

# How To: Enter and Submit Your Time (Central Office Employees)

This job aid provides an overview of the steps required for Central Office employees to enter and submit their time in PeopleSoft.

## Step 1

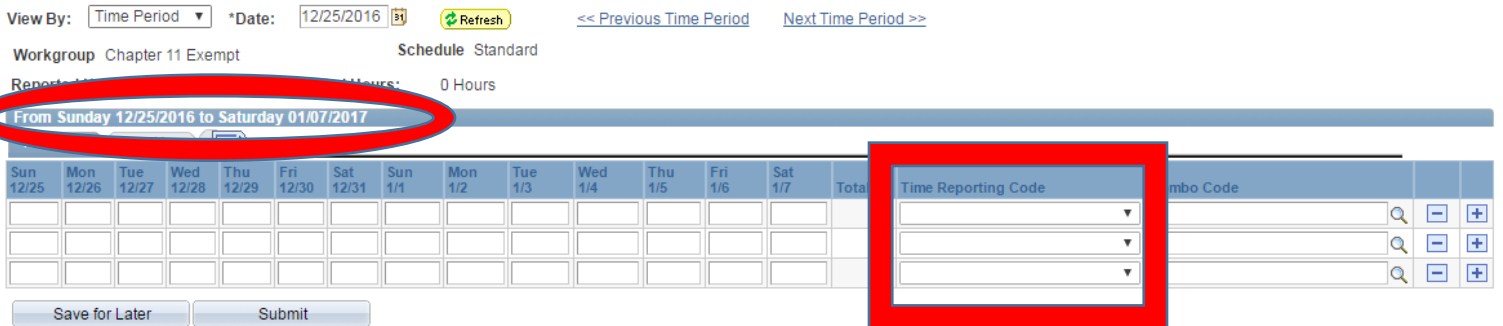
Log onto PeopleSoft, either via pshcm.dc.gov (if at work) or ess.dc.gov (if at home). Next, select “Self Service”, then “Time Reporting” then “Report Time,” and lastly, “Timesheet.”

## Step 2

On the “Timesheet” screen, you will see dates aligning to the current pay period. If you need to submit time for a prior pay period, select the “Previous Time Period” icon at the top of this section. Unless you are an overtime-eligible employee, you may report up to eight hours per day.

Using the “Time Reporting Code” drop down menu, indicate the type of time that you are reporting for each date. While there are many Time Reporting Codes (TRCs) listed in the menu, the ones you will typically use are listed below:

- Regular (REG-for any standard day in which you report)
- Sick Leave Taken (SLT-for hours taken for a sick purpose)
- Annual Leave Taken (ALT-for hours taken for a personal or vacation purpose)
- Holiday (HOL-for hours on a District or Federal holiday)



View By: Time Period \*Date: 12/25/2016 Refresh << Previous Time Period Next Time Period >>

Workgroup Chapter 11 Exempt Schedule Standard

Reported Hours: 0 Hours

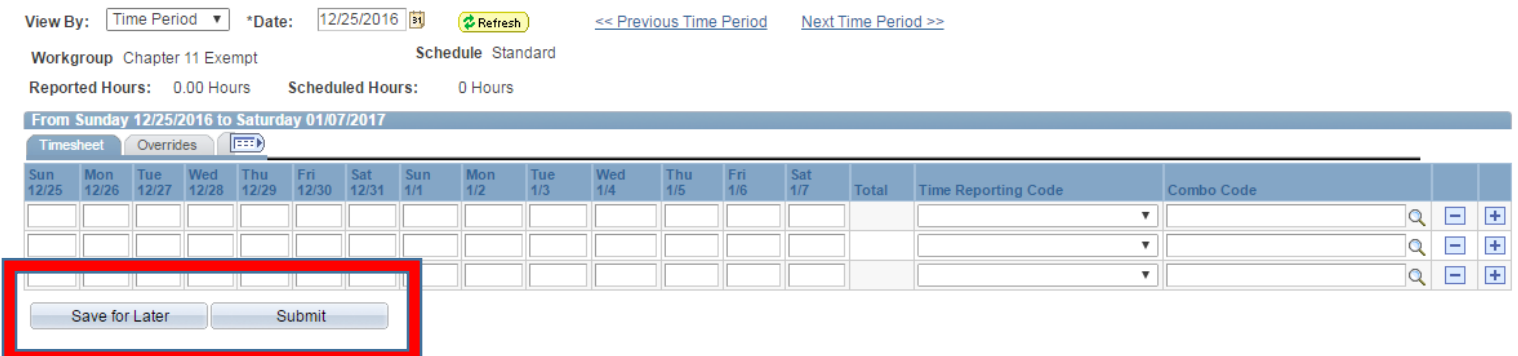
From Sunday 12/25/2016 to Saturday 01/07/2017

Sun 12/25	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Total	Time Reporting Code	Combo Code

Save for Later Submit

## Step 3

To save your timesheet, select the “Save for Later” button at the bottom of the timesheet. Note that saving your timesheet does not submit your hours, and your supervisor cannot see the hours you saved. In order for your supervisor to view and approve your submitted hours, you must select the “Submit” icon at the bottom of this section.



View By: Time Period \*Date: 12/25/2016 Refresh << Previous Time Period Next Time Period >>

Workgroup Chapter 11 Exempt Schedule Standard

Reported Hours: 0.00 Hours Scheduled Hours: 0 Hours

From Sunday 12/25/2016 to Saturday 01/07/2017

Timesheet Overrides

Sun 12/25	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Total	Time Reporting Code	Combo Code

Save for Later Submit

Questions regarding the time entry process can be directed to the DCPS Time and Labor team at [dcps.timeandlabor@dc.gov](mailto:dcps.timeandlabor@dc.gov)