Non-Exempt Timesheet Entry

1. Log into **PeopleSoft HRMS** (college homepage, myPDCCC, Online Services, VCCS HR: Human Resource System)

   ![Image of PeopleSoft HRMS login interface]

   Please LOG OUT when you are finished!

   Last Login Date: Monday, April 11, 2011 07:54 PM  
   Last Login IP: 164.106.154.37

2. Click on **Self-Service**

3. Click on **Time Reporting** from the menu or choose it from the right side of the screen.

   ![Image of PeopleSoft HRMS menu with Time Reporting highlighted]
4. Click on Timesheet, change the View By to TIME PERIOD

5. Top of the timesheet screen looks like the screen print below.

   a. Change the View By to Time Period so that you are sure you have the correct pay period.
   b. The Date will reflect the current time period.
   c. Previous Time Period. (Last timesheet submitted)
   d. Next Time Period (timesheet for next pay period)
   e. Reported Hours will show any hours you have reported during this time period.
   f. Scheduled Hours will show the hours scheduled for the time period you have chosen.
6. As a non-exempt employee, you only need to submit your time sheet at the end of the pay period. It is a good habit to learn to daily enter your time. This is especially helpful when you have taken time off.

- Key in the total number of hours you worked per day. If you are entering the time daily, click on Save for Later and submit it at the end of the pay period.

- You MUST indicate that the time is Regular Time.
  - All time is reported as Regular Time. If you have worked Overtime, then HRMS will figure that automatically based on the total hours for the week.

**IMPORTANT**

Once you summit your time sheet at the end of the pay period, you will need to contact HR/payroll if changes need to be made.
Summary: Hourly Employee Time Entry

- Log into PeopleSoft HRMS
- Self Service
- Time Reporting
- Report Time
- Timesheet
- View By—Time Period (you need to select Time Period, it is not the default)
- For the current day, enter the amount of time you worked.
- Time Reporting Code (Regular Time)
- Submit daily OR at the end of the time period
  - Time may be entered daily and Saved for Later.