Student PeopleSoft Online Time Entry

- 1. Log in to Peoplesoft: the following link will get you there whether you are on or off campus: http://tconline.trincoll.edu
- 2. To enter time: Self Service > Time Reporting > Report Time > Timesheet

	Favorites Main Menu > Manager Self Service > Tim	e Management > Report Time > Timesh	eet		
		• •			🖉 New Window 🕜 Help 📰 http
	Timesheet				
	John Smith	Employee ID:	1234567		
	Job Title: Student Non Work Study	Empl Record:	8		
	Calendar Period	Designed and the second	Previous P	Period Next Period	
	08/19/2014	Reported Hours:	0.00 Provides Free	laves Next Feedback	
	*Date: 08/16/2014	Scheduled Hours:	0.00 Previous Emp		
	From Monday 08/18/2014 to Sunday 08/31/2014 🔞				
	Mon Tue Wed Thu 8/18 8/19 8/20 8/21	Fri Sat Sun 8/22 8/23 8/24	Mon Tue Wed 8/25 8/26 8/27	Thu Fri S 8/28 8/29 8/2	Sat Sun Total 30 8/31 Hours Time Reporting Code
Check Dates —					
	Save for Later Submit	Apply Schedule			
	Description Charters				
	P Reported Time Status				
	▶ Reported Time Summary				
	Punch Timesheet				
	Return to Select Employee				
	Manager Self Service				
	Time Management				

Be sure the CORRECT pay period is displayed. Timesheet will open to the current date and pay period it occurs in.

If not the correct date, click on "previous period" (or enter pay period begin date in date field). Your timesheet will display by Calendar Period (Pay Period) by default. This view will show two weeks.

3. Enter hours worked for each day.

Enter the hours and the appropriate Time Reporting Codes for each day. All Codes available for your job are listed in the dropdown menu. The codes are the same as your current timesheet.

Your hours will not submit correctly without a TIME REPORTING CODE!!

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Timeshee	et							122456	7						
John Sn	nith					Employ	/ee ID:	125450	/						
In the Title of						5									
Job Hue.	Student Non	work Study				Empred	cord.	8							
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*Date:	08/18/201	14 🕅	- ¢	9	cheduled Ho	urs:	0.	00	Previous E	<u>Employee</u>	Next Employ	/ee			
From Monday	08/18/2014 to 1	Sunday 08/	31/2014	?											
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Please be sure to press "Enter" on your keyboard after you have completed your time entry and before you click "Save for Later". You must click "Save for Later" before you submit your timesheet, this will total the hours. 4. Submit or Save for Later if you are doing daily entry

Submit – Time will be sent to your supervisor

Save for Later –Time will be held until submitted, allowing you to enter time daily/weekly without submitting to your supervisor

After selecting Submit - You will receive a confirmation message

Timeshee	£	
Submit	Confirmation	
The S	iubmit was successful.	
DK Time	for the Week of 2013-01-14 to 2013-01-20 is submitted	

When you submit your time, your supervisor will automatically receive an e-mail notification.

When your supervisor has approved your time you will receive an e-mail notification. **Please be sure your supervisor approves your time by the Payroll due date