

HOURLY STAFF TIMEKEEPING INSTRUCTIONS FOR DESKTOP

Please note: timekeeping instructions will vary if using a mobile device.

Enter Time:

Navigation: myPugetSound> HR Self-Service> Enter Time

Submitting Time: The Submit button saves reported time and routes it for approval. All hours must be submitted by the 6th and 21st of each month for supervisor approval on the 7th and 22nd. If working *regular* hours it is not necessary to select a time reporting code, leave blank unless reporting leave.

Reporting leave: enter hours under Quantity and select appropriate leave code under Time Reporting code.

Select green circle icon to view Payable Time summary.

DESKTOP TIMESHEET EXAMPLE

Enter Time 🏠 ⋮ 🗑️

Job Title Facilities Building Specialist

◀ **7 May - 21 May 2021** ▶
Puget Sound Semi Monthly 7-21
Reported 16.00 Hours

[View Legend](#) Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
07 Friday May Reported 8.00	8:00:00AM	11:30:00AM	12:30:00PM	5:00:00PM				
08 Saturday May Reported 0.00								
09 Sunday May Reported 0.00								
10 Monday May Reported 8.00					VAC - Vacation	8.00		
11 Tuesday May Reported 0.00								

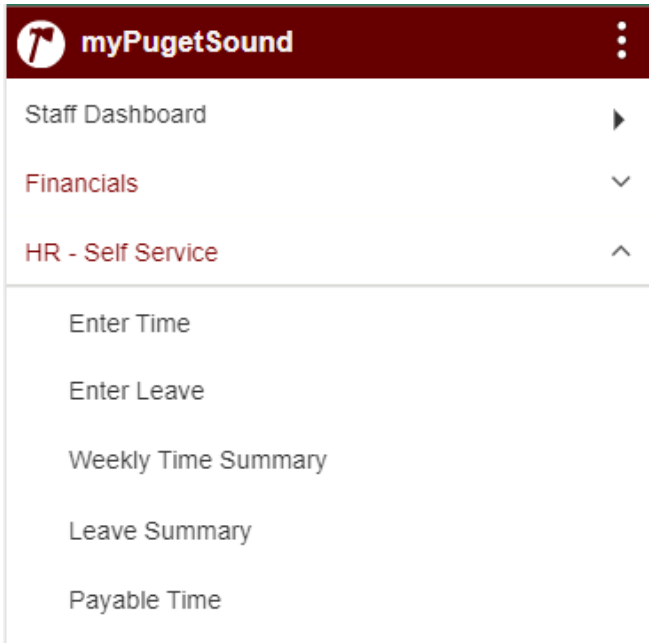
TIME ENTRY TIPS:

- Use the first “In” and last “Out” for shifts under 5 hours.
- Use military time.
- Enter time as it is worked; time should never be entered in advance.
- Use the plus + sign to add rows for leave hours or when multiple shifts are worked on the same day.
- Processed hours update every 15 minutes on the quarter hour except during payroll processing periods.

Technical issues? Contact the Technology Service Desk at servicedesk@pugetsound.edu or at extension 8585. Timesheet or approval questions? Contact the payroll office at payroll@pugetsound.edu or at extension 3368.

HOURLY STAFF TIMEKEEPING INSTRUCTIONS FOR MOBILE DEVICE

HR - Self Service Timekeeping menu



The screenshot shows the mobile application interface for myPugetSound. At the top is a dark red header with the myPugetSound logo and a three-dot menu icon. Below the header is a white menu with the following items:

- Staff Dashboard (with a right-pointing arrow)
- Financials (with a downward-pointing arrow)
- HR - Self Service (with an upward-pointing arrow)

Below the HR - Self Service item, a sub-menu is displayed with the following options:

- Enter Time
- Enter Leave
- Weekly Time Summary
- Leave Summary
- Payable Time

MOBILE DEVICE TIMESHEET EXAMPLE

Report Time

Monday, May 10, 2021

Last action: Out, 03:00 PM 05/10/21

Job
Game Operations-Athletics

Time
4:00:00PM

Time Reporting Code

Submitted 3.50 Hours

In	12:30:00PM	>
Meal	11:30:00AM	>
In	08:00:00AM	>

Comments (0) >

In
Meal
Out

Reporting time worked:

Submitting Time: All hours must be submitted by the 6th and 21st of each month for supervisor approval on the 7th and 22nd.

Time Entry Tips:

- Use the first “In” and last “Out” for shifts under 5 hours.
- Enter hours as military time.
- Enter time as it is worked; time should never be entered in advance.
- Review the Payable Time page before entering leave to make sure hours worked plus leave are equal to your regular shift.
- Enter in and out punches using the punch buttons and by using the Actions menu. Select the three dots next to the Actions menu to access Out punch. Time is saved automatically when a punch is selected.
- Edit time by selecting the arrow next to the corresponding time.
- Do not select a time reporting code if reporting regular hours, leave blank.
- Holiday hours are loaded into timesheets at the end of the payroll period.
- Select the arrow in the upper left hand corner to return to the home page.

MOBILE DEVICE REPORT LEAVE EXAMPLE

Report Leave

Monday, May 10, 2021

*Job
Game Operations-Athletics


*Time Reporting Code

Quantity

Submitted 8.00 Hours

Summary | Detail

Leave - Sick 8.00 Hours

 Absence

Comments (0)

Submit

Reporting Leave: Select the appropriate leave code from the Time Reporting Code dropdown menu, enter the hours taken and select Submit. To edit leave hours, select the arrow next to the submitted hours.

**MOBILE DEVICE WEEKLY TIME SUMMARY
EXAMPLE**

Weekly Time

04/26/21 - 05/02/21

Reported 11.00 Scheduled 40.00

*Job
Game Operations-Athletics

26	Monday	Reported 0.00	>
Apr			
27	Tuesday	Reported 11.00	>
Apr		Out 6:00:00PM, In 3:00:00PM, C	
28	Wednesday	Reported 0.00	>
Apr			
29	Thursday	Reported 0.00	>
Apr			

Weekly Time Summary:

Selecting the arrow next to a day where time is entered takes the user to the Enter Time page. Select the arrow in the upper left corner to navigate back to Weekly Time Summary.

**MOBILE DEVICE LEAVE SUMMARY
EXAMPLE**

< Leave / Comp Time **⋮**

Sick
Plan Type **Sick**
Recorded Balance **982.80**
Minimum Allowed **-96**
Maximum Allowed **9999**

Vacation
Plan Type **Vacation**
Recorded Balance **165.19**
Minimum Allowed **0**
Maximum Allowed **9999**

Floating Holiday
Plan Type **Floating Holiday**
Recorded Balance **8.00**
Minimum Allowed **0**
Maximum Allowed **24**

Personal Business Appointments
Plan Type **Personal Business Appointments**
Recorded Balance **8.00**
Minimum Allowed **0**
Maximum Allowed **8**

Leave Summary: Select a tile to open the time details summary page.

MOBILE DEVICE PAYABLE TIME EXAMPLE

Payable Time

*From
05/01/2020

*Through
05/21/2021

Payable Time Summary

Summary Detail

Time	
Reporting Code	Leave - Floating Holiday
Quantity	18.00
Time	
Reporting Code	Holiday Time Worked
Quantity	14.75
Time	
Reporting Code	Hourly Regular Pay
Quantity	746.50
Time	
Reporting Code	OTHER - Staff Pay
Quantity	53.36
•	
Time	
Reporting Code	Leave - Sick
Quantity	116.04
•	
Time	
Reporting Code	Holiday Pay
Quantity	104.00
•	
Time	
Reporting Code	Vacation
Quantity	113.04
•	

Payable Time: Select the date range for the payable time details you wish to view. Toggle between Summary and Details tab.

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