

How to Use Timesheets

Quick Reference Guide

How to Use Timesheets

Purpose:	This quick reference guide shows you how to use the timesheet feature in PeopleSoft to report time worked or exception time taken.
Audience:	All University of Calgary employees.
Prerequisites:	Must be logged in to the myUofC portal to access timesheets.

Step 1: Access Your Timesheet

- 1. From the myUofC portal, click **All about me**.
- 2. Under the My job header, click **Report time**.

Your timesheet is displayed.

	Dashboard -	All about me	My work
My job	My space	1. N	ly pay
My onboarding	Get furniture	M	y paycheque
Report time 2.	Optimize ergonomics	M	y banking info
Get logos & templates	Order computer hardware	e M	y tax forms
Order business cards	Order computer software	M	y T4/T4A Consen
Recognize a colleague	Order a cell phone/smart	phone M	y notifications
Training & Development	Get phone services	P	ayroll calendar
MaPS performance mgmt	Report a facility issue	G	rad Student Earnii
Academic performance report			
OADM			
Careers on campus			

Step 2: Confirm Date Range

- 1. Confirm the date range shown above your timesheet is correct.
- 2. If the date range is not correct:
 - a. use the calendar to choose the timesheet range and click refresh (4); or,
 - b. use **Previous Period** and **Next Period** links to refine your timesheet.

Select A	Another	Timesh	eet													
	*View By Calendar Period V											2b.	revious	Period	Next	Period
	2a. *Date 2016/06/01															
1						R	eported	Hours	0.00							
From We	ednesda	y 2016	/06/01	to Wed	nesday	/ 2016/()6/15 🕝)								
Wed 1/6	Thu 2/6	Fri 3/6	Sat 4/6	Sun 5/6	Mon 6/6	Tue 7/6	Wed 8/6	Thu 9/6	Fri 10/6	Sat 11/6	Sun 12/6	Mon 13/6	Tue 14/6	Wed 15/6	Total	Time Reporti

Note: If you have missed your deadline for timesheet entry, contact your manager to confirm the entry procedure.



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Step 3: Enter Hours to Report

1. Enter the hours you are reporting for each applicable date for the chosen time period.

F	rom We	dnesda	ay 2016	/06/01 t	to Wee	dnesday	2016/0	6/15 🧃)						
	Wed 1/6	Thu 2/6	Fri 3/6	Sat 4/6	Sun 5/6	Mon 6/6	Tue 7/6	Wed 8/6	Thu 9/6	Fri 10/6	Sat 11/6	Sun 12/6	Mon 13/6	Tue 14/6	Wed 15/6
					1. (7	7	7	7	7					

Step 4: Choose Time Reporting Code

- 1. Under the **Time Reporting Code** column, click the **dropdown arrow**.
- 2. Choose the code that represents the time you are reporting.

Time reporting codes will vary depending on your role:

- Hourly employees will enter time worked or exception time taken
- Salaried employees will enter exception time taken

Note:

The Time Reporting Code you choose is applied to all hours reported in that row of the timesheet. If you require more than one reporting code per timesheet, use separate rows in the timesheet to record your time correctly.

је /6	Wed 15/6	Total	Time Reporting Code	*Taskgroup	Business Unit	
		1.	<u> </u>	HOURLY	Q	UCALG
				HOURLY	Q	UCALG
			~	HOURLY	Q	UCALG

e 6	Wed 15/6	Total	Time Reporting Code	*Taskgroup	Business Unit
		2		HOURLY	UCALG
		2.	AI5 - 5% Acting Incumbency FNU - Funeral Attendance - Unpaid	HOURLY	UCALG
			HOT2 - OT Holiday @ 2.0 MGR H - MGR Approved Pd Leave	HOURLY	UCALG
			RPT - Regular - Classified Hourly		
			SRP - Sick Leave - Recurring PT SUS H - Suspension Pd		
			UBP_H - Union Business Pd		
onali	ze F	Find 0	WCB - Workers Comp Pd WEL - Well Man/Woman Premium		
	Comm	nents			



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Step 5: Enter ChartField Information (If Applicable)

ChartField codes are not used by all employees of the university. Consult with your manager to determine whether you are required to enter ChartField information when reporting time.

If you are not required to enter ChartField information, proceed to Step 6.

- Click on the ChartFields link. The ChartField Detail screen will appear.
- 2. Enter codes as provided by your manager:
 - a. Fund Code (2 digits)
 - b. Department (5 digits)
 - c. Account (5 digits)
 - d. Internal (9 characters)
 - e. Project/Grant (8 characters)
 - f. Activity ID (5 digits)

Scenario 1 - Project & Activity

	*Taskgroup		Business Unit	Combination Code	1.	ChartFields		
~	SALARIED	Q	UCALG		Q	ChartFields	+	-
~	SALARIED	Q	UCALG		Q	ChartFields	+	-
~	SALARIED	Q	UCALG		Q	ChartFields	+	-

Cł	nartField	l Detail											
Fu	nd Code	2 a.	Department	2b.	Account	2c.	Program Code	Internal	Business Unit PC	Project/Grant	2e.	Activity ID 2f.	
C		Q		Q		Q	Q	Q			٩		
С	Ok	Ca	ncel										
3.													

Scenario 2 - Internal

ChartFiel	d Detail										
Fund Code	2a.	Department	2b.	Account	2c.	Program Code	Internal	20	Business Unit PC	Project/Grant	Activity ID
							۹ 🗀	Q		Q	Q
Ok	Ca	ncel									
3.											

3. Click **Ok**.

Refrain from using Combination Codes. Always enter ChartField information each time you complete your timesheet, as applicable. Additionally, keep in mind that if you require more than one set of ChartField information for reporting purposes, you will need to use the correct ChartField link at the end of the applicable row.

You are returned to your timesheet.

Step 6: Submit Your Timesheet	
1. Click Submit . The Timesheet Submit Confirmation screen is displayed	Submit
2. Click OK .	Timesheet
You are returned to your timesheet and the submission process is complete.	Submit Confirmation
	The Submit was successful.
	I lime for the Time Period of 2016-06-01 to 2016-06-15 is submitted