

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.

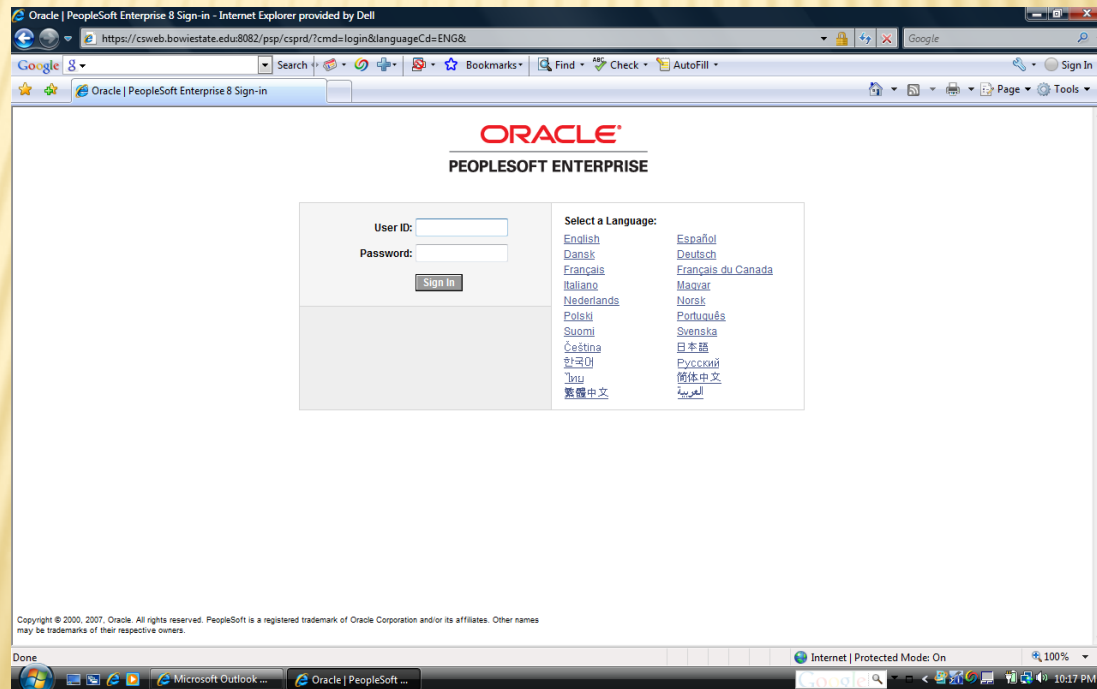
Should you have any questions or problems please contact the Payroll Office.

Duane Williams – Supervisor

Jatina Cooke – Payroll Processor

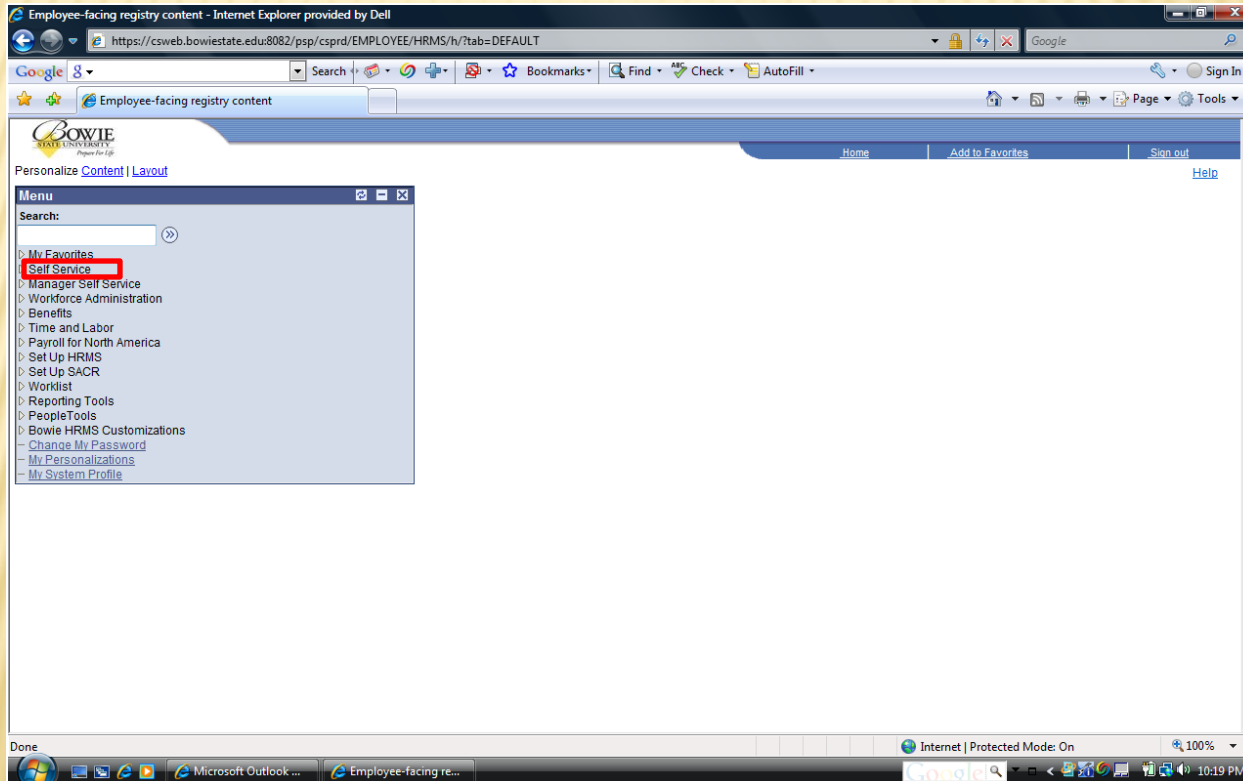
PEOPLESOFT TIME ENTRY 9.0 VERSION

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*.

The screenshot displays the Peoplesoft Time Entry 9.0 web interface. The browser address bar shows the URL: https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SEL. The page title is "Base Navigation Page - Internet Explorer provided by Dell".

The main content area is titled "Self Service" and contains a grid of service tiles. The "Time Reporting" tile is highlighted with a red box. The left sidebar menu also has "Time Reporting" highlighted with a red box.

The "Time Reporting" tile includes the following links:

- [Bowtie Time Reporting](#)
- [Bowtie Effort Report](#)
- [Bowtie Time Entry History](#)
- [View Time](#)

The left sidebar menu includes the following items:

- My Favorites
- Self Service
- Time Reporting
- Class Search / Browse
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree
- Progress/Graduation
- Transfer Credit
- Student Admission
- Student Center
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- Bowie HRMS
- Customizations
- Change My Password
- My Personalizations
- My System Profile

The bottom status bar shows "Internet | Protected Mode: On" and the time "10:25 PM".

PEOPLESOFT TIME ENTRY 9.0 VERSION

Now select *Bowie Time Reporting*.

Base Navigation Page - Windows Internet Explorer

https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.I...

File Edit View Favorites Tools Help

Google Search

Base Navigation Page

Home Add to Favorites Sign out

Menu

- View Time
 - Exceptions
 - Bowie Time Reporting**
 - Bowie Effort Report
 - Bowie Time Entry History
- Class Search / Browse Catalog
- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree
 - Progress/Graduation
- Transfer Credit
- Student Admission
 - Student Center
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- People Tools
- Bowie HRMS
 - Customizations
 - Change My Password
 - My Personalizations
 - My System Profile

Main Menu > Self Service > Time Reporting

Report and review your time, schedules, request absences and more.

- Bowie Time Reporting**
Bowie Time Reporting
- Bowie Effort Report
Bowie Effort Report
- Bowie Time Entry History
Bowie Time Entry History

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.
Exceptions

Main Content

start Base Navigation Page... Microsoft PowerPoint... Internet 100% 11:03 AM

PEOPLESOFT TIME ENTRY 9.0 VERSION

Then click *Search*.

The screenshot shows a web browser window displaying the 'Bowie Time Reporting' application. The browser's address bar shows the URL: `https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/CSC_TIMEKEEPING.CSC_TIME_ENTRY_CMP.GBL?PORTALPARAM_PTCNAV=CSC_TIME_EN`. The application header includes the Bowie State University logo and navigation links for 'Home', 'Add to Favorites', and 'Sign out'. A search bar is located in the top right corner with links for 'New Window', 'Help', and 'Help'.

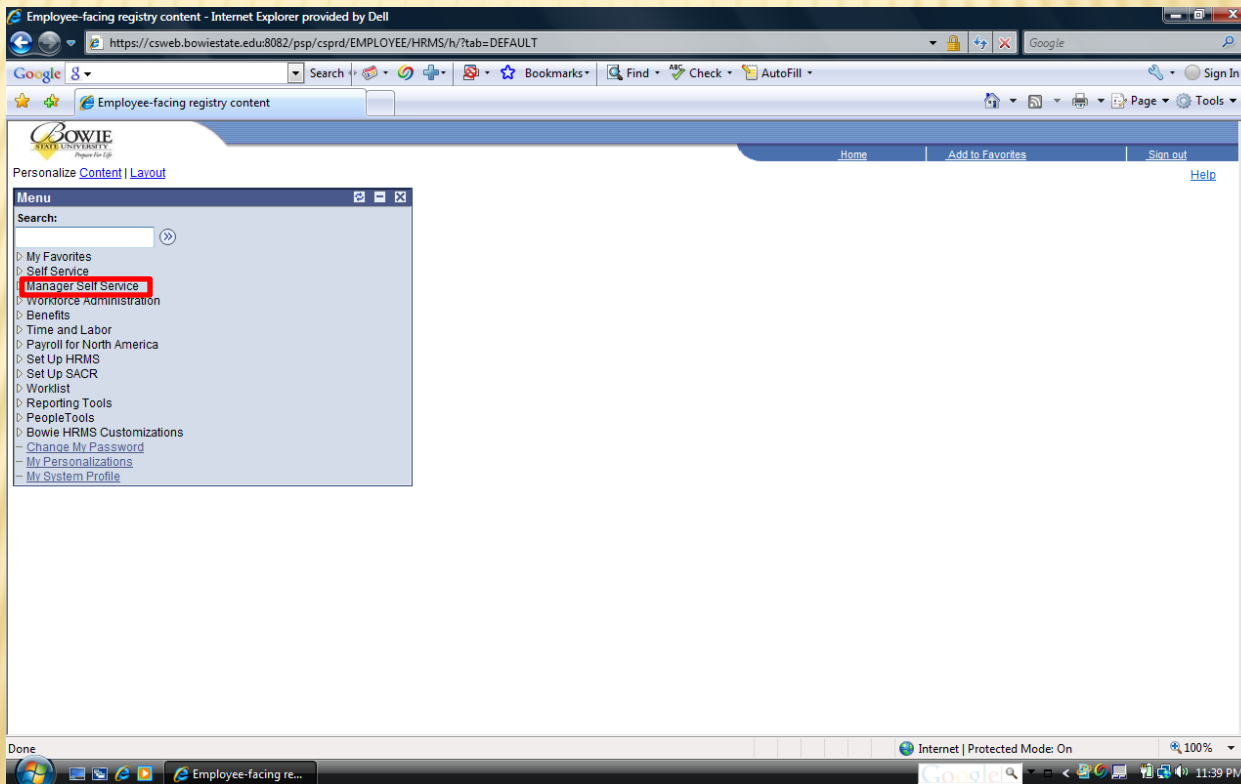
The main content area is titled 'Bowie Time Reporting' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section labeled 'Find an Existing Value' with a search form. The form includes a 'Search by:' dropdown menu set to 'EmplID' and a text input field for 'begins with'. Below the input field are two buttons: 'Search' (highlighted with a red box) and 'Advanced Search'.

A left-hand navigation menu is visible, listing various system functions such as 'My Favorites', 'Self Service', 'Time Reporting', 'View Time', 'Bowie Time Reporting', 'Bowie Effort Report', 'Bowie Time Entry History', 'Class Search / Browse Catalog', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', 'Student Admission', 'Student Center', 'Manager Self Service', 'Workforce Administration', 'Benefits', 'Time and Labor', 'Payroll for North America', 'Set Up HRMS', 'Set Up SACR', 'Worklist', 'Reporting Tools', 'PeopleTools', 'Bowie HRMS', and 'Customizations'.

The Windows taskbar at the bottom shows the system tray with the date and time set to 11:30 PM.

PEOPLESOFT MANAGER PROCESS 9.0 VERSION

Managers, when approving employee's web time select *Manage Self Service*.



PEOPLESOFT MANAGER PROCESS 9.0 VERSION

Managers next select *Approve Time by Group*.

The screenshot displays the Peoplesoft Manager Self Service interface within an Internet Explorer browser. The browser's address bar shows the URL: https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_MANAGER_SEL. The page title is "Base Navigation Page - Internet Explorer provided by Dell".

The interface features a left-hand navigation menu with the following items:

- My Favorites
- Self Service
- Manager Self Service** (selected)
- Time Management
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- Bowie HRMS
 - Customizations
 - Change My Password
 - My Personalizations
 - My System Profile

The main content area is titled "Manager Self Service" and includes a search bar and a "Main Menu" section. The "Main Menu" section contains several links, with "Bowie Approve Time by Group" highlighted in a red box. Other links include "Bowie Approve Labor Transfers", "Bowie Mgr View Emp TimeHistory", "Manage Schedules", "Approve Time and Exceptions", and "View Time".

The bottom of the browser window shows the Windows taskbar with the system tray displaying "Internet | Protected Mode: On" and "100%". The system clock indicates the time is 11:39 PM.

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.

