

# Supervisor Instructions



**Time and Effort - semi-annual reporting**

**The attached instructions explain step-by-step how to submit hours semi-annually in PeopleSoft for Time and Effort reporting**



*Updated 7/27/2022*

## Follow Steps to access the semi-annual reporting in *Time and Effort*.

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

Employee Self-Service

Manager Self-Service

Forms

My Reports

Query & Report Manager

Approvals

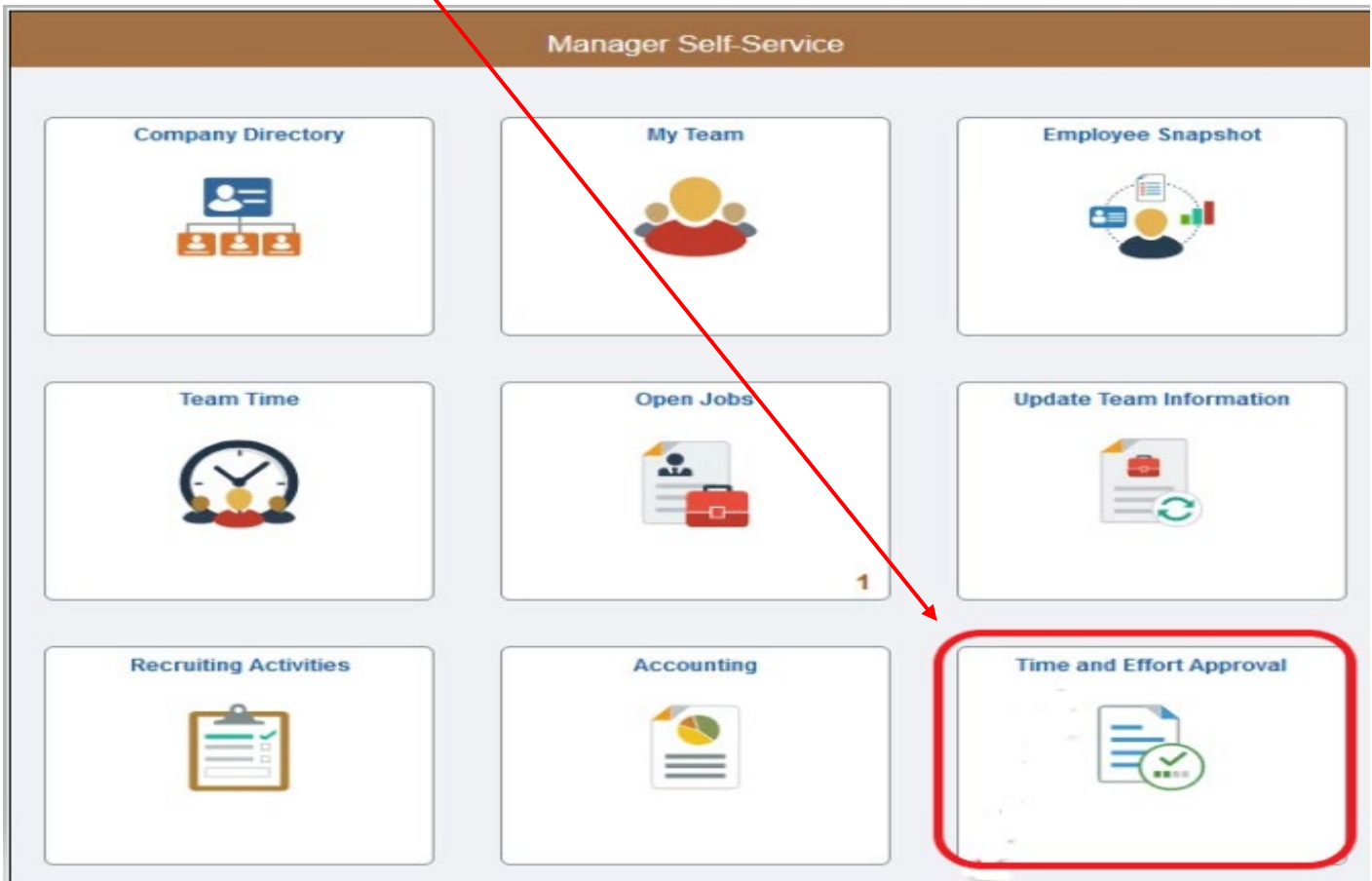
Delegations

Change My Password

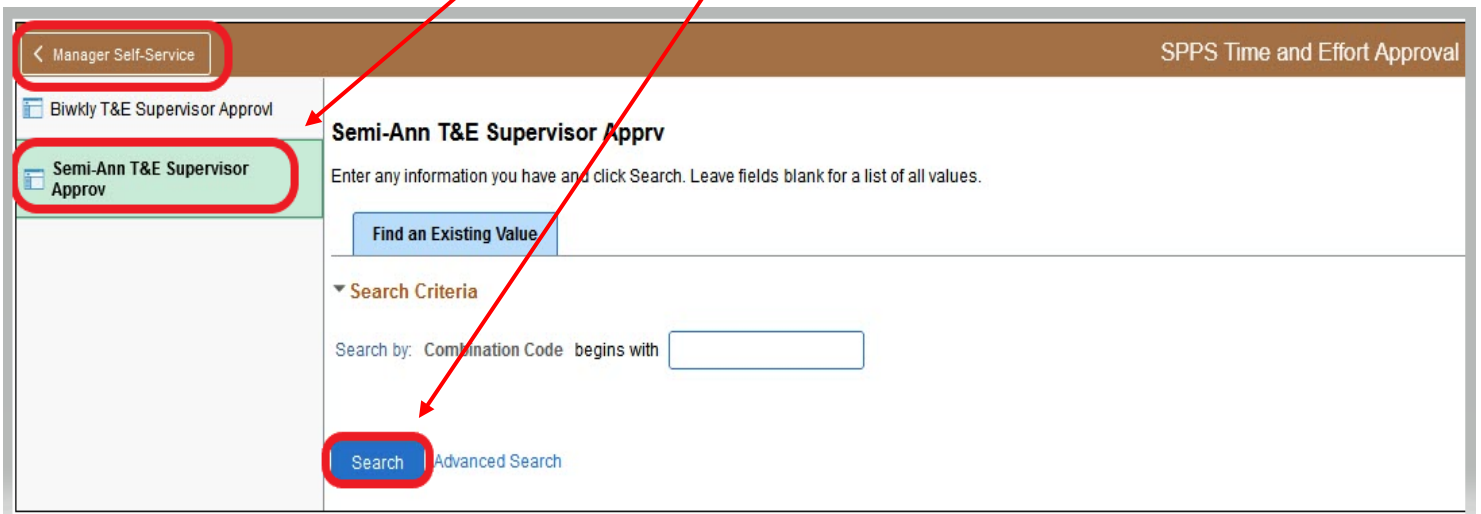
16

1 of 2

4. Click Time and Effort Approval



5. Click Semi-Ann T&E Supervisor Approval then click Search



6. Click on the NotStarted Combination Code

**STATUS INFO:**

**Submitted:** You have approved and complete

**NotStarted:** Still need supervisor's approval

Search Results

View All 1-98 of 98

Combination Code	Begin Date	Report Date	Description	Status
2900521640161432620	01/01/2022	06/30/2022	SPPS Achieves Title I	Submitted
2900521640161449420	01/01/2022	06/30/2022	MLL School Funded	NotStarted
2900542041961741330	01/01/2022	06/30/2022	Title IV (94-142)	NotStarted
2900560559961709115	01/01/2022	06/30/2022	Restorative Practices	NotStarted
2900572115561440011	01/01/2022	06/30/2022	Prior Year Federal Award	NotStarted

- The report will list any / all employees in the program for the six-month period.

7. Review to make sure the Empl Id, name, Actual Begin Date, and End Date are accurate then click APPROVE  
You may have list of employees in one report if they are under the same Combination budget code.

< My Homepage Semi-Ann T&E Supervisor Approv

### Semi-Annual Certification Activity Report for Employees Working on a Single Cost Objective Fiscal Year 2021 - 2022

Print

Program: 2900521640161449420 MLL School Funded  
For the Six-Month Period: 01/01/2022 to 06/30/2022

This form is to be completed every six months for any employee who is paid solely with federal funds from one budget code. The immediate supervisor completes the certification.

Empl ID [Redacted] Default: Begin Date 01/01/2022 End Date [Redacted]  
Location [Redacted] Actual: Begin Date 01/01/2022 End Date 06/30/2022

Report Date 06/30/2022 Status Edit Mode Status Date Stamp 06/30/22 10:34PM

Supervisor [Redacted]

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.

I certify that the employees listed above worked 100% of their time on activities authorized by the federal program stated above.

APPROVE Print

Return to Search Previous in List Next in List Notify

8. Click OK

This log is about to be approved by you. (20000,9072)

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 approved entry will display and the "APPROVE" button will greyed 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.

< My Homepage Semi-Ann T&E Supervisor Approv

### Semi-Annual Certification Activity Report for Employees Working on a Single Cost Objective Fiscal Year 2021 - 2022

[Print](#)

Program: 290052164016 449420      MLL School Funded  
For the Six-Month Period: 01/01/2022 to 06/30/2022

This form is to be completed every six months for any employee who is paid solely with federal funds from one budget code. The immediate supervisor completes the certification.

Empl ID	<input type="text"/>	Default: Begin Date	01/01/2022	End Date	
Location		Actual: Begin Date	01/01/2022	End Date	06/30/2022

Report Date 06/30/2022      Status Submitted      Status Date Stamp 06/30/22 10:55PM

Supervisor

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.

I certify that the employees listed above worked 100% of their time on activities authorized by the federal program stated above.

[Print](#)

[Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)