

PEOPLESOFT TIME ENTRY 9.0 VERSION

The Payroll Office is please to introduce the upgraded PeopleSoft 9.0 web timesheet database. Take a minute to view the presentation and your timesheet entry experience will be as smooth as before.

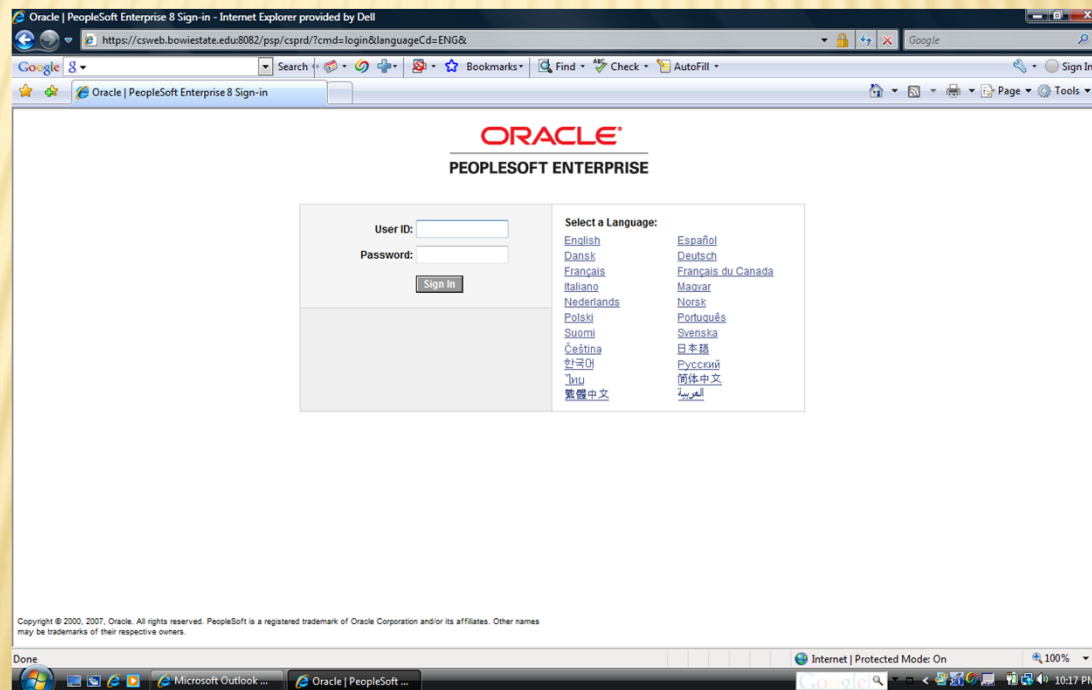
Thank you.

Should you have any questions or problems please contact the Payroll Office.

Duane Williams – Supervisor
Jatina Cooke – Payroll Processor

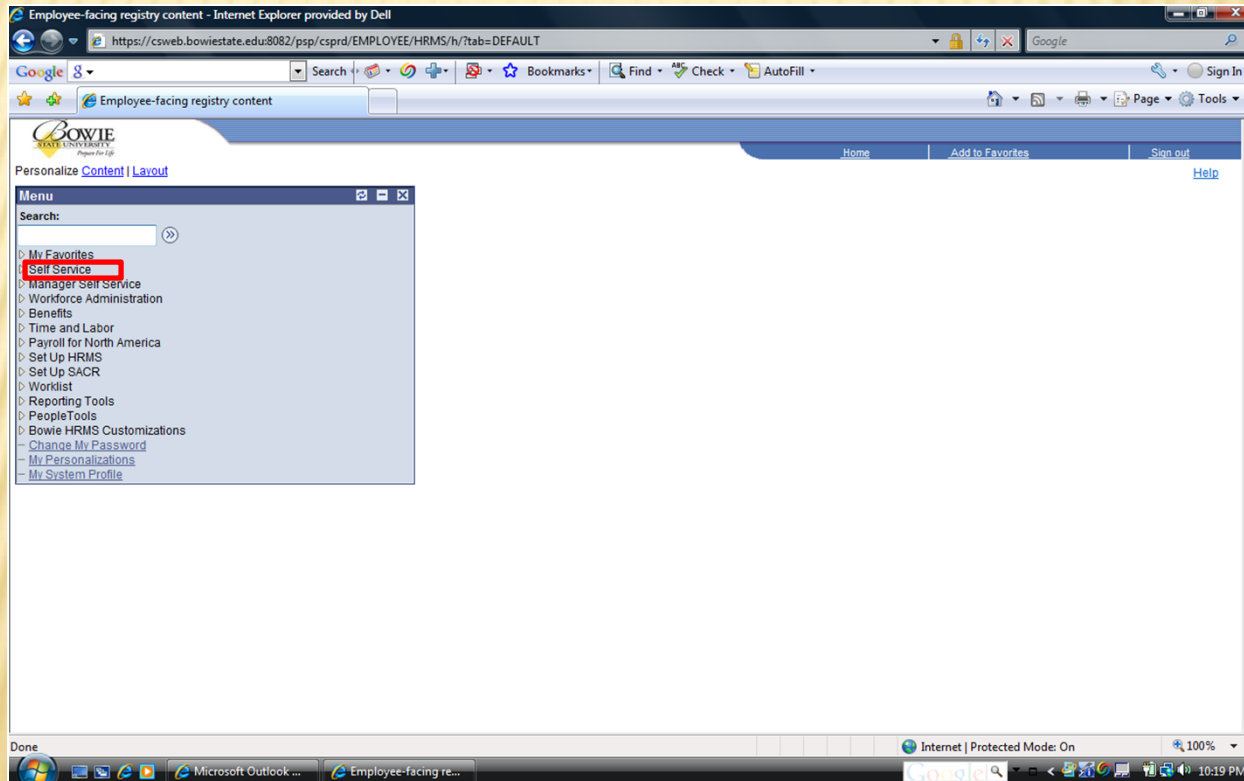
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When logging into the system your user name and password will remain the same. If you have password problems please contact the helpdesk (24357)



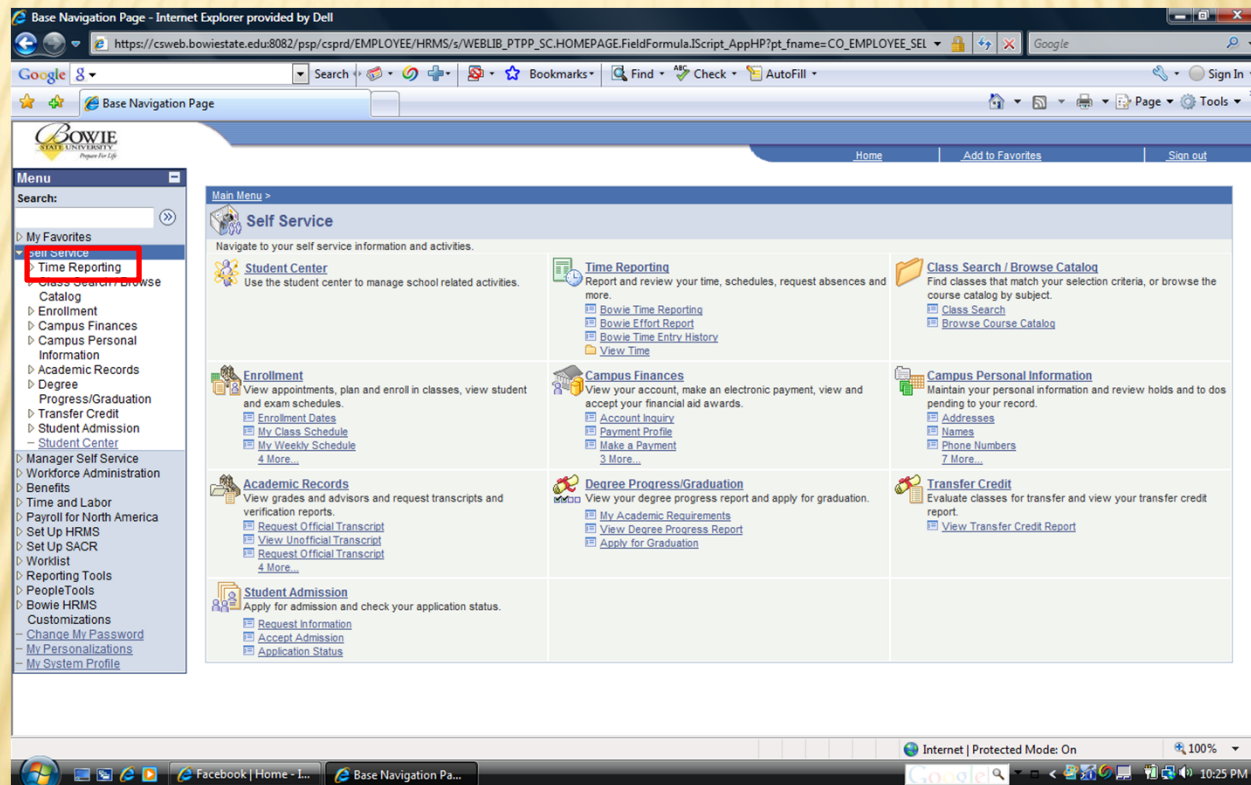
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To access your timesheet click *Self Service*.



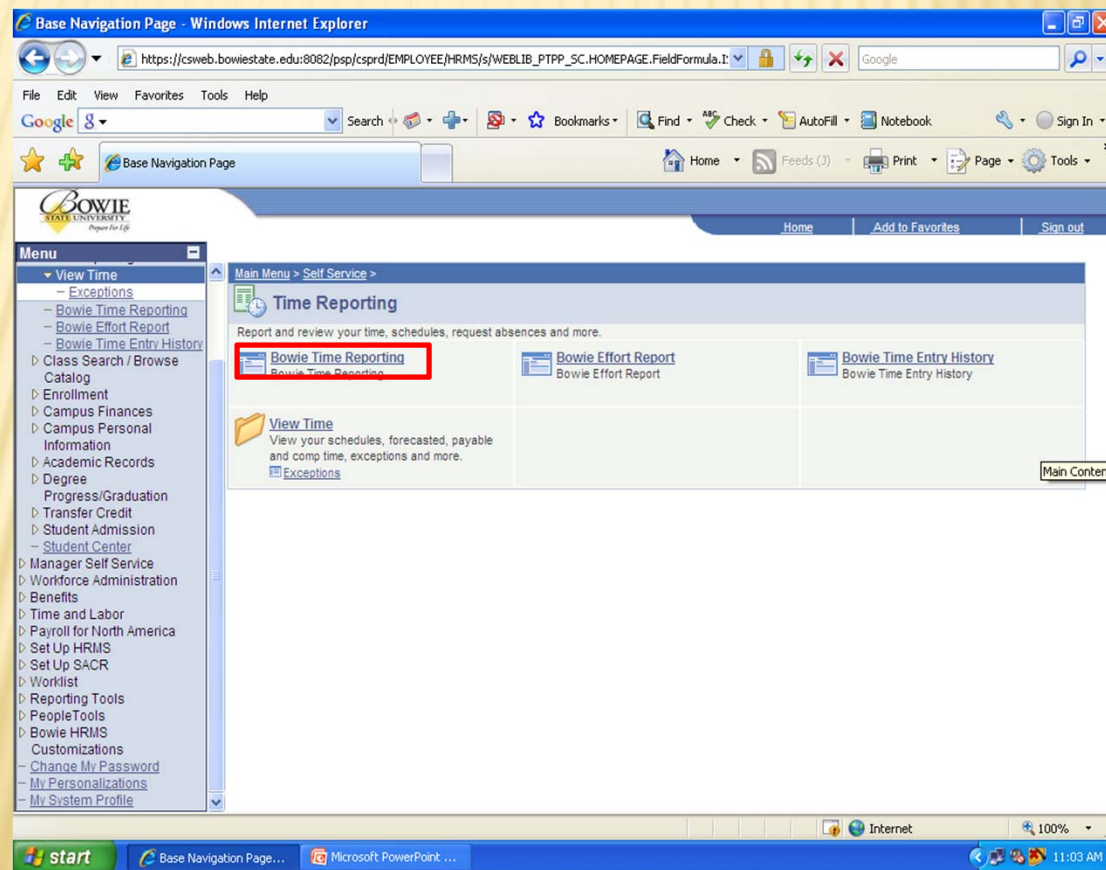
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The next step is to select *Time Reporting*.



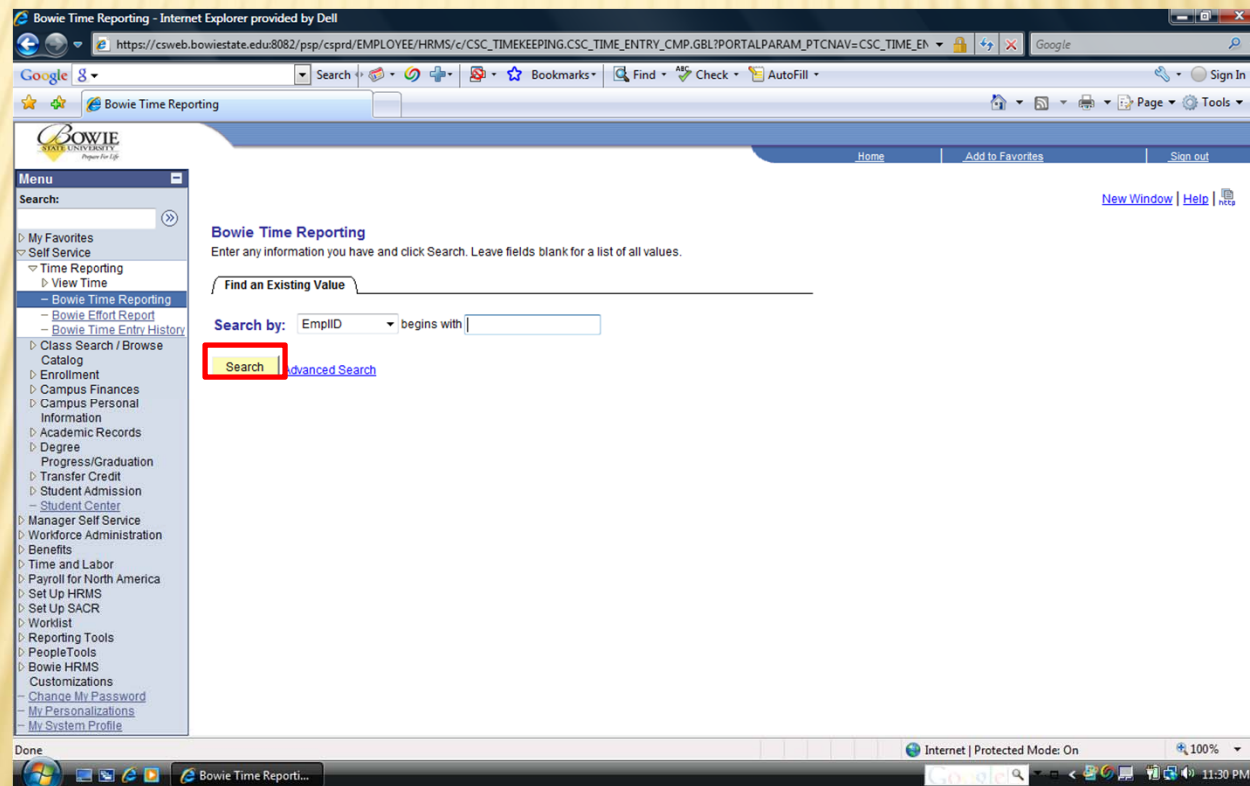
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Now select *Bowie Time Reporting*.



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Then click *Search*.



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You now have accessed your timesheet. Please proceed as usual.

Bowie Approve Time by Group - Internet Explorer provided by Dell

https://cswweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/CSC_MANAGER_TIMEKEEPING.CSC_TIME_APPVR_CMP.GBL?FolderPath=PORTAL_ROOT_1

Google

Search

Sign In

Bowie Approve Time by Group

Home Add to Favorites Sign out

New Window Help Customize Page

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - View Time
 - Bowie Approve Time by Group
 - Bowie Approve Labor Transfers
 - Bowie Mgr View Emp Time History
- Workforce Administration
 - Benefits
 - Time and Labor
 - Payroll for North America
 - Set Up HRMS
 - Set Up SACR
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Bowie HRMS Customizations
 - Change My Password
 - My Personalizations
 - My System Profile

Employee Detail (Approve Time)

Empl: [REDACTED] Rcd#: 0 Group ID: [REDACTED] Name: [REDACTED] Contract End Date: 05/16/2009

DeptID: [REDACTED] Job Title: [REDACTED] Empl Class: [REDACTED] Project/Grant ID: [REDACTED]

Dept: [REDACTED] Budget Data Inquiry Pay Period End Date: 02/24/2009 Pay Period Begin Date: 02/11/2009

Leave Balances

As Of: 02/22/2009	Hours	Days	Hours	Days	Hours	Days
Sick: 0.00	0.00	Personal: 0.00	0.00	Holiday: 0.00	0.00	
Advance Sick: 0.00	0.00	Annual: 0.00	0.00	Comp: 0.00	0.00	

Time Entry

Customize Find First 1 of 1 Last

Enter Time Approval/Comments Delete Entry

Weekday	Date	TRC	TRC Description	Work Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
1	02/22/2009			0.00								

Add Delete

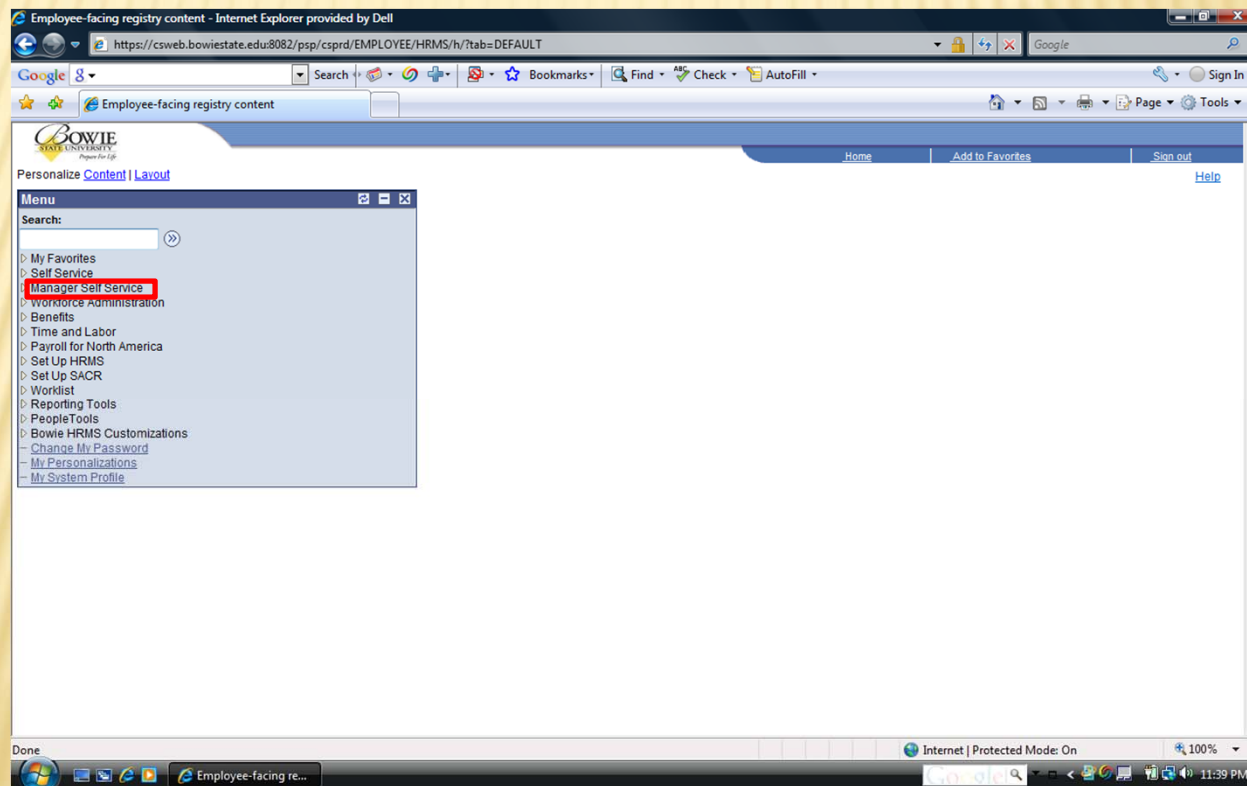
Internet | Protected Mode: On 100%

Bowie Approve Tim...

11:37 PM

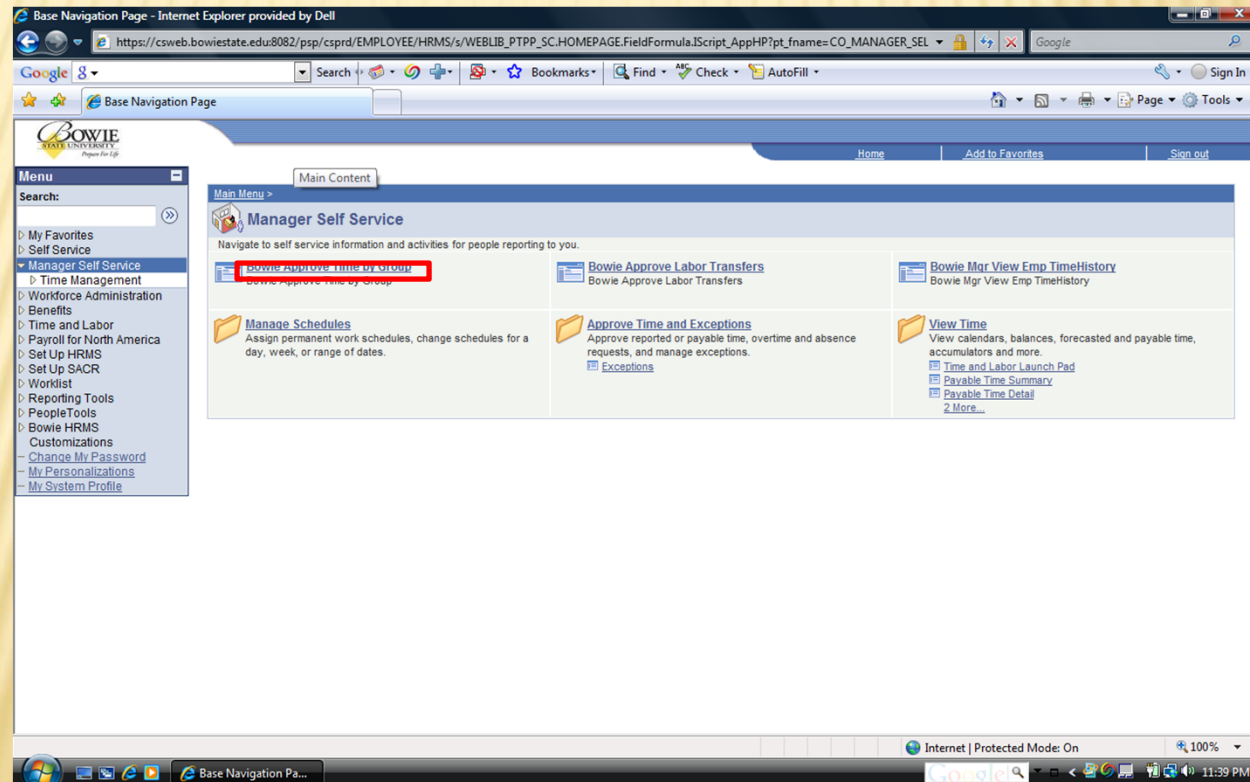
PEOPLESOFT MANAGER PROCESS 9.0 VERSION

Managers, when approving employee's web time select *Manage Self Service*.



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Managers next select *Approve Time by Group*.



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Managers' final step is to select *Search* and choose the group you are approving - Regular Staff (Reg) or Contractual Staff (Con). Please proceed as usual.

