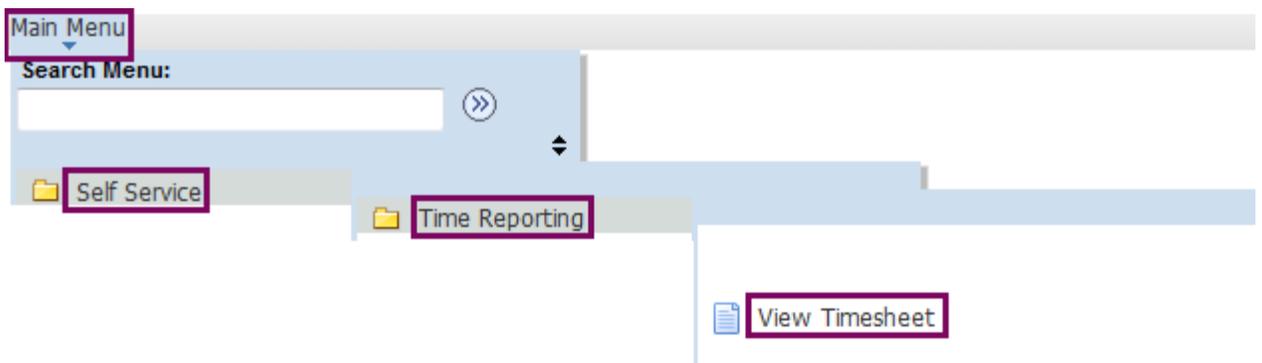


View Your Timesheet Using Self-Service

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://employeeselfservice.lsuhs.edu>) and then signing into PeopleSoft.

1. Click the **Main Menu** button.
 Click the **Self Service** menu.
 Click the **Time Reporting** menu.
 Click the **View Timesheet** menu.



2. Sample Timesheet

PS9HRTRN^{8.53}
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | Self Service | Time Reporting | View Timesheet

New Window | Help | Personalize Page |

Empl ID: Rcd#: 1 John Doe

Empl Data

Class Indc: Classified F/P: Full-Time Std Hrs: 40.00
 Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
 Job Code: 112260 RN 3 OVT: 40_OB-T
 Dept ID: SH1302500 CA Human Subjects Rsrch Supprt

Begin Date: 05/12/2014 End Date: 05/25/2014 [Pay Rule](#)

TL Leave Data 1-2 of 2

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/06/14		1113.915
51	Vacation	07/06/14		687.485

Date: 05/12/2014 << Previous Period Next Period >>

Punch and Elapsed Time Detail

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
05/12/14	Mon		7:54AM	4:26PM		8.03	8.03							
05/13/14	Tue		7:54AM	4:30PM		8.10	16.13							
05/14/14	Wed		7:54AM	4:32PM		8.13	24.26							
05/15/14	Thu		7:54AM	4:26PM		8.03	32.29							
05/16/14	Fri		7:36AM	4:27PM		8.35	40.64							
05/17/14	Sat													
05/18/14	Sun													
05/19/14	Mon		7:53AM	4:31PM		8.13	48.77							
05/20/14	Tue		7:41AM	4:31PM		8.33	57.10							
05/21/14	Wed				LAN	8.00	65.10							
05/22/14	Thu		7:35AM	4:33PM		8.46	73.56							
05/23/14	Fri		7:44AM	4:32PM		8.30	81.86							
05/24/14	Sat													
05/25/14	Sun													

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
07/15/14 9:10:09AM	07/21/2014	N

Payable Totals

TRC	Tot Hours
CER	81.50
LAN	8.00
OBR	1.10
OTR	0.40
PDP	73.50
RGB	72.00
Total Week 1	40.40
Total Week 2	41.10
Total Leave	8.00
Total Period Hours	81.50

Payable Detail

Date	Day	TRC	Quantity	Department	Status	Reason
05/12/14	Mon	CER	8.00		Distribute	
05/12/14	Mon	PDP	8.00		Distribute	
05/12/14	Mon	RGB	8.00		Distribute	
05/13/14	Tue	CER	8.00		Distribute	
05/13/14	Tue	PDP	8.00		Distribute	
05/13/14	Tue	RGB	8.00		Distribute	
05/14/14	Wed	CER	8.00		Distribute	
05/14/14	Wed	PDP	8.00		Distribute	
05/14/14	Wed	RGB	8.00		Distribute	
05/15/14	Thu	CER	8.00		Distribute	
05/15/14	Thu	PDP	8.00		Distribute	
05/15/14	Thu	RGB	8.00		Distribute	
05/16/14	Fri	CER	8.40		Distribute	
05/16/14	Fri	OTR	0.40		Distribute	

Schedules

Date	Day	Start Time	End Time
05/12/14	Mon	8:00AM	4:30PM
05/13/14	Tue	8:00AM	4:30PM
05/14/14	Wed	8:00AM	4:30PM
05/15/14	Thu	8:00AM	4:30PM
05/16/14	Fri	8:00AM	4:30PM
05/17/14	Sat		
05/18/14	Sun		
05/19/14	Mon	8:00AM	4:30PM
05/20/14	Tue	8:00AM	4:30PM
05/21/14	Wed	8:00AM	4:30PM
05/22/14	Thu	8:00AM	4:30PM
05/23/14	Fri	8:00AM	4:30PM
05/24/14	Sat		
05/25/14	Sun		

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.

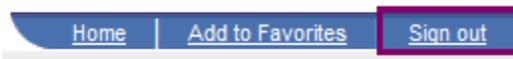
5

Quantity: Exact payable hours sent to Payroll for specified day of the week.

6

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.

