



# Time & Effort mi-Annual Reporting

## 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 9/11/2015*



**Follow Steps 1-5 to access the semi-annual reporting in *Time and Effort*.**

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

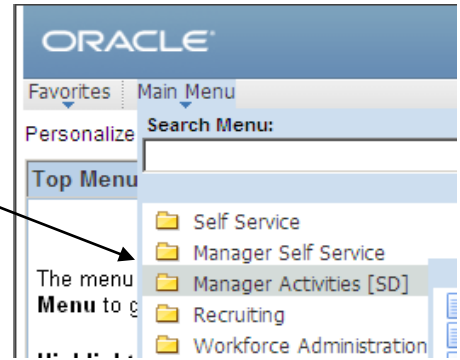
password, click on [Forgot your password?](#)

to have it e-mailed to you.



3. From the Main Menu, Click on

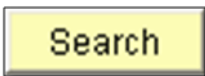
▶ **Manager Activities [SD]**



4. For semi-annual reporting, click



5. Click



(Leave the Pay Period End Date blank.)

### Semi-Ann T&E Supervisor Approv

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

Find an Existing Value

▼ Search Criteria

**Search by:** Combination Code begins with

[Advanced Search](#)

**Follow steps 6-10 to submit hours in your *Time and Effort* semi-annual queue.**

6. Click on the desired report date for the desired account code.

**Semi-Ann TE Supervisor Approv**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


Search by: Report Date =

Search Advanced Search

Search Results

Report Date	Supervisor ID	Begin Date	Account Code	Description
12/31/2008	304980	07/01/2008	2900541241961431330	Title IV (94-142)
12/31/2008	304980	07/01/2008	2969941242061401080	Preschool Incentive

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


7. If needed, you can add a person to the report by clicking the 

8. Review the begin and end dates for all employees on the list and modify if necessary.

**Semi-Annual Certification**  
**Activity Report for Employees Working on a Single Cost Objective**  
**Fiscal Year 2008 - 2009**

Program: 2900541241961431330 Title IV (94-142)  
For the Six-Month Period: 07/01/2008 to 12/31/2008

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

EMPLID	234567	Quirl, Grace	Default: Begin Date	08/25/2008	End Date	08/30/2008	
Location	699	1919 University Avenue	Actual: Begin Date	08/25/2008	End Date	08/30/2008	

Report Date 12/31/2008 Status NotStarted Status Date Stamp

Supervisor 651321 Jer, Mannie

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

Return to Search Previous in List Next in List Notify

9. Click 

10. Click 

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 be 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.