Human Resources 9.0

Time and Labor: $SSURYLQJ 5HSRU
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Quick Reference Guide

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REVISION CONTROL

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Revision History

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6/5/2014	M. Murie	Created document to replace old 8.9 version	All
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2/27/2018	M. Murie	Changed login instructions to reference myHR site	All

Review / Approval History

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1.0 Introduction

Time and Labor is a component within the PeopleSoft Human Capital Management (HCM) suite of applications. It provides the ability to enter and report hourly employee or student

2.0 Logging into myHR

Steps	Illustrations
1. Login to myHR. Enter your Net ID, Password, and click button. If you need help obtaining and/or using your Net ID, refer to the "First-time user? Click here" help link located on the myHR web page for assistance.	
2. Now that you are logged in, please remember the following tips: x Use your Add to Favorites to save time. x Sign out when you are done x Don't use your browser buttons to navigate	

3.0 Search for Time Reported

These instructions will assist you with approving time reported for hourly employees in your department.

1. Search for Reported Time :

   Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

   Search for employees that have reported time to approve by using any of the “Value” fields as employee selection criteria. The primary search field to use is “Group ID“. The Group ID represents a group of employees that have time approved by an MPP administrator. If the “Value” fields are left blank, all employees for whom you have been granted access and who have reported time to approve will be listed.

   Use the “View By” and “Date”

4.0 Approve Time Reported

If any reported time is found needing approval you will see the applicable employees listed:

You may now approve and/or deny employee time reported by any of the following methods:

1. Select all employees listed by using the “Select All” link and approve or deny time reported as displayed in the “Hours to be Approved” column for each employee. Click on the “Approve Selected” or “Deny Selected” button as appropriate. Employees will receive an automated email message if time is denied.
2. Select individual employees by checking the box in the “Select” column and approve or deny their “Hours to be Approved” by clicking on the appropriate “Approve Selected” or “Deny Selected” button. Only employees checked as “Selected” will be processed for approval or denial.
3. Select an individual employee name by clicking the blue link in the “Name” column. This will take you to the following screen:

Jane Doe