PEOPLESOFT TIME ENTRY 9.0 VERSION

The Payroll Office is please to introduce the upgraded PeopleSoft 9.0 web timesheet database. Take a minute to view the presentation and your timesheet entry experience will be as smooth as before.
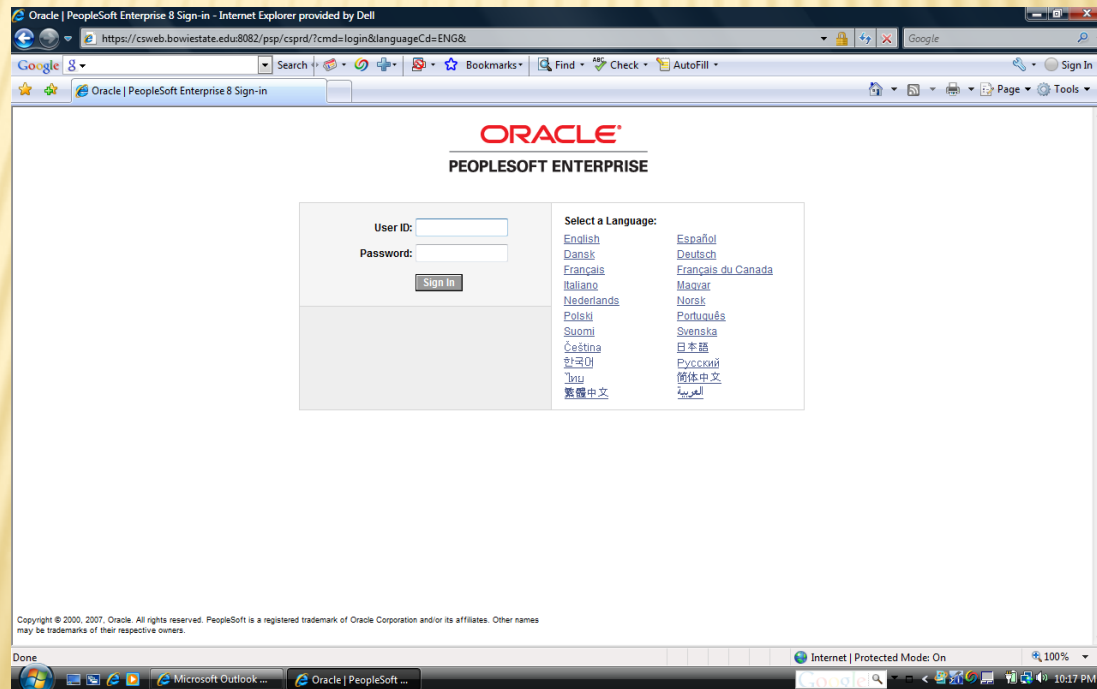
Thank you.

Should you have any questions or problems please contact the Payroll Office.

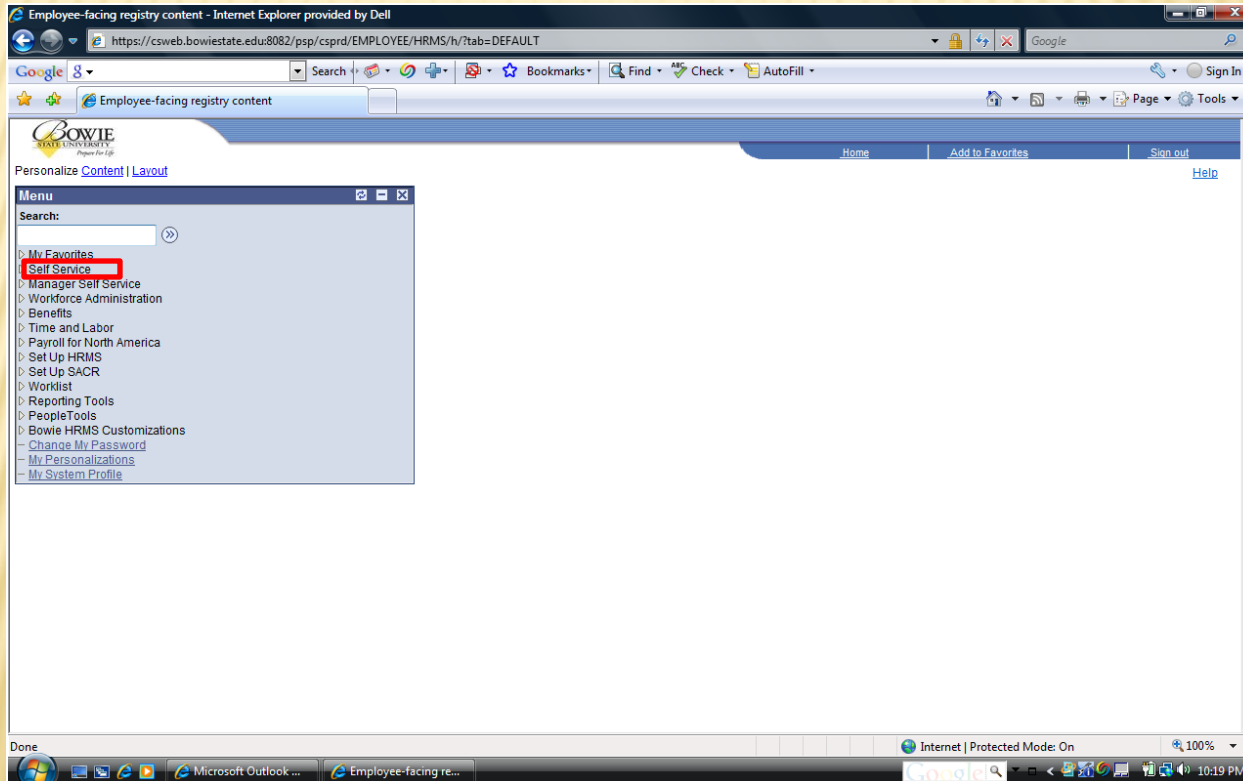Duane Williams – Supervisor
Jatina Cooke – Payroll Processor

PEOPLESOFT TIME ENTRY 9.0 VERSION

When logging into the system your user name and password will remain the same. If you have password problems please contact the helpdesk (24357)

PEOPLESOFT TIME ENTRY 9.0 VERSION

To access your timesheet click *Self Service*.

PEOPLESOFT TIME ENTRY 9.0 VERSION

The next step is to select *Time Reporting*.

PEOPLESOFT TIME ENTRY
9.0 VERSION

Now select *Bowie Time Reporting*.

PEOPLESOFT TIME ENTRY 9.0 VERSION

Then click *Search*.

PEOPLESOFT TIME ENTRY
9.0 VERSION

You now have accessed your timesheet. Please proceed as usual.

PEOPLESOFT MANAGER PROCESS
9.0 VERSION

Managers, when approving employee's web time select *Manage Self Service*.
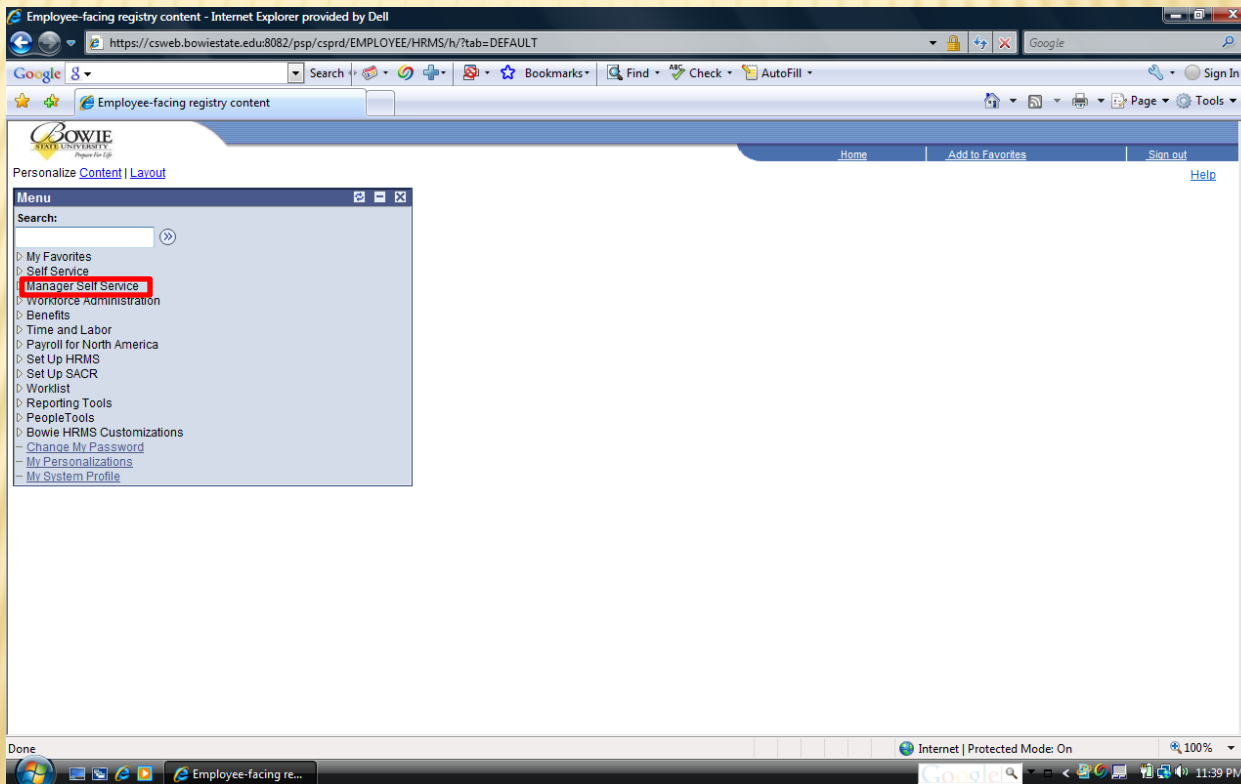
PEOPLESOFT MANAGER PROCESS 9.0 VERSION

Mangers next select *Approve Time by Group*.

PEOPLESOFT MANAGER PROCESS
9.0 VERSION

Managers' final step is to select *Search* and choose the group you are approving - Regular Staff (Reg) or Contractual Staff (Con). Please proceed as usual.