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 the hyperlink provided here (http://employeesselfservice.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

![Sample Timesheet Image]

- **Date Updated:** 2/19/2015 12:35:09 PM
1. **Leave Balance:** Balance of leave for a specified plan type as of the last time the accrual process ran.

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

3. **In and Out** punches are raw data imported to the timesheet from the TTE system, Prox readers, or manual entries by timekeepers. This is not payable time.

4. **Tot Hours:** Total time payable by TRC Code, week, leave, and pay period.

5. **Quantity:** Exact 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.