

TIMESHEET

All time entry should be entered into PeopleSoft in the pay period the work occurs. PeopleSoft allows users to enter time for the previous two pay periods including the current pay period, anything outside of this timeframe will be locked for time entry. If you have time to enter for a period that is locked in PeopleSoft, please complete this manual timesheet in full to facilitate your payment.

Approved timesheets can be sent directly to the Payroll Department for processing.

Empl. Name:		Empl. ID:		Empl. Record:	
Depart. ID:		Job Code:		E-mail:	

If accounting is required, please complete the section below

Accounting Override:	Fund:	Depart:	Account:	Program:	Internal:	Bus. Unit:	Project ID:	Activity ID:
1.								
2.								
3.								

Month: 1ST - 15TH Revised Year:

Time Reporting Code (TRC)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Accounting Override: (line 1, 2 or 3 from above)

Month: 16TH - 31ST Revised Year:

Time Reporting Code (TRC)	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Accounting Override: (line 1,2 or 3 from above)

Comments:		Approver's Name: (The person you report to)	
Employee's Signature:		Approver's Signature:	
Employee's Phone :		Approver's Email:	
Date:		Approver's Phone:	