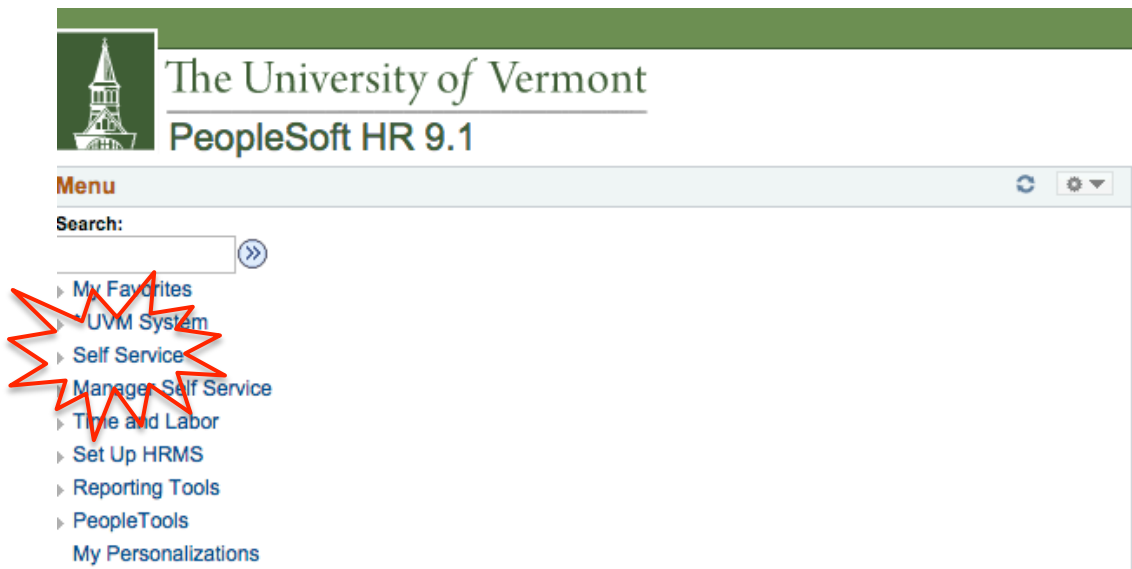


Logging Your Hours in PeopleSoft

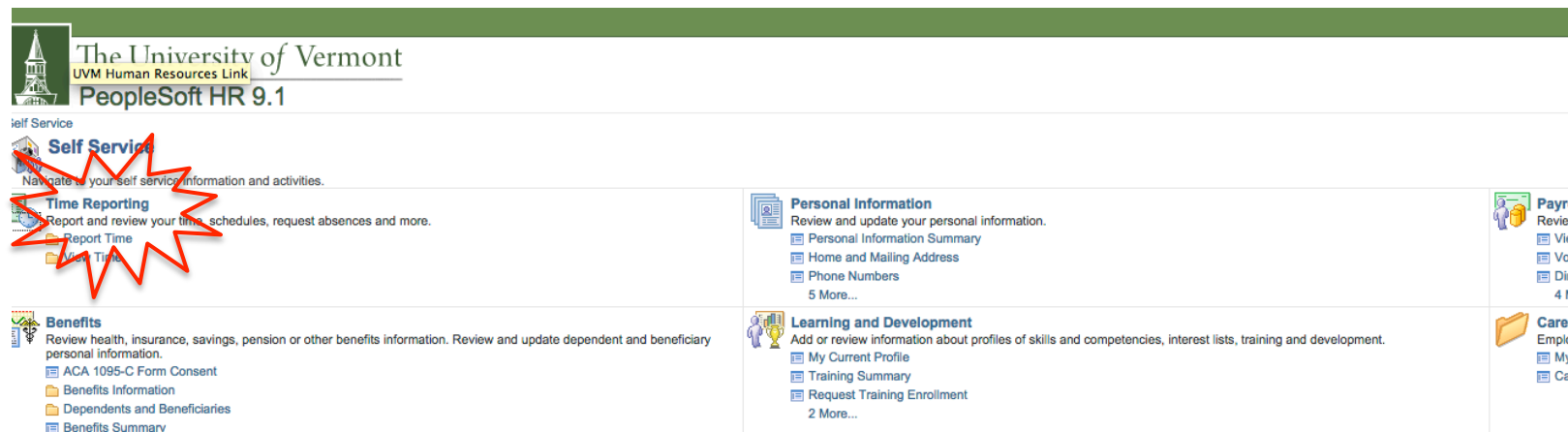
1. Log in to your MyUVM page. Along the top of your page, choose the PeopleSoft icon.



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



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



4. Choose 'Timesheet'.

The University of Vermont
PeopleSoft HR 9.1

Self Service UVM Human Resources Link

Report Time
Report your time and request planned overtime and absences.

Timesheet
Report your time and task details for a day, week, or time period.

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.

Instructions

View By: Week Reported Hours: 0.000 Previous Week Next Week

Date: 11/16/2015

From Monday 11/16/2015 to Sunday 11/22/2015

Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Sun 11/22	Total Hours	Time Reporting Code

Taskgroup	Business Unit	Combination Code	ChartFields		
UVMHRLY	18		ChartFields	+	-
UVMHRLY	18		ChartFields	+	-
UVMHRLY	18		ChartFields	+	-

By pressing the submit button below, I certify that all hours reported as being worked by me are accurate, and I understand that falsification may result in disciplinary action, up to and including termination of employment.

Submit

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

Search by: Combination Code begins with

Look Up Cancel Advanced Lookup

Search Results

/view 100 First 1 of 1 Last

Combination Code	Description	Account	Department	Project	Source	Fund	Program	Function	Affiliate	Operating Unit	Alternate Account	Budget Reference	Purpose	Property	Chartfield 3	Fund Affiliate	Operating Unit Affiliate	
000359302	55300	11250-305-201001-030733	55300	11250	030733	201001	305	0000	701	(blank)	01	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)