

HELPFUL TIPS FOR SUPERVISORS

To view a larger PeopleSoft screen:

Hit the **F11** key and that will enlarge the vertical size. Use our **CTL-Y** key to enlarge the horizontal size (or click on the small icon, on the portal, above the word **Menu**.)

If you would like to see the total hours by day and/or time that needs approval or has been approved:

Navigate to **[Self Service](#)>[Manager](#)>[View](#)>Payable Time Detail**. Enter the EMPLID (Employer's PeopleSoft ID) and the week beginning date.

You may find it helpful to review your employees time entered on a daily basis, before it needs approval by noon each Monday. Errors can be corrected in a timely manner – before the critical approval time each Monday. Be especially aware of excessive hours by day that are created when an employee does not use the AM or PM function properly. 12 Noon is 12:00 PM and 12 Midnight is 12:00 AM

Did you know that you can look at your employee's time entry to see the Time-In and Time-Out punches?

Navigate to **[Self Service](#)>[Manager](#)>[Tasks](#)>Weekly Punch Time**. Enter the student's EMPLID and the Start Date for the week, normally a Sunday. <The Start Date cannot be prior to the student's Start Date for the Academic Year or Summer Session that was entered on the USM Work Authorization Form for Student Employees (WebAuth).>

This will show you if a student has entered time and has entered it correctly. If a student tells you that he/she has entered time and you don't see it in PeopleSoft, advise him/her to ascertain that when they entered time and hit the **Save** button they should get a message that their save was successful and they should next click the **OK** button. **Failure to see the message and click on the OK button is the number one reason that time can't be seen to be approved.**

If your student is having trouble, he/she is welcome to visit the Student Payroll office, located in the McLellan House, Gorham campus. We will guide them through time entry process. In addition, there is a PowerPoint Slide Show (also in Adobe format) that details how to enter time. <http://usm.maine.edu/hrs/payroll/spayroll>