



PeopleSoft Project: Timekeeping

There are two methods of timekeeping in PeopleSoft:

- **Punch time** requires the employee to use a web-clock feature to create a “punch” when arriving in the morning, when leaving for lunch, when returning from lunch, and when leaving at the end of the day.
 - Missed or incorrect punches require management intervention to correct
 - Deviations from set schedules may be flagged
- **Elapsed time** requires the employee to record the total number of hours that were worked or the number of hours of leave that were taken each day. Time and leave hours can be recorded any time during the pay period.

Organizations can choose which timekeeping method(s) best meets their business needs. Timekeeping decisions cannot be revisited until 2015.

Time Reporting Codes, Earnings (Pay) Codes and Deduction Codes have been reworked and, in some cases, expanded to make them more intuitive.

Earnings Programs and Pay Groups are new sets of codes which will help define payroll rules and streamline payroll processing.

How can I find out more about the PeopleSoft Project and Timekeeping and Payroll?

Talk to the County’s Subject Matter Experts (SMEs) or other members of the Project Team. Jo Ann Buechler (87087) is the Subject Matter Expert for Payroll and Time/Labor.

FACT SHEET