

Step

1 Go to PeopleSoft URL – <https://kctcshr.kct.mycmsc.com/psp/kcthrprd/?cmd=login>
Production

2 Menu for Employees:
Home > Self Service > Time Reporting > Report Time > Time and Absence (changed from Timesheet)

3 Enter the number of hours you worked each day during the semi-monthly pay period (e.g. 8/16/2015 – 8/31/2015).

Note: When you first open up a timesheet you will see three rows. Once you save or submit it, it will only show the rows with time in them. Normally, you will only use the top row.

4 Click Submit to request approval from your supervisor. Note: Every time that you click Submit your supervisor will get an email requesting time approval. So, use Save for Later until you are all finished with time entry. Clicking it will not request approval from your supervisor.

5 Certification of Timesheet:
Click OK once you have submitted your timesheet to certify that the time you entered is accurate. Time can be entered 1 period in the past and 90 days into the future.

Timesheet in Needs Approval status or Approved status.

For each row of timesheet entry, supervisor can:
(1) Approve or (2) Deny

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Payable Time:

Time that has been approved is picked up by Payroll's time administration process and processed.

Time is rounded to the nearest 0.25 hours. (Note that in the example 7.51 has been rounded to 7.50.)

Category	Total	Week 1 (8/16-8/22)	Week 2 (8/23-8/31)
Total Reported Hours	82.51	37.51	45.00
Total Scheduled Hours	82.50	37.50	45.00
Schedule Deviation	0.01	-0.01	
No category Displayed	82.51	37.51	45.00

The time administration process takes the time you enter (called "Reported Time" – time entered and approved) and runs it through a number of rules to create what is called "Payable Time" – time that Payroll uses to create paychecks.

Overtime is calculated when Time Admin. process creates Payable Time

This example will create an exception as well that Payroll will need to review as well.

Timesheet
 Andrew Tester
 Maintenance Worker
 Employee ID: 10370829
 Dept: 0000
 Effective Change Date: 08/01/2015

View By: Week
 Date: 08/16/2015
 Scheduled Hours: 37.50
 Reported Hours: 50.00
 Post Timesheet

Day	TRC	Hours	TRC	Hours	TRC	Hours	TRC	Hours	TRC	Hours	Total Time Reporting Code	
Sun	815		Mon	817		Tue	816		Wed	818		
		15.00			15.00			10.00			10.00	50.00

Payable Time Summary Table:

Date	TRC	Description	TRC Type	Payable Status	Quantity
08/17/2015	REG	Regular Earnings	Hours	Estimated	15.00
08/18/2015	REG	Regular Earnings	Hours	Estimated	10.00
08/19/2015	REG	Regular Earnings	Hours	Estimated	15.00
08/20/2015	OFT	Regular Overtime	Hours	Estimated	2.00
08/20/2015	REG	Regular Earnings	Hours	Estimated	1.00
08/21/2015	OFT	1.5 Overtime	Hours	Estimated	10.00

Annotations:
 - Hours worked are entered. (In this example 50 hours are worked for the week.)
 - Overtime hours are automatically calculated when time administration creates payable time.

Time Reporting Codes:

Time reporting codes (TRCs) are used for automation. You can only use certain TRCs depending on what type of employee you are.

Time Reporting Codes Entered by Employees:

HRLY - Ready to Work Grant Funds, Student Workers, College Work Study Students, Temporary Hourly Staff