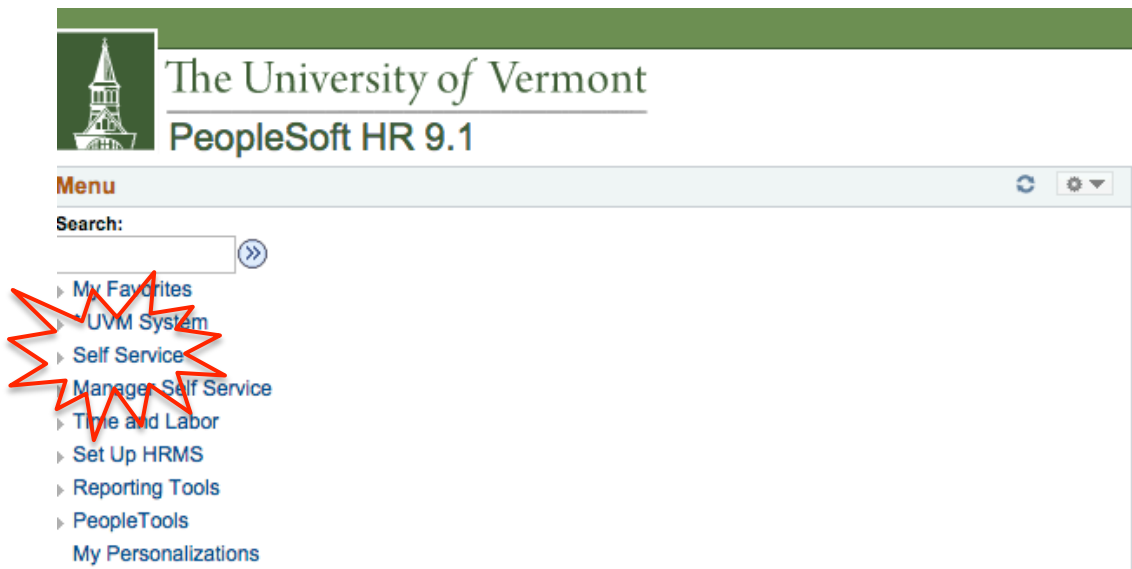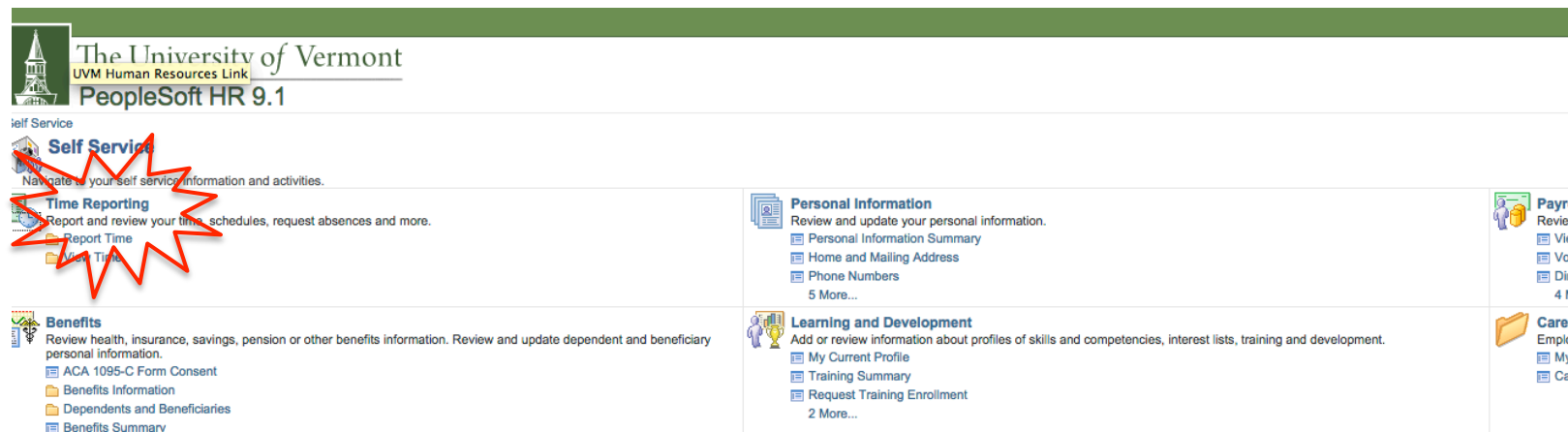# Logging Your Hours in PeopleSoft

1. Log in to your MyUVM page. Along the top of your page, choose the PeopleSoft icon.

2. From the main menu, choose 'Self Service'.

3. Under 'Time Reporting', choose 'Report Time'.

4. Choose 'Timesheet'.

5. Under the correct date, enter your hours worked. You should note, the number you enter is in hours. For example, one hour equals '1.0', while fifteen minutes equals '0.25'.

Then, choose 'Time Reporting Code' from the drop-down menu.

6. Finally, click on the magnifying glass under 'Combination Code'. Click on the Combination Code to the left. Finally, hit submit on the Timesheet.