




Time &  
Effort



Bi-weekly  
Reporting



1

## Employee Instructions

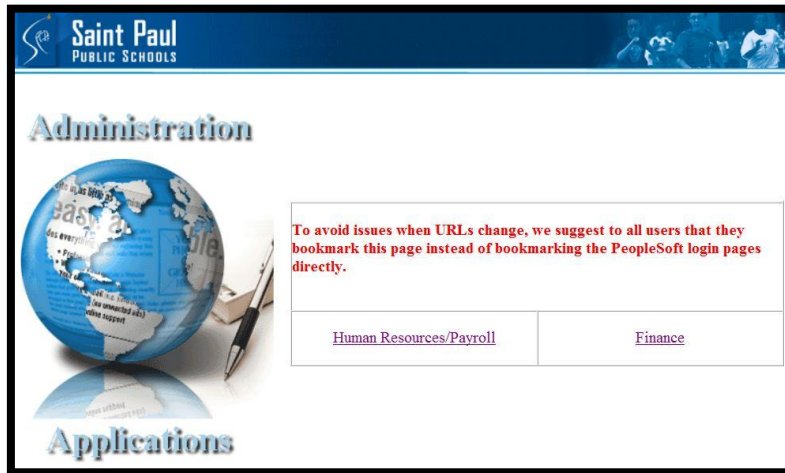
Time and Effort – Reporting hours worked

The attached instructions explain step-by-step how to enter hours worked in PeopleSoft for Time and Effort Tracking.

Updated 08/18/2015

Follow Steps 1-5 to access your *Time and Effort* log.


1. Go to <http://adminapps.spps.org/> and click [Human Resources/Payroll](#).



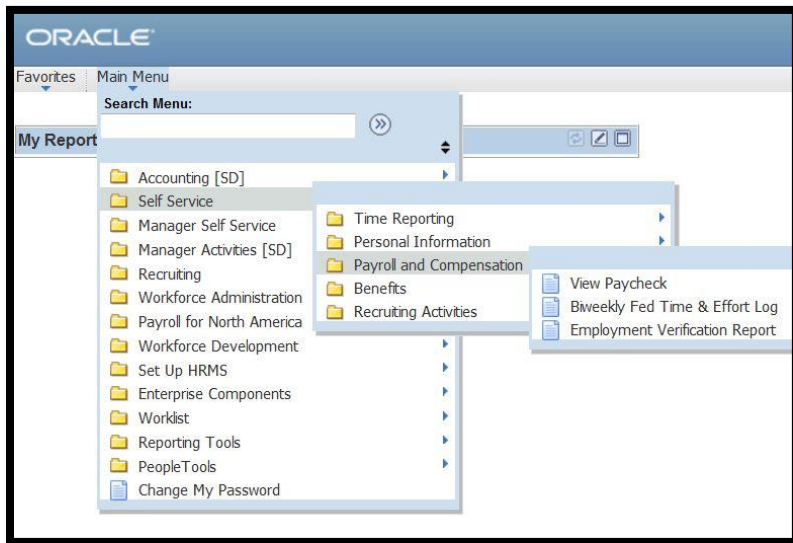
2. Enter your User ID and Password.

Your user ID is your employee #.

If you don't know or forgot your password, click on [Forgot your password?](#) to have it e-mailed to you.

3. From the Main Menu, Click on  Self Service

Then  Payroll and Compensation , and  Biweekly Fed Time & Effort Log




4. Click  . (Leave the Pay Period End Date blank.)

## Biweekly Fed Time Effort Log


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Pay Period End Date: =  

Status: =

[Basic Search](#)  [Save Search Criteria](#)

**Follow Steps 5-8 to enter your hours in the *Time and Effort* log.**

5. Click on the desired pay period end date.

**STATUS INFO:**

**Not Started:** Hours need to be entered yet.

**Saved:** Hours may have been entered, but the item has not been submitted yet.

**Submitted:** The entry is done and has been submitted to your supervisor. Once your supervisor approves the entry, it will disappear from the queue. You cannot change an entry once it is done.

**Biweekly Fed Time Effort Log**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Pay Period End Date =

Search [Advanced Search](#)

Search Results

Pay Period End Date	EmpID	Name	Status
04/24/2009			NotStarted
03/13/2009			NotStarted
12/19/2008			NotStarted
10/10/2008			Submitted
09/26/2008			Submitted
08/29/2008			Saved
08/15/2008			Saved
08/01/2008			NotStarted
07/18/2008			Saved
07/04/2008			NotStarted

6. Verify that the supervisor listed for you is correct. If it is not correct, contact Human Resources to fix it *before* you submit your time and effort hours.

7. Review the "Actual Hours Worked" and Modify if necessary.

(Note: Paid time off should be reported as hours worked. This includes sick time, vacation hours, etc. However, non-duty days should *not* be reported in T&E.)

**Fiscal Year 2008 - 2009** [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. The total must equal 100%.

EmpID: \_\_\_\_\_ Name: Freetime, Seymour

Pay Period: 04/11/2009 to 04/24/2009 Job Title: Tchr - Hourly

Program	Default Hours	Actual Hours Worked	% of Time
0100571000061430000 No Description	16.00	<input type="text" value="16.00"/>	80.00%
2900520643361434240 Safe & Drug Free Schools	4.00	<input type="text" value="4.00"/>	20.00%
<b>Total</b>	20.00	20.00	100.00%

Status: Not Started Date/Time Stamp: \_\_\_\_\_

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.

Supervisor ID: 059653 Name: Martinson, Michael L.

**SUBMIT** 65432 **Jer, Mannie**

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

8. Click **SUBMIT** [Save](#) if you want to save your information without submitting it. A reason to use this feature might be if you need to check with some one else to confirm your data first.

9. Click **OK**

Employee Self Service

- Payroll and Compensation
  - Payroll and Compensation Home
  - View Paycheck
  - Biweekly Fed Time & Effort Log
- Recruiting Activities
- Recruiting
- Reporting Tools

Jer, Mannie

This log is about to be submitted to Martinson, Michael L. for approval. (20000,9063)

Submission serves as your electronic signature verifying that this data is correct to the best of your knowledge. Once submitted, you will not be able to make changes. If changes are necessary after submission, you will need to contact your supervisor.

**OK** [Cancel](#)