View Your Timesheet Using Self-Service

Warning! We recommend against using public or shared computers to access Self-Service. To protect the security of this information, it is important for you to follow proper sign out procedures, delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session. You can access Employee self-Service by clicking on self-service icon found in the top right corner of the LSUHSC homepage, or by clicking the hyperlink provided here (http://employeeselfservice.lsuhsc.edu) and then signing into PeopleSoft.

1. Click the Main Menu button.
2. Click the Self Service menu.
3. Click the Time Reporting menu.
4. Click the View Timesheet menu.
2. Sample Timesheet
**Leave Balance:** Balance of leave for a specified plan type as of the last time the accrual process ran.

**Date:** Defaults to most recent pay period. The date can be changed to view timesheet information for other pay periods.

**Time Detail: In and Out** punches are raw data imported to the timesheet from the PS Web Clock, TTE system, Proximity readers, or manual entries by timekeepers. This is not payable time.

**Payable Totals: Tot Hours** - Total time payable by TRC Code, week, leave, and pay period. Actual total payable hours reflected on pay check.

**Payable Detail: Quantity** - Actual payable hours sent to Payroll for specified day of the week.

The **Schedules** section displays the employee's current work schedule as it is assigned in PeopleSoft.

Click the **Sign Out** link to exit PeopleSoft.

**NOTE:** Make sure you **Sign out of PeopleSoft after viewing your timesheet.**

3. If you signed into the system via Juniper, be sure to Sign Out to exit the Remote Access Portal.