

Entering Time & Expenses – PeopleSoft

First Time Logging In:

1. You will receive an automated email with your User ID and Password. If you do not receive this email by your 2nd day of employment please check your junk/spam folder, then reach out to your HR Account Specialist.
2. Use the following link to access your PeopleSoft Timesheet. Please save this link to your Favorites.
<http://hcm.afeg.us/psp/hcmprod/?cmd=login>
3. Once you login for the first time, please change your password. Please make sure to save your password in a safe place, in case you forget it.
 - Once you log in with your username and password that was given, click on Main Menu → Change my Password
 - Then enter your current password
 - Enter your New Password and Confirm the Password
 - Then click on Confirm Password

Submitting Time & Expenses:

1. From the Home Page, Click on Main menu → Self Service → Time Reporting → Report Time → Timesheet →



A message will pop up with details about meal periods and breaks.



2. If you have more than one Assignment you will be prompted to choose the Assignment that you want to enter time for. If you only have one Assignment you will be taken directly to your timesheet.

Kaylee Aziz

Employee ID 017793

Kaylee Job Title

Empl Record 1

Actions ▾

Earliest Change Date 06/14/2015

Select Another Timesheet

*View By ▾ [Previous Week](#) [Next Week](#)

*Date  

Reported Hours 0.00 [Print Timesheet](#)

[Show All Punch Columns](#)

From 06/22/2015 to 06/28/2015 

Add Comments	Day	Date	Reported Status	Time IN	Meal Start	Meal End	Time OUT	Punch Total	Time Reporting Code
	Mon	6/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>
	Tue	6/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>
	Wed	6/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>
	Thu	6/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>
	Fri	6/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>
	Sat	6/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>
	Sun	6/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>

[Save for Later](#) [Submit](#) [Clear](#)

- Once you're in the timesheet entry screen follow directions below to enter time:
- Make sure the correct week is selected by clicking on the Date drop down box, selecting the correct date and clicking on the green refresh icon. The timesheet will automatically default to the current weeks' timesheet.

*View By ▾

*Date    **Refresh**

5. Enter your time as follows, please indicate AM or PM for each time entry as seen in screenshot below:
- Start Time in **Time IN**
 - Meal Period Begin in **Meal Start**
 - Meal Period End in **Meal End**
 - End Time in **Time OUT**

Time IN	Meal Start	Meal End	Time OUT
8:00AM	12:00PM	1:00PM	5:00PM

6. Do not select anything from the drop down under **Time Reporting Code** unless you need to submit reimbursable expenses or mileage reimbursement.
7. If you have Expenses and/or Mileage that need to be submitted, you will need to scroll all the way to the right and add a row using the  icon next to the date of the Expense and/or Mileage.

Date	
6/8	
6/9	
6/10	
6/11	
6/12	
6/13	
6/14	

8. Select a **Time Reporting Code** from the drop down menu. Either EXP – Reimbursable Expense or MIL – Mileage

EXP - Reimbursable Expense
MIL - Mileage (\$.575 per mile)

9. Enter the total Expense or Mileage dollar amount in the Quantity field

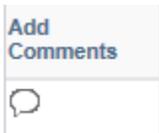
Time Reporting Code	Quantity
EXP - Reimbursable Expense	100.00

10. Click on the **Save for Later** button at the bottom of the screen.

Save for Later

11. After saving you will see the Comment Icon appear on your Expense/Mileage row. 

12. You will need Add a Comment by clicking on the Add Comments Icon



13. In the Comment Box please provide details regarding the expense

- Expense Purpose, for example; Airfare, Transportation, Meals
- Dollar amount for each Receipt
- If Mileage, please provide total miles driven

Comment

14. After entering your Comment details, click on the **Apply** button and then click on the **OK** button. You will be taken back to your timesheet.

OK Cancel Apply

IMPORTANT – Please make sure that your Manager is aware of and has approved your expense(s) before you incur them. You will need to provide receipts for all expenses over \$25, with mileage being an exception. In addition to providing receipts to your Manager, please either scan and email or fax all receipts to your **HR Account Specialist**.

15. If you want to enter your time daily, please select the **Save for Later** option at the bottom of the timesheet. Do not click submit until you're entered all time for the work week.

Save for Later

16. Submit your timesheet. Please make sure to review your timesheet before submitting to verify that you've entered all hour worked for the week and to ensure that all time entered was entered correctly. By clicking on the submit button you are confirming that the time entered is accurate and complete.

***** Please note that once a timesheet has been submitted, it will no longer be available for editing.**

All timesheets need to be submitted no later than Mondays at 9am PST

IMPORTANT:

If you receive an error message or run into any issue that prevents you from entering and submitting your time, please send an email with a screenshot to the Time Administrator at TimeAdmin@evergentgroup.com

Password issues and reset requests need to be sent to HelpDesk@evergentgroup.com