

Entering Punch Time in PeopleSoft

Quick Reference

1 Log into PeopleSoft

2 Navigate to time entry screen

Home > HR Self Service > Employee > Tasks > Weekly Punch Time



or, more simply... follow:
Home > Employee Self Service > Report Time > Punch time

Home

Home > HR Self Service > Employee > Tasks

Employee

Tasks

Weekly Punch Time

3 Select the date for which you want to enter time

Enter date in mm/dd/yyyy format or click Calendar icon to select date from calendar.

Home > HR Self Service > Employee > Tasks > Weekly Punch Time

Weekly Punch Time

Use the following search to access or report Punch Time.

Date: 01/19/2003

Search

Clear

Basic Search

4 Click Search when you have entered a date.

5 Navigate to time entry screen

Home > HR Self Service > Employee > Tasks > Weekly Punch Time

Job Title: USM Student Employee

5 Enter date in dd/mm/yyyy format or click Calendar icon to select date from calendar.

6 Enter In/Out Time in format hour:minute am or pm and select TYPE to the right

From 01/25/2003

*Date	*Time		*Type	More...	Delete
01/20/2003	8:30:00AM	Monday	In	More...	Delete
01/20/2003	12:15:00PM	Monday	Out	More...	Delete
01/20/2003	1:10:00PM	Monday	In	More...	Delete
01/20/2003	4:30:00PM	Monday	Out	More...	Delete

Add a Punch

Click to add a line for each additional Punch

Click to delete entire row

Save

7

Click to save and submit your time, then OK to confirm.

* Required Field