

Reporting Time in Both TAS and PeopleSoft

Reporting Time in TAS

Reporting hours through TAS replaces paper timesheets and email approvals. TAS is found in the My Employment box on your MyASU page as shown below.

Leave Type	Taken This Year	Scheduled	Balance
Vacation	50.25	0.00	58.86
Sick	17.00	6.50	104.75

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To report your time in and out time on TAS click New Request. Click New Vacation Request for vacation hours and New Sick Request for sick time. The New Request tab is also used for all other requests (Holiday hours, Jury Duty, etc.). **Please note that full-time hourly employees will need to enter holiday hours for paid holidays using the New Request tab.**

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[+ New Request](#) | [+ New Vacation Request](#) | [+ New Sick Request](#)

All My Requests for Tanya Williams

Type	From	Thru	Hours	Status	Action
Hours Worked	02.20.2015 8:00 AM	02.20.2015 11:00 AM	3	Approved	View
Hours Worked	02.20.2015 8:00 AM	02.20.2015 3:00 PM	7	Submitted	Edit or Withdraw
Hours Worked	02.19.2015 1:00 PM	02.19.2015 3:00 PM	2	Approved	View
Hours Worked	02.19.2015 8:00 AM	02.19.2015 12:00 PM	4	Approved	View
Hours Worked	02.18.2015 8:00 AM	02.18.2015 3:00 PM	7	Approved	View
Hours Worked	02.17.2015 8:00 AM	02.17.2015 1:30 PM	5.5	Approved	View
Hours Worked	02.12.2015 1:00 PM	02.12.2015 2:00 PM	1	Approved	View
Hours Worked	02.12.2015 8:00 AM	02.12.2015 11:30 AM	3.5	Approved	View
Hours Worked	02.11.2015 8:00 AM	02.11.2015 10:00 AM	2	Approved	View
Hours Worked	02.10.2015 8:00 AM	02.10.2015 2:15 PM	6.25	Approved	View

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The screen below will open. Here you will choose the date and hour you came in and the time you went out. You will have to report in and out times when you go to class, breaks, or lunch. Select a type of request from the Type drop down menu as shown below. You will always round to the nearest quarter hour. **Please see images below on how to change the dates and times in your request.**

Example: 15 minutes = 0.25, 30 minutes = 0.50, and 45 minutes = 0.75. You round up or down depending on when you come in. If you come in at 8:07 you report 8:00 am, if you come in at 8:08 your report 8:15. If you leave at 10:07 you will report your time out as 10:00. If you leave at 10:08 your out time should be 10:15.

Example: If you worked from 7:58 AM to 12:03 PM. After you round, you will report 8:00 AM to 12:00 PM. Your total hours worked that shift will be 4 hours.

Include a short reason/comment for vacation and/or sick time.

Click submit. An email will be sent to your supervisor requesting their approval.

The screenshot shows the 'New Request' form with the following fields: Sick: 108.94, Vacation: 62.24, Comp: 0.00 (11/20/2016). The 'Type' dropdown is set to 'Please Select'. The 'From' date is 12/02/2016 at 8:00 AM. A calendar for December 2016 is open, showing the dates 1 through 31. The 'To' date is not yet selected. The 'Hours' and 'Reason' fields are empty. A 'Cancel' button is visible at the bottom right.

Step 1: Select dates

The screenshot shows the 'New Request' form with the following fields: Sick: 108.94, Vacation: 62.24, Comp: 0.00 (11/20/2016). The 'Type' dropdown is set to 'Please Select'. The 'From' date is 12/02/2016 at 8:00 AM. The 'To' date is 12/02/2016. A dropdown menu is open for the 'To' time, showing options from 3:15 AM to 8:00 AM. The 'Hours' and 'Reason' fields are empty. 'Request' and 'Cancel' buttons are visible at the bottom right.

Step 2: Select Time

The screenshot shows the 'New Request' form with the following fields: Sick: 111.25, Vacation: 58.86, Comp: 0.00 (11/6/2016). The 'Type' dropdown is set to 'Please Select'. The 'From' date is 11/14/2016 at 8:00 AM. The 'To' date is 11/14/2016 at 5:00 PM. The 'Hours' field is empty. A dropdown menu is open for the 'Type' field, showing options such as Sick, Vacation, Business, Furlough, Bereavement, Military, Leave Without Pay, Unpaid Sick, Unpaid Vacation, Jury Duty, Compensatory, Parental Leave, Hours Worked, Holiday, and Emergency Leave. The 'Reason' field is empty. 'Submit Request' and 'Cancel' buttons are visible at the bottom right.

Step 3: Select Request Type

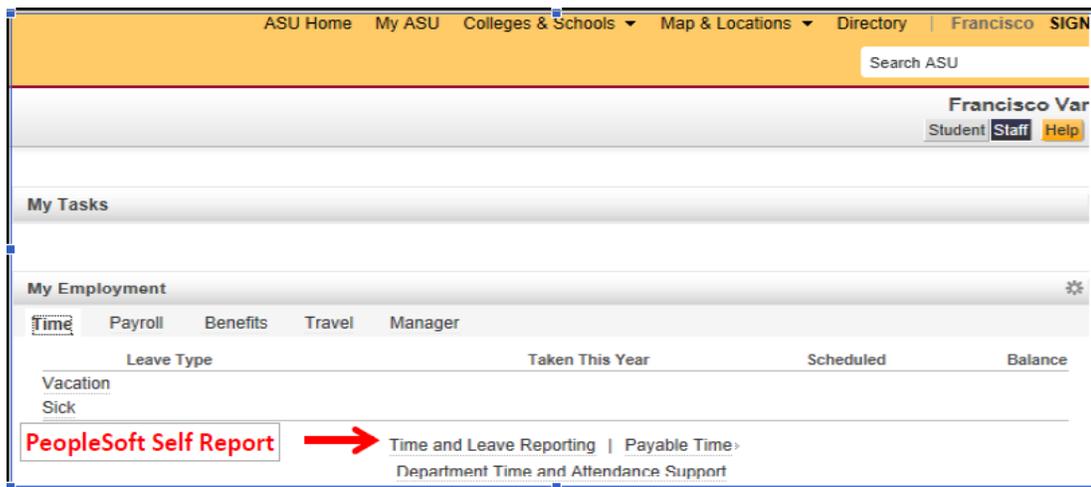
The screenshot shows the 'New Request' form with the following fields: Sick: 111.25, Vacation: 58.86, Comp: 0.00 (11/6/2016). The 'Type' dropdown is set to 'Please Select'. The 'From' date is 11/14/2016 at 8:00 AM. The 'To' date is 11/14/2016 at 5:00 PM. The 'Hours' field is empty. The 'Reason' field is empty. 'Submit Request' and 'Cancel' buttons are visible at the bottom right.

Step 4: Enter hours and Click 'Submit Request'

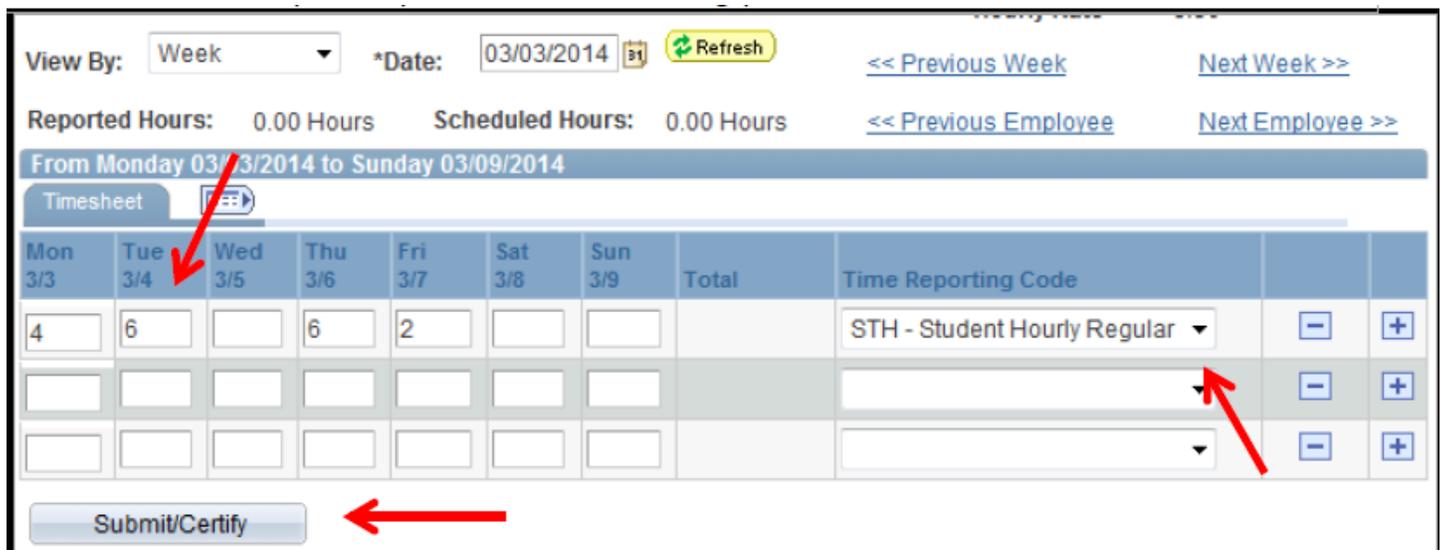
Don't forget to submit your time in PeopleSoft as well. Instructions continue below.

Reporting Time in PeopleSoft

PeopleSoft's Time and Leave Reporting is found in the Employment Tab as shown below.



After clicking the *Time and Leave Reporting* link, you will see the screen below. You will report your hours as usual, whether it's Student hourly Regular, VAC, SICK, hourly etc. by selecting it from the *Time Reporting Code* drop down menu. Click submit/certify once complete.



You will then see the screen below showing your time Needs Approval. Your DTA will approve that time once your supervisor approves your timesheet in TAS.

- Due dates will still be every Friday by 9 am
- Deadlines change during weeks in which a holiday is observed.

View By: Week

*Date: 03/03/2014

Refresh

[<< Previous Week](#)

[Next Week >>](#)

Reported Hours: 18.00 Hours Scheduled Hours: 0.00 Hours

[<< Previous Employee](#)

[Next Employee >>](#)

From Monday 03/03/2014 to Sunday 03/09/2014

Timesheet

Mon 3/3	Tue 3/4	Wed 3/5	Thu 3/6	Fri 3/7	Sat 3/8	Sun 3/9	Total	Time Reporting Code		
4.00	6.00		6.00	2.00			18.00	STH - Student Hourly Regular	-	+

Submit/Certify

[Reported Time Status - select to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	03/03/2014	Needs Approval	4.00	STH	
<input type="checkbox"/>	03/04/2014	Needs Approval	6.00	STH	
<input type="checkbox"/>	03/06/2014	Needs Approval	6.00	STH	
<input type="checkbox"/>	03/07/2014	Needs Approval	2.00	STH	