Time Entry

Time and Attendance System (TAS) & Peoplesoft
Entering time worked and/or leave requests
Key Points

• Entering hours
• Employee Actions
• Other Employee Information
Entering Hours

Non-exempt (hourly) employees

Exempt (salaried) employees
Non-exempt (hourly) employees

- Report your time in TAS and Peoplesoft each week prior to Thursday noon.
- Be sure to enter hours worked in both systems. Your entries should match in both systems.
- Leave requests may be made in advance.
Exempt (salaried) employees

- Report your leave requests in TAS and Peoplesoft each week prior to Thursday noon.
- Be sure to enter hours worked in both systems. Your entries should match in both systems.
Access from MyASU
TAS

- [https://tas.asu.edu/](https://tas.asu.edu/) or My ASU / My Employment / click on “Time” and “Department Time and Attendance Support”
- Enter your ASURUTE and password
- Click on the appropriate tab (e.g. Hours Worked – hourly employees) tab:
Employee Actions

• Enter the actual hours worked. Please complete time for each day worked and NOT as a grand total for the pay period.
• If your supervisor requires a description of the work done, you may add that in the comments section (i.e. grading for class #)
• Submit request
PeopleSoft Time Entry

- Go to MyASU
- Under “My Employment” click on “Time”
- Then on “Time and Leave Reporting”
Completing the timesheet

- Enter the number of hours worked for each day and the Time Reporting Code from the dropdown box (e.g. STH for student hours and HRY for STAFF)
- Estimate time for the remainder of the week if necessary
Check Your Hours

- Do your entries in TAS and Peoplesoft match?
- TIP: Under “My Requests” tab in TAS, click on “Time Report” and this will show you what you have entered in both systems.
Check Your Hours

• Do the hours entered equal your scheduled hours (hourly employees) or your leave hours?
• Are the types of hours correct (e.g. hours worked, sick leave, holiday)?
• By clicking on “Approved Requests” you can check that your supervisor approved your time.
**Other Employee Information**

- TAS will generate emails to you whenever your supervisor approves or makes any changes to your entries.
- If your request is shown as “submitted” rather than “approved”, it means your supervisor has yet to approve your time.

<table>
<thead>
<tr>
<th>Type</th>
<th>From</th>
<th>Thru</th>
<th>Hours</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>02.27.2020 8:00 AM</td>
<td>02.27.2020 4:30 PM</td>
<td>8</td>
<td>Submitted</td>
<td>Edit or Withdraw</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>02.26.2020 8:00 AM</td>
<td>02.26.2020 4:30 PM</td>
<td>8</td>
<td>Approved</td>
<td>View</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>02.25.2020 8:00 AM</td>
<td>02.25.2020 4:30 PM</td>
<td>8</td>
<td>Approved</td>
<td>View</td>
</tr>
</tbody>
</table>
Other Employee Information

• You can make changes to your requests anytime before it is approved.
• Your supervisor or DTA can make entries or corrections on your behalf.
• TAS will remind you via email to enter time BEFORE the deadline. Do not turn off reminders in “options”.
Oops! Late Timesheet Submission

• You will be locked out of PeopleSoft at midnight on the last day of the pay period. ([Bi-Weekly Pay Calendar](#))
• If this happens, submit your hours through TAS as usual and get your supervisors approval.
• The DTA will enter the hours in PeopleSoft for you since you will be locked out of the timesheet.
If your time has not been submitted and approved by Friday at 5pm, you may not be paid until the following pay date. (2 weeks later)
Thank you!

Contact SEMTE HR at: semtedta@asu.edu

You may contact your DTA individually, however be sure to copy semtedta@asu.edu for all inquiries.

Department Time Administrator (DTA)
Gayla Livengood
Email: gayla.ruark@asu.edu
Phone: 480-965-3095
Reminder

An email reminder will be sent out before each due date to your ASU account. Due dates may change if the pay period includes a holiday.