your Password?](#)

3. Click on the Manager Self-Service

Menu Search in Menu

My Homepage 1 of 2

Employee Self-Service

Manager Self-Service

Forms  
IIGT

My Reports

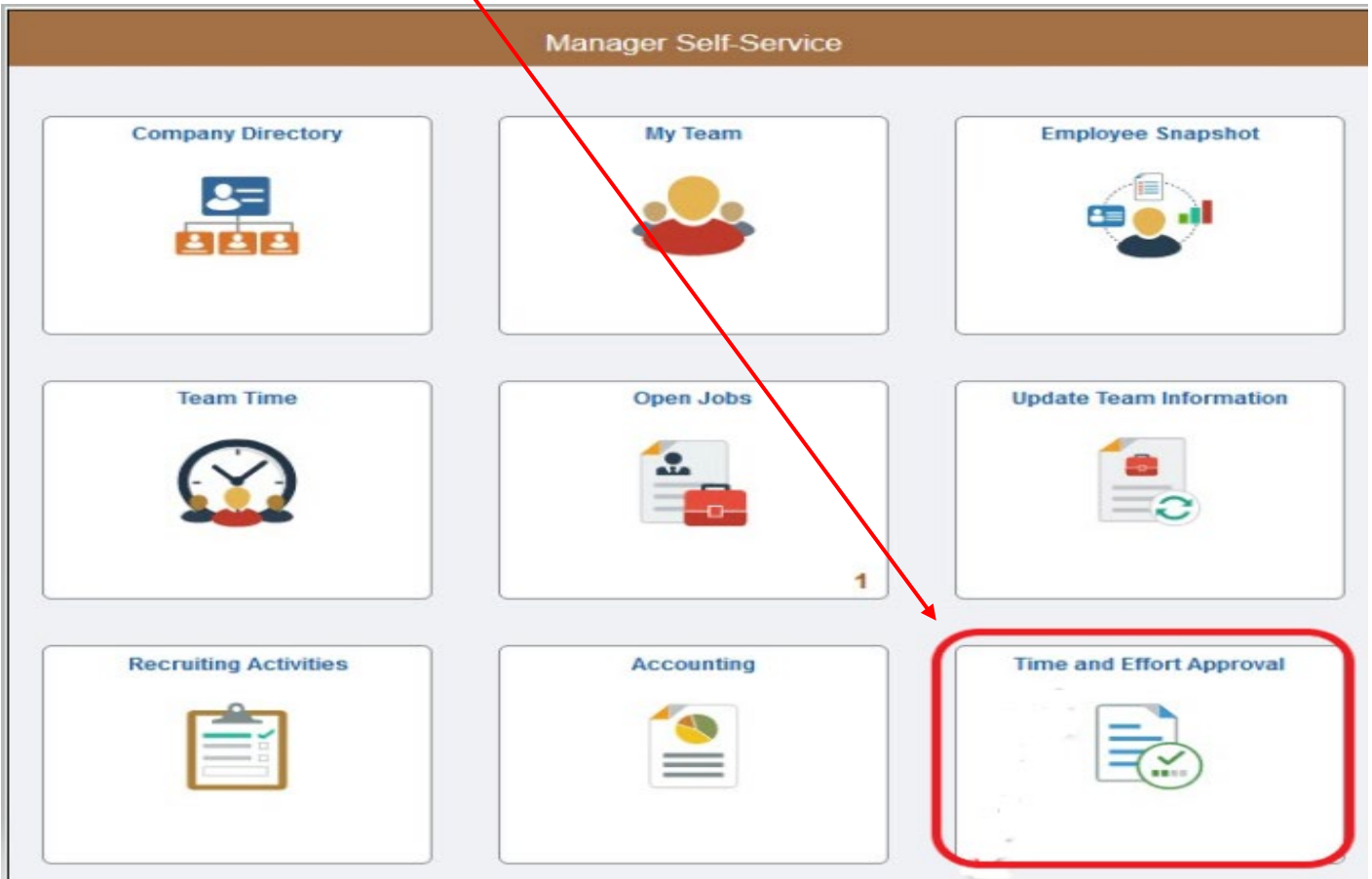
Query & Report Manager

Approvals  
16

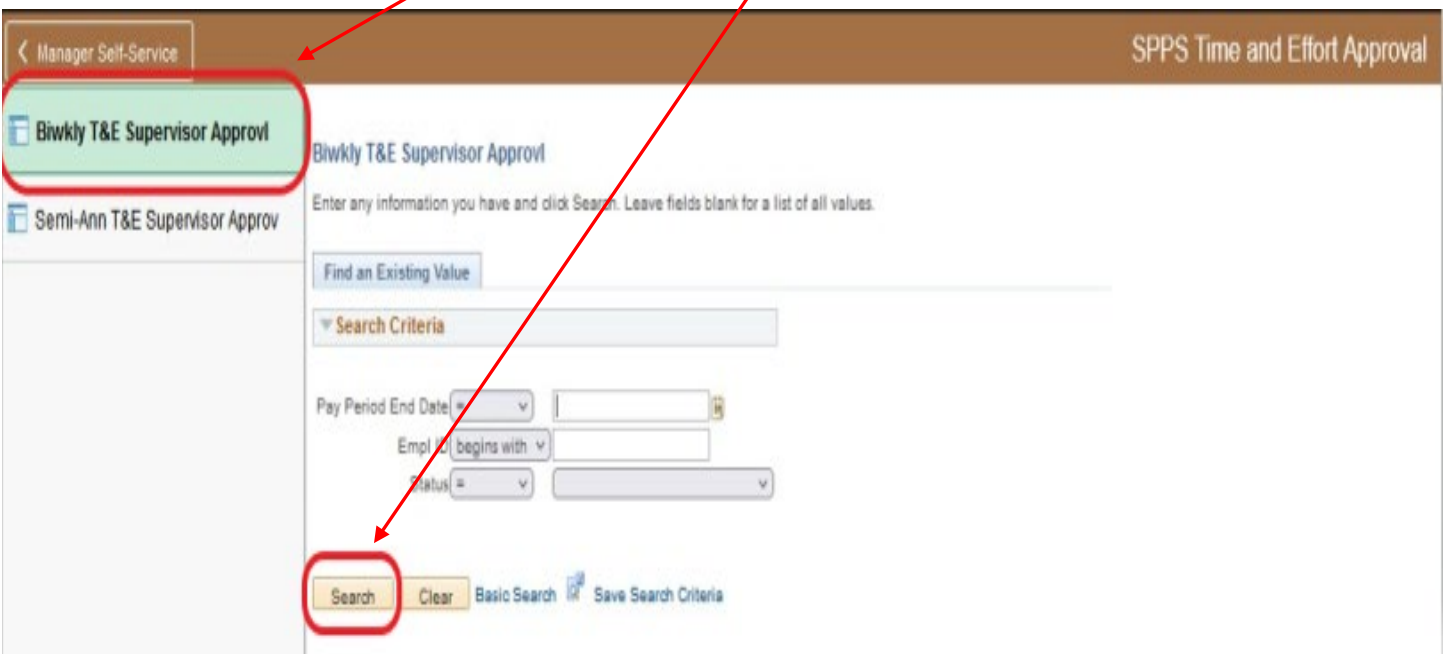
Delegations

Change My Password

4. Click Time and Effort Approval



5. Click Biweekly T&E Supervisor Approval then click Search



6. Under the Status: dropdown select Submitted, Click SEARCH

Biweekly T&E Supervisor Approval

Find an Existing Value

Search Criteria

Pay Period End Date = [ ] [ ]

Empl ID begins with [ ]

Status = [Submitted]

Search Clear Basic Search Save Search Criteria

Search Results

Pay Period End Date	Empl ID	Name	Status
07/01/2022	44		Submitted
07/01/2022	529	(a) Priotte	Submitted
07/01/2022	529	(a)	Submitted
07/01/2022	531	(el)	Submitted
06/17/2022	529	(a)	Submitted
06/17/2022	531	(el)	Submitted
11/08/2019	502	(ce)	Submitted
10/25/2019	502	(ce)	Submitted
10/11/2019	502	(ce)	Submitted
09/27/2019	502	(ce)	Submitted
09/13/2019	502	(ce)	Submitted
08/30/2019	502	(ce)	Submitted
08/16/2019	502	(ce)	Submitted
08/02/2019	502	(ce)	Submitted
07/19/2019	502	(ce)	Submitted
07/05/2019	502	(ce)	Submitted

- Click first Submitted
- After approve, click Next in List

7. Review the name of the staff you are approving and the Actual Hours Worked is accurate.

- If hours are **correct**, click APPROVE **APPROVE**
- If the hours are **incorrect**, send it back to the employee to modify for re-submission by clicking **REQUEST RESUBMIT**
- If you click “request resubmit”, it will sent back to the employee to fix and resubmit. Once the employee fixes the entry and resends it to you, it will show up in your work list (queue) again

Fiscal Year 2022 - 2023

Print

Any time an employee is paid from two or more different budget codes (at least one of which is federal in origin), a time and effort log is required to ensure the budgeted time and effort is equivalent to the actual time and effort worked on the programs. Both the employee and the supervisor must submit this.

Allocate the number of hours worked and percentage of time for the payroll indicated to each applicable program area. All paid time should be included (Examples: Sick, Vacation). If there is unpaid time or a partial payperiod, reduce the hours submitted accordingly. The total must equal 100%.

Empl ID [ ] Name [ ]

Pay Period 06/18/2022 to 07/01/2022 Job Title Tchr - Visual Arts

Program	Default Hours	Actual Hours Worked	% of Time
0151020300061400000 Education - Elementary General	4.00	4.00	5.00%
0152821200061400000 Visual Art	67.20	67.20	84.00%
2952820315561400011 Prior Year Federal Award	8.80	8.80	11.00%
<b>Total</b>	<b>80.00</b>	<b>80.00</b>	<b>100.00%</b>

Status Submitted Date/Time Stamp 06/13/2022 10:44AM

Supervisor ID [ ] Name [ ]

If the supervisor name is incorrect, contact the Human Resources department before submitting (651/767-8200). You may save this data but, please do not submit until the supervisor name is correct.

APPROVE REQUEST RESUBMIT Print

Return to Search Previous in List Next in List

8. Click OK

Message

You are about to mark this data as approved. (20000,9067)

Approval serves as your electronic signature verifying that this data is correct to the best of your knowledge. Once approved, you will not be able to make changes.

OK Cancel

After you click “ok”, the “APPROVE” button will grayed out. A “print” button will be visible in case you want to print the entry. You can also move to the next entry that needs approval by clicking on the “next in list” button.

If the supervisor name is incorrect, contact the Human Resources department before submitting (651/767-8200). You may save this data but, please do not submit until the supervisor name is correct.

APPROVE REQUEST RESUBMIT Print