

### 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.

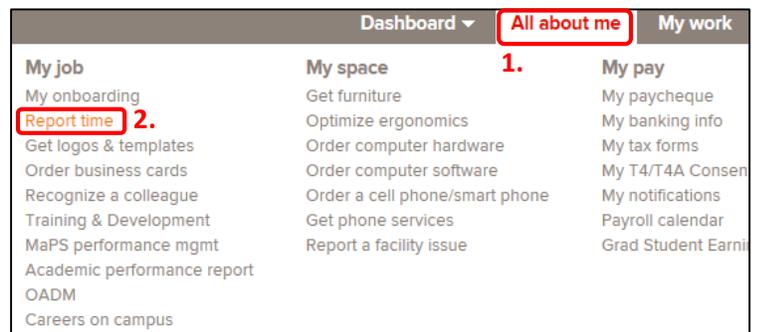
**Audience:** All University of Calgary employees.

**Prerequisites:** Must be logged in to the myUofC portal to access timesheets.

#### Step 1: Access Your Timesheet

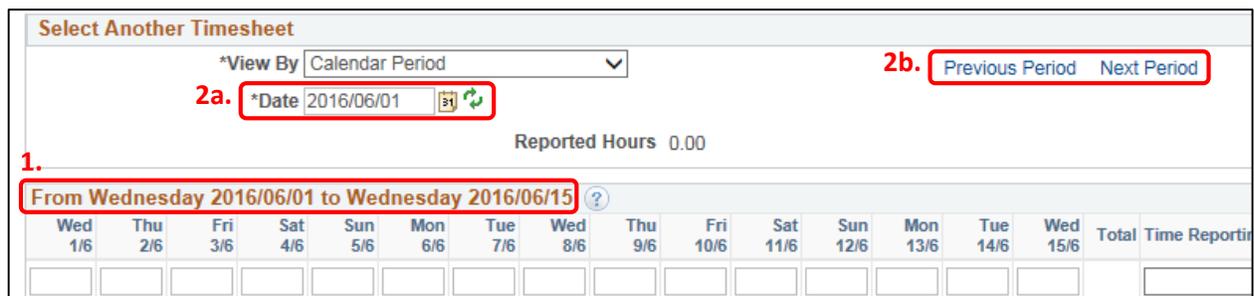
1. From the myUofC portal, click **All about me**.
2. Under the My job header, click **Report time**.

Your timesheet is displayed.



#### 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 (🔄)**; or,
  - b. use **Previous Period** and **Next Period** links to refine your timesheet.



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



### Step 3: Enter Hours to Report

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

From Wednesday 2016/06/01 to Wednesday 2016/06/15														
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
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### 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

Wed 15/6	Total	Time Reporting Code	*Taskgroup	Business Unit
	1.	<input type="text"/>	HOURLY	UCALG
		<input type="text"/>	HOURLY	UCALG
		<input type="text"/>	HOURLY	UCALG

Wed 15/6	Total	Time Reporting Code	*Taskgroup	Business Unit
	2.	<input type="text"/>	HOURLY	UCALG
		<input type="text"/>	HOURLY	UCALG
		<input type="text"/>	HOURLY	UCALG

#### 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.

### 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.

1. 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)

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

#### Scenario 1 - Project & Activity

**ChartField Detail**

Fund Code 2a.	Department 2b.	Account 2c.	Program Code	Internal	Business Unit PC	Project/Grant 2e.	Activity ID 2f.
<input type="text"/>		<input type="text"/>	<input type="text"/>				

Ok Cancel

3.

#### Scenario 2 - Internal

**ChartField Detail**

Fund Code 2a.	Department 2b.	Account 2c.	Program Code	Internal 2d.	Business Unit PC	Project/Grant	Activity ID
<input type="text"/>		<input type="text"/>	<input type="text"/>				

Ok Cancel

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.
2. Click **OK**.

You are returned to your timesheet and the submission process is complete.

<input type="text"/>							
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**Submit**

**Timesheet**

**Submit Confirmation**

✓ The Submit was successful.

Time for the Time Period of 2016-06-01 to 2016-06-15 is submitted

**OK** 2.