

### How to Use Timesheets

**Purpose:** This quick reference guide shows you how to use the timesheet feature in PeopleSoft report time worked or exception time taken.

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**Audience:** All University of Calgary employees.

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**Prerequisites:** Must be logged in to the myUofC portal to access timesheets.

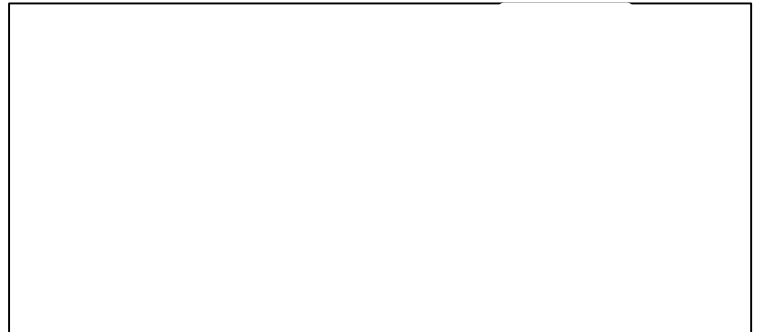
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#### Step1: Access Your Timesheet

1. From the myUofC portal, click All about me
2. Under the My job header, click Report time

Your timesheet is displayed.



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#### Step2: Confirm Date Range

1. Confirm the date range shown above your timesheet is correct
2. If the date range is not correct:
  - a. use the calendar to choose the timesheet range and click refresh ); or,
  - b. use Previous Period and Next Period links to refine your timesheet.

Note: If you have missed your deadline for timesheet entry, contact your manager to confirm the entry procedure.

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### Step 3: Enter Hours to Report

1. Enter the hours you are reporting for each applicable date for the chosen time period.

### Step 4 Choose Time Reporting Code

1. Under the Time Reporting Code column, click the dropdown arrow.
2. C

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### Step 5 Enter ChartField Information (If Applicable)

ChartField codes are not used by all employees of the university. Consult with your manager to determine whether you are required to enter ChartField information when reporting time.

If you are not required to enter ChartField information, proceed to Step 6.

1. Click on the ChartFields link. The ChartField Detail screen will appear.

2. Enter codes as provided by your manager:

X Fund Code (2 digits)

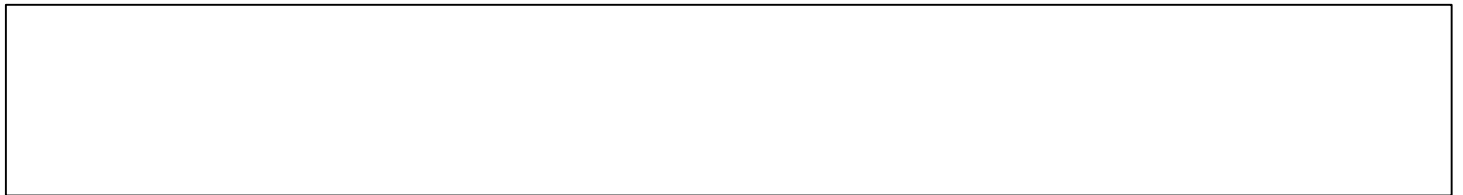
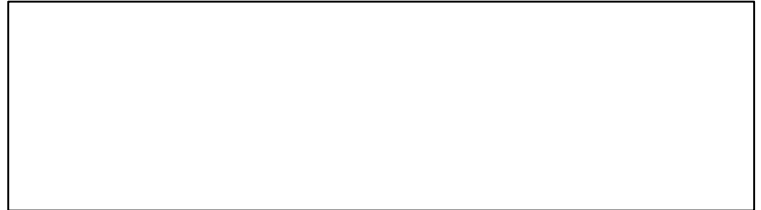
X Department (5 digits)

X Account (5 digits)

X / v š Œ v o ~ õ Z Œ š Œ ••

X Project/Grant (8 characters)

( X Activity ID (5 digits)



3. Click Ok.

Refrain from using Combination Codes. Always enter ChartField information each time you complete your timesheet, as applicable. Additionally, keep in mind that if you require more than one set of ChartField information for reporting purposes, you will need to use the correct ChartField at the end of the applicable row.

You are returned to your timesheet.

### Step 6: Submit Your Timesheet

1. Click Submit The Timesheet Submit Confirmation screen is displayed.

2. Click OK

You are returned to your timesheet and the submission process is complete.

