



SUPPERVISOR TIME ENTRY APPROVAL PROCEDURE

November 4, 2021

- 1) First log into PeopleSoft HCM 9.2 using your employee ID and password.
<https://hcm92.co.riverside.ca.us/psp/h920prda/EMPLOYEE/HRMS/?cmd=logout>.

A screenshot of the Oracle PeopleSoft HCM 9.2 Production login page. The page features the Oracle PeopleSoft logo and the text "HCM 9.2 Production". Below the logo, there are three input fields: "User ID" with the value "E251446", "Password" with a masked password ".....", and "Select a Language" with a dropdown menu set to "English". A blue "Sign In" button is positioned below the input fields. At the bottom of the form, there is a checkbox for "Enable Screen Reader Mode" and a link for "Forgot Your password?".

ORACLE® PeopleSoft
HCM 9.2 Production

User ID
E251446

Password
.....

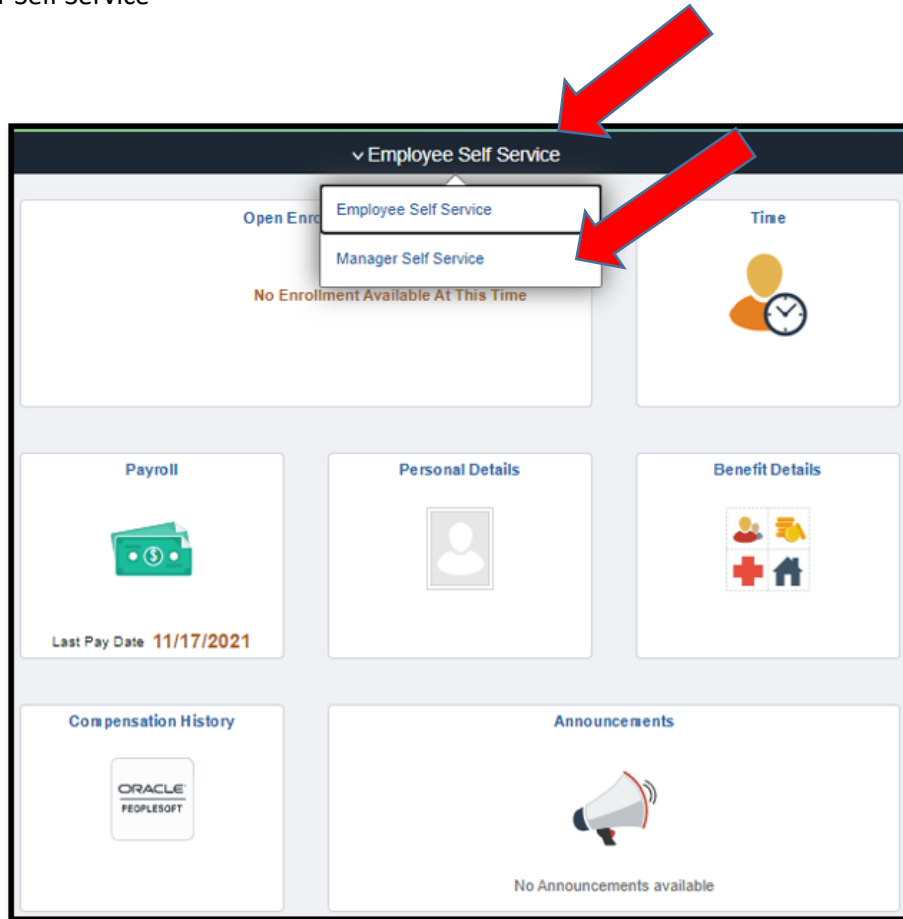
Select a Language
English

Sign In

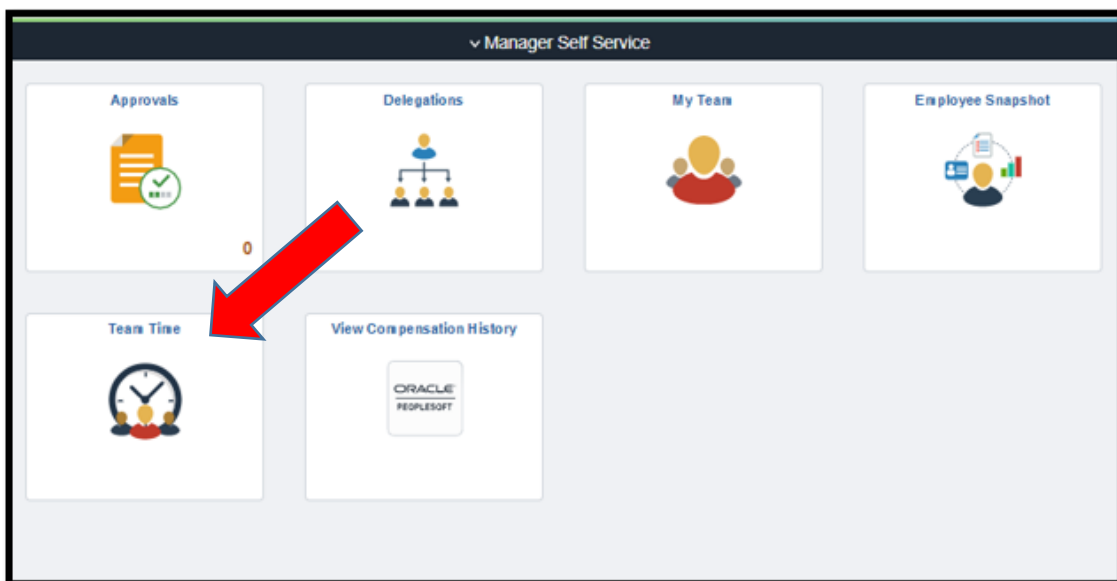
Enable Screen Reader Mode

[Forgot Your password?](#)

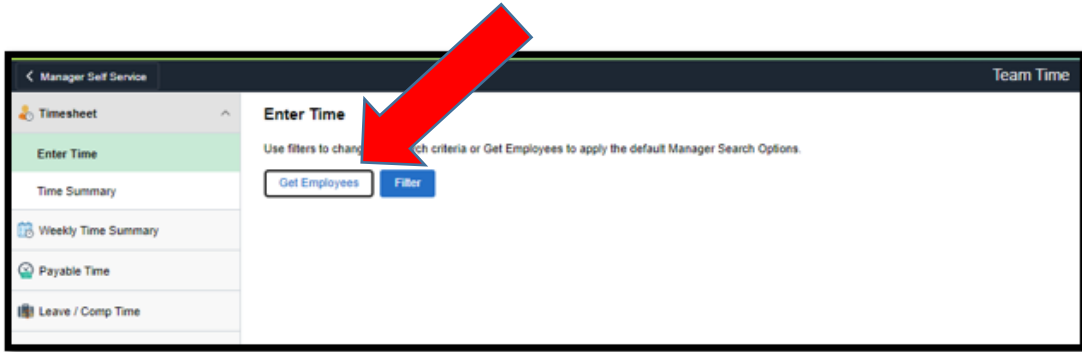
- 2) To see if all your direct reports have submitted their timesheets, first click on “Employee Self Service” to get to “Manager Self Service”



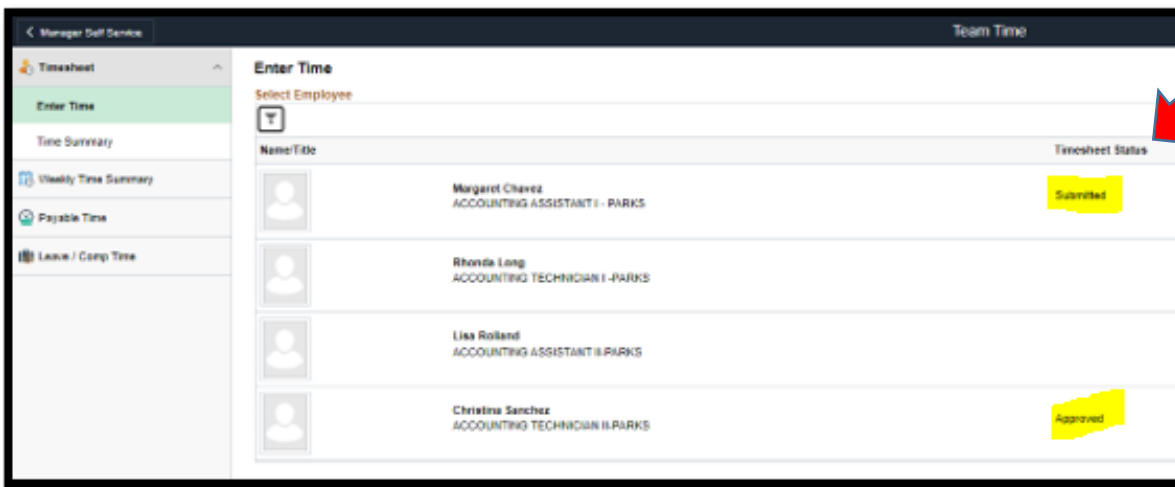
- 3) Next you will see the Manager Self Service dashboard, select “Team Time” tile.



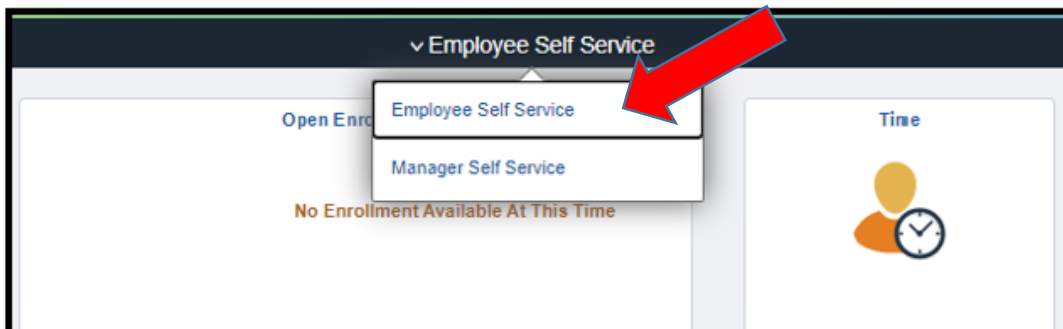
4) Now select “Get Employees” to see your direct reports.



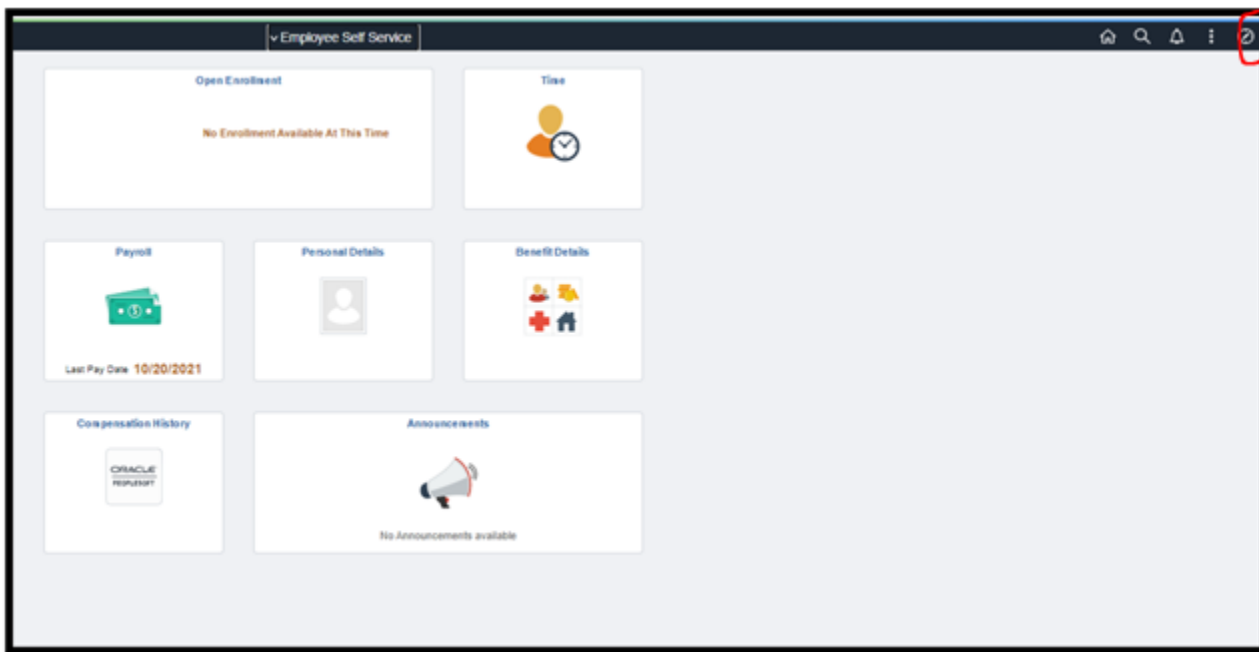
- Here you can see which employees have submitted their time and which employees you may have already approved.



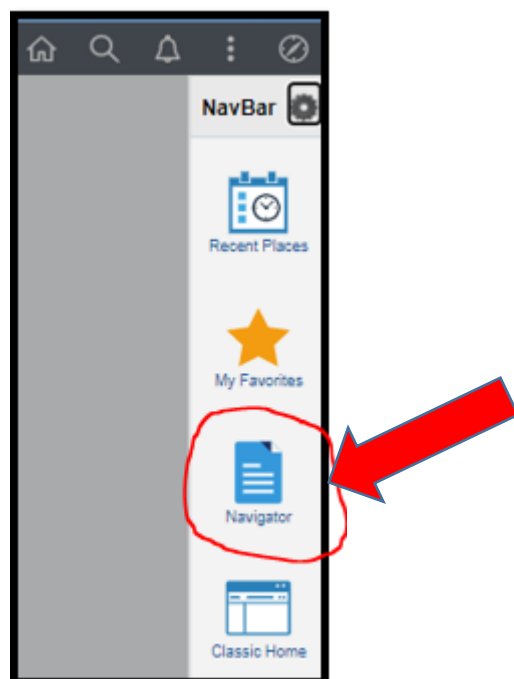
5) When you have seen that your employees have submitted their time return to “Employee Self Service” mode.



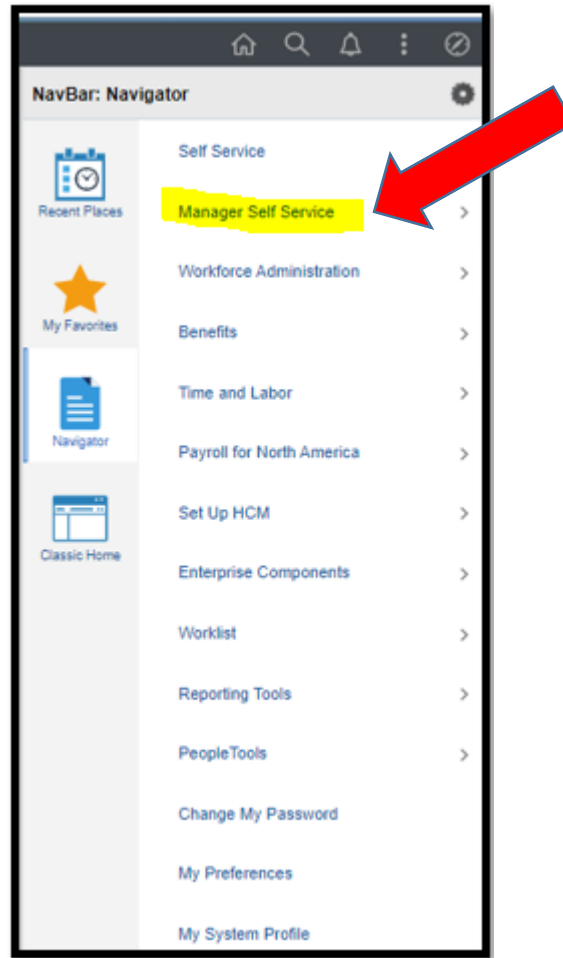
6) From here click on the navigation bar in the right-hand corner.



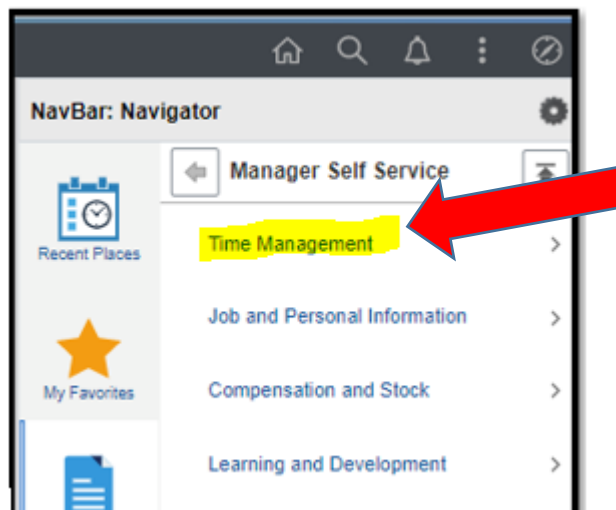
7) This will bring up the following icons on the right side of your screen. Then click on the navigator icon.



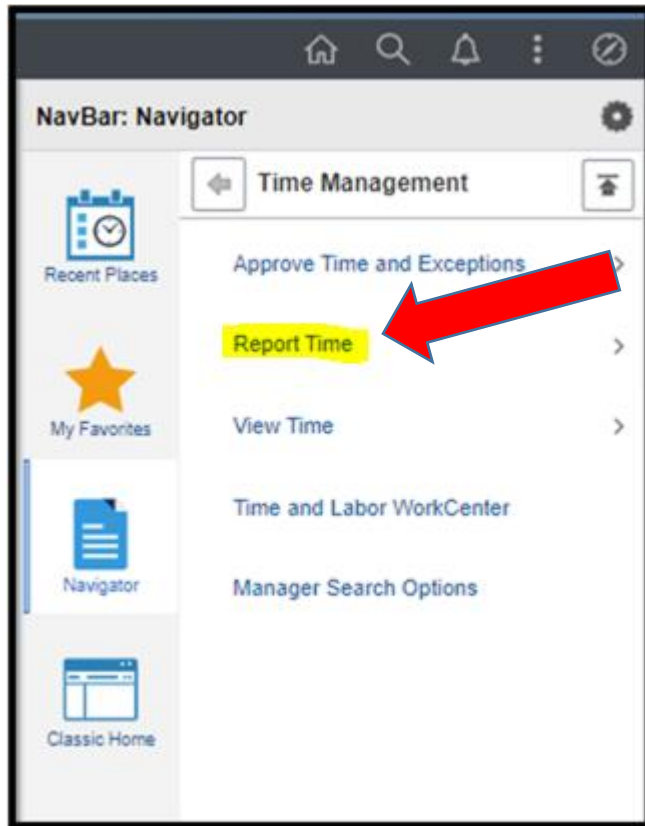
8) Then click on “Manager Self Service”.



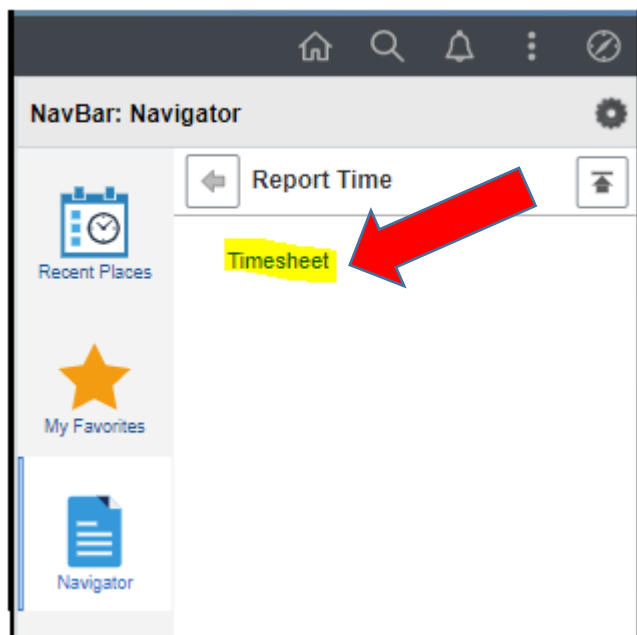
9) Next click on “Time Management”.



10) When the next list shows, click on "Report Time".



11) Last, click on "Timesheet".



12) This is where you will approve your employee's timesheets.

Employee Self Service Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By: Week Show Schedule Information

Date: 10/26/2021 Previous Week Next Week

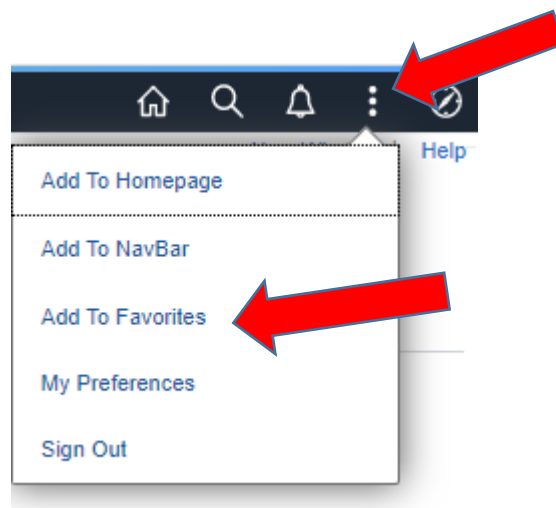
Employees For Tiffany Verduzco, Totals From 10/25/2021 - 10/31/2021

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Last Name				0.000000	0.000000	0.000000		0.000000	0.000000

Approve Reported Time
Manager Self Service
Time Management

- Now that you are here, you can make this page a favorite by clicking on the "Action" button in the right-hand corner and then clicking on the "Add to Favorites". This will allow you to click on the My Favorites icon next time and go directly to the Timesheets page.



13) Once you are ready to approve your employee's timesheets, click on "Get Employees".

The screenshot shows the 'Employee Self Service' interface for 'Timesheet'. At the top, there is a 'Report Time' section and a 'Timesheet Summary' header. Below this is the 'Employee Selection' section, which contains 'Employee Selection Criteria'. This section has a table with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The criteria listed are: Time Reporter Group, Employee ID, Last Name, First Name, and Department. To the right of this table are three buttons: 'Get Employees' (highlighted in yellow and pointed to by a red arrow), 'Clear Criteria', and 'Save Criteria'. Below the selection criteria is a 'Change View' section with a 'View By' dropdown set to 'Week', a date field showing '10/26/2021', and a 'Show Schedule Information' checkbox which is checked. There are also 'Previous Week' and 'Next Week' links. At the bottom, there is a table titled 'Employees For Tiffany Verduzco, Totals From 10/25/2021 - 10/31/2021'. The table has columns for Last Name, First Name, Employee ID, Job Title, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Hours Approved or Submitted, and Denied Hours. The data row shows 'Last Name' with values of 0.000000 for Reported Hours, Hours to be Approved, and Scheduled Hours, and 0.000000 for Hours Approved or Submitted and Denied Hours. At the very bottom, there are links for 'Approve Reported Time', 'Manager Self Service', and 'Time Management'.

14) This will bring up a list of your direct report employees. Click on the first employee.

Employee Self Service Timesheet

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value=""/>
Employee ID	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department	<input type="text" value=""/>

Change View

View By: Week Show Schedule Information

Date: 10/26/2021 Previous Week Next Week

Employees For Tiffany Verdusco, Totals From 10/25/2021 - 10/31/2021

1-4 of 4

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Chavez	Margaret	244146	ACCOUNTING ASSISTANT I - PARKS	44.00	0.00	44.00		0.00	0.00
Long	Rhonda	113052	ACCOUNTING TECHNICIAN I - PARKS	36.00	0.00	36.00		0.00	0.00
Rolland	Lisa	219527	ACCOUNTING ASSISTANT II - PARKS	36.00	0.00	36.00		0.00	0.00
Sanchez	Christina	240936	ACCOUNTING TECHNICIAN II - PARKS	27.00	0.00	0.00		0.00	0.00

Approve Reported Time
 Manager Self Service
 Time Management

15) When the page opens make sure you are looking at the at the correct dates. If the dates are not correct, click on "Previous Period". This will take you to the prior two-week period. Next make sure there are 80 reported hours for a full-time employee.

Select Another Timesheet

*View By: Calendar Period | Approval Status: | FLSA Status: N 980 5 | [Previous Period](#) | [Next Period](#)

*Date: 10/21/2021 | [Next Employee](#)

Scheduled Hours: 80.00 | **Reported Hours: 80.00** | Overtime: 0.00 | Absence: 35.00 | Unpaid: 0.00

From Thursday 10/21/2021 to Wednesday 11/03/2021

Thu 10/21	Fri 10/22	Sat 10/23	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27
						9.00
9.00				9.00	9.00	

16) Then you will check each line entered to make sure the hours per day, per job code are correct. Starting at the left side of the page you will see the beginning of the pay period and time entered.

Select Another Timesheet

*View By: Calendar Period | Approval Status: Approved | FLSA Status: N 980 5 | [Previous Period](#) | [Next Period](#)

*Date: 10/07/2021 | [Next Employee](#)

Scheduled Hours: 80.00 | **Reported Hours: 80.00** | Overtime: 0.00 | Absence: 4.00 | Unpaid: 0.00

From Thursday 10/07/2021 to Thursday 10/14/2021

Thu 10/7	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14
				8.00			
9.00					9.50	9.50	7.00
							2.00

Submit | Approve | Deny

17) Scrolling to the right is where you will find the time reporting codes, task profile ID and project codes for each line. You can also see the total for each line beside the time reporting code.

Total	Time Reporting Code	*Taskgroup	Task Profile ID	Project ID	Task	Activity ID
8.00	HOL - Holiday	PK001	A003898304	PK-GEN		0000000000000000
68.00	REG - Regular	PK001	A003898304	PK-GEN		0000000000000000
4.00	SCK - Sick	PK001	A003898304	PK-GEN		0000000000000000

- If you are not sure if the task profile ID is correct you can click on the magnifying glass to the right and a drop-down list will pop-up and you can search the codes.

Look Up Task Profile ID
×

A003898313	Santa Ana River Mitigation MBK	93110125550
A003898314	Multi Species Reserve	93111625540
A003898327	Habitat & Open Space Mgmt	93117025430
A003898328	Off Road Vehicle Management	93116025440
A003898361	Parks General Admin	93140025400
A003898488	Volunteer Management Services	93126525400
A003898633	Parks DIF Projects	93180033120
A003898706	Parks Grant Funded CIP	93112133110
A003898707	Parks Internally Funded CIP	93110533100
A003898941	Fleet Management	93127025400
A003899080	Crestmore Manor	93120525400
A003899134	Lake Skinner Park	93175025620
A003899327	Hab & Opn Spc - Box Springs	93117125430
A003899328	Hab & Opn Spc -Harford Springs	93117225430
A003899384	Hab & Opn Spc-Hidden Valley	93117325430
A003899385	Hab & Opn Spc-SantaRosaPlateau	93117425430
A003899386	Gilman Ranch Historic Museum	93130225400
A003899412	Jensen Alvarado Historic Ranch	93130325400
A003899413	San Timoteo Schoolhouse	93130425400
A003899414	Hidden Valley Nature Center	93130525400
A003899415	Idyllwild Nature Center	93130625400
A003899416	Santa Rosa Plateau Nature Ctr	93130725400
A003899417	Hurkey Creek Park	93140225400
A003899422	Idyllwild Park	93140325400
A003899423	Lake Cahulla Park	93140525400
A003899424	Lawler Lodge & Alpine Cabins	93140625400
A003899425	McCall Park	93140825400
A003899426	Rancho Jurupa Park	93140925400
A003899427	Mayflower Park	93142125400
A003899428	Blythe Parks	93142025400
A003899459	Kabian Park	93140425400

18) Below these lines you will see a section that has several tabs. The three tabs you will most likely use the most are as follows. First is the reported time status tab. This shows you the total time reported per day for each time reporting code. You can also see if the employee attached a note to a specific day on this tab.

Reported Time Status						
Reported Time Status		Summary	Leave / Compensatory Time	Exceptions	Payable Time	
Reported Time Status						
<input type="text"/>						1-11 of 11
Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
10/07/2021	Submitted	9.00	REG	Regular	9.00	
10/11/2021	Submitted	8.00	HOL	Holiday	9.00	
10/12/2021	Submitted	9.50	REG	Regular	9.00	
10/13/2021	Submitted	9.50	REG	Regular	9.00	
10/14/2021	Submitted	7.00	REG	Regular	9.00	
10/14/2021	Submitted	2.00	SCK	Sick	9.00	
10/15/2021	Submitted	8.00	REG	Regular	8.00	
10/18/2021	Submitted	9.00	REG	Regular	9.00	
10/19/2021	Submitted	7.00	REG	Regular	9.00	
10/19/2021	Submitted	2.00	SCK	Sick	9.00	
10/20/2021	Submitted	9.00	REG	Regular	9.00	
Return to Select Employee Manager Self Service Time Management						

19) Second is the summary tab which shows the total hours reported for the pay period.

Reported Time Summary				
Category	Total	Week 1 (10/7-10/13)	Week 2 (10/14-10/20)	
Total Reported Hours	88.00	48.00	40.00	
Total Scheduled Hours	80.00	40.00	40.00	
Schedule Deviation	8.00	8.00		
No category Displayed	88.00	48.00	40.00	

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#)

20) The third tab is the Leave/Compensatory Time tab. This shows the employees leave bank balances. Please remember that this tab is showing leave balances after the hours used in this pay period are deducted from them.

Leave and Compensatory Time Balances					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	648.40	0	99999.000	
Leave	Vacation	301.35	0	480.000	
Leave	Holiday	122.30	0	99999.000	
Leave	Comp Leave Reg	41.15	0	120.000	
Leave	Comp Leave Mgt	0.00	0	99999.000	
Leave	Annual Leave	0.00	0	99999.000	
Leave	Extra Vacation Leave	0.00	0	99999.000	
Leave	Special Vacation Balance	0.00	0	40.000	
Leave	Supplemental Sick Leave	80.00	0	80.000	

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#)

21) Once you have reviewed all hours for the employee you can approve their hours. Below the employee's time you will see an approve and a deny box. If the employee's time is correct click on approve.

<input type="checkbox"/>	10/30/2021	REG	Needs Approval	5.00	†
<input type="checkbox"/>	11/01/2021	REG	Needs Approval	5.00	†
<input type="checkbox"/>	11/02/2021	REG	Needs Approval	6.00	†
<input type="checkbox"/>	11/03/2021	REG	Needs Approval	6.00	†

Select All Deselect All

[Return to Approval Summary](#)

22) Once you click approve, the following message will appear. Click on "Yes".

Are you sure you want to approve the time selected? (13504,2500)

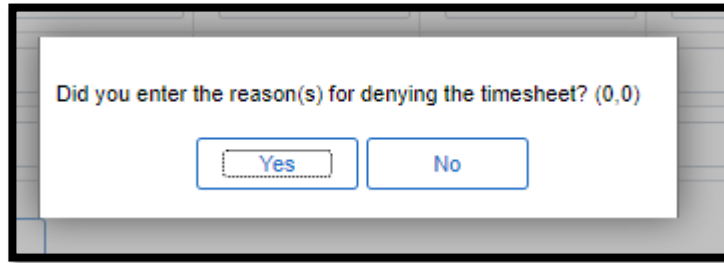
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

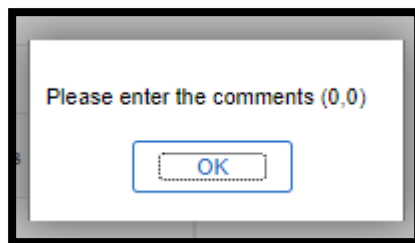
23) If there is a mistake on the employee's time click "Deny". When clicking deny you will have to enter a comment on the day that needs to be corrected. The system will ask you if you are sure you want to deny this timesheet? Click yes.

Are you sure you want to deny this timesheet? (0,0)

24) Next it will ask if you entered a reason for denying the timesheet.



25) If you didn't already enter a comment it will ask you to do it now.



26) Find the day that is incorrect and add a comment on what needs to be corrected. Then you can click deny again.

The screenshot shows a web interface for "Reported Time Status". At the top, there are tabs: "Reported Time Status" (selected), "Summary", "Leave / Compensatory Time", "Exceptions", and "Payable Time". Below the tabs, there is a search bar and a "1-11 of 11" dropdown. The main content is a table with the following columns: "Date", "Reported Status", "Total", "TRC", "Description", "Sched Hrs", and "Add Comments". A red arrow points to the "Add Comments" button for the row dated 10/11/2021.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
10/07/2021	Submitted	9.00	REG	Regular	9.00	<input type="text"/>
10/11/2021	Submitted	8.00	HOL	Holiday	9.00	<input type="text"/>
10/12/2021	Submitted	9.50	REG	Regular	9.00	<input type="text"/>
10/13/2021	Submitted	9.50	REG	Regular	9.00	<input type="text"/>
10/14/2021	Submitted	7.00	REG	Regular	9.00	<input type="text"/>
10/14/2021	Submitted	2.00	SCK	Sick	9.00	<input type="text"/>
10/15/2021	Submitted	8.00	REG	Regular	8.00	<input type="text"/>
10/18/2021	Submitted	9.00	REG	Regular	9.00	<input type="text"/>
10/19/2021	Submitted	7.00	REG	Regular	9.00	<input type="text"/>
10/19/2021	Submitted	2.00	SCK	Sick	9.00	<input type="text"/>
10/20/2021	Submitted	9.00	REG	Regular	9.00	<input type="text"/>

Return to Select Employee
Manager Self Service
Time Management

27) When finished reviewing employee's timesheet you can either click on "Next Employee", which will take you to the next employee in your list, or you can click on "Return to Select Employee". This will take you back to your list of employees and you can choose the next employee you want to review.

Select Another Timesheet

*View By: Calendar Period Approval Status: FLSA Status: N 980 5

*Date: 10/21/2021

Scheduled Hours: 80.00 Reported Hours: 80.00 Overtime: 0.00 Absence: 35.00 Unpaid: 0.00

From Thursday 10/21/2021 to Wednesday 11/03/2021

Thu 10/21	Fri 10/22	Sat 10/23	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27
						9.00
9.00				9.00	9.00	

Reported Time Status | **Summary** | Leave / Compensatory

Reported Time Summary

Category

Total Reported Hours

Total Scheduled Hours

Schedule Deviation

No category Displayed

Return to Select Employee

Manager Self Service

Time Management

28) Repeat steps 1-23 for next employee approval. Once you are finished approving your employee's time, you can return to Manager Self Service to double check all employees have been approved.