

On-Line Voucher Instructions for Campus Rec Employees (as of Feb. 2011)

1. Log in onto your PeopleSoft Account, and MY SSU.
2. Select SELF-SERVICE, in the upper left corner.
3. Select TIME REPORTING>REPORT TIME>TIMESHEET.
4. Select the Position you would like to enter hours for, according to Record Number.
5. Select VIEW BY (we suggest by Time Period).
6. Enter the total number of hours worked for each day. Make sure it matches your Blue Sheet.
7. Select TIME REPORTING CODE, then REG – Regular Hours Worked.
8. Select TASK PROFILE ID, then the correct Program based on the following:
 - a. OPS = Operations Programs (5040)
 - b. ADV = Adventure Programs (5045)
 - c. FIT = Fitness Programs (5050)
 - d. COMP = Competitive Programs (5055)
9. Select SUBMIT.
10. Select OK, to confirm your submitted hours.
11. After you have entered your hours and before the payroll deadline, turn in your signed blue Payroll Back-up Sheet.

Tips for Entering your hours on PeopleSoft:

1. When you enter your hours for a day, always hit SUBMIT. After you have submitted hours, you can go back and change it if necessary and when you hit submit again, it just writes over your previous entry.
2. Don't forget to reset your TASK PROFILE ID each time period. This is the one that assigns your hours to OPS, ADV, FIT, COMP.
3. You can change your "View By" to Time Period, instead of Week or Day for an easy check against your Blue Sheet.
4. We have a NEW BLUE PAYROLL BACK-UP SHEET that we'd like you to use. The biggest change is that we have added a column called "Day Rec# Total". In this column, put the total number of hours worked each day, for each record number -- this will help you and the FT Staff check your hours more quickly.
5. If you need to make a change to your on-line voucher hours after you have submitted your Blue Sheet, please make sure your FT Supervisor knows, and please make sure the hours are changed on your Blue Sheet as well.
6. Finally, your Blue Sheet hours **MUST** match your on-line hours, and from now on, Blue Sheets **MUST BE SIGNED IN INK.**