How to Enter Time in the New System
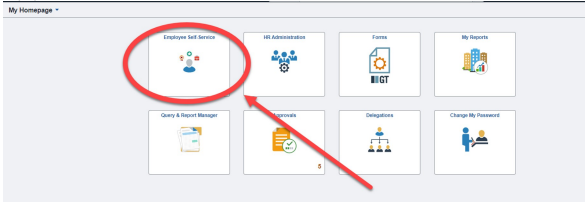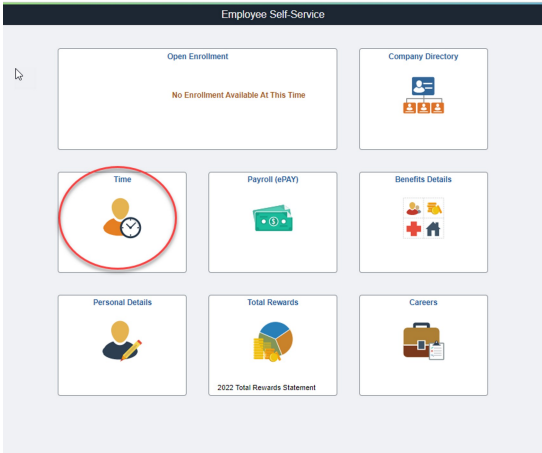
Friday, June 24, 2022   12:59 PM
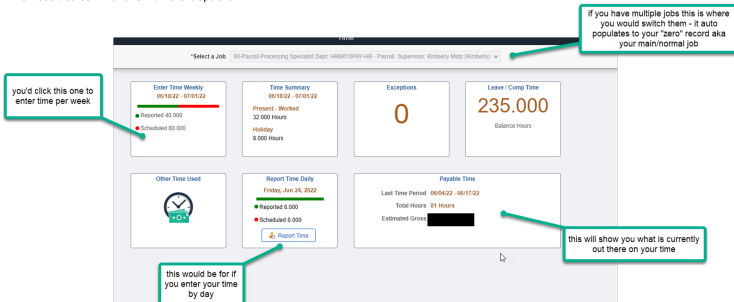
1. Log in to the new system:
   https://hr.sppserp.org/psc/ps/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
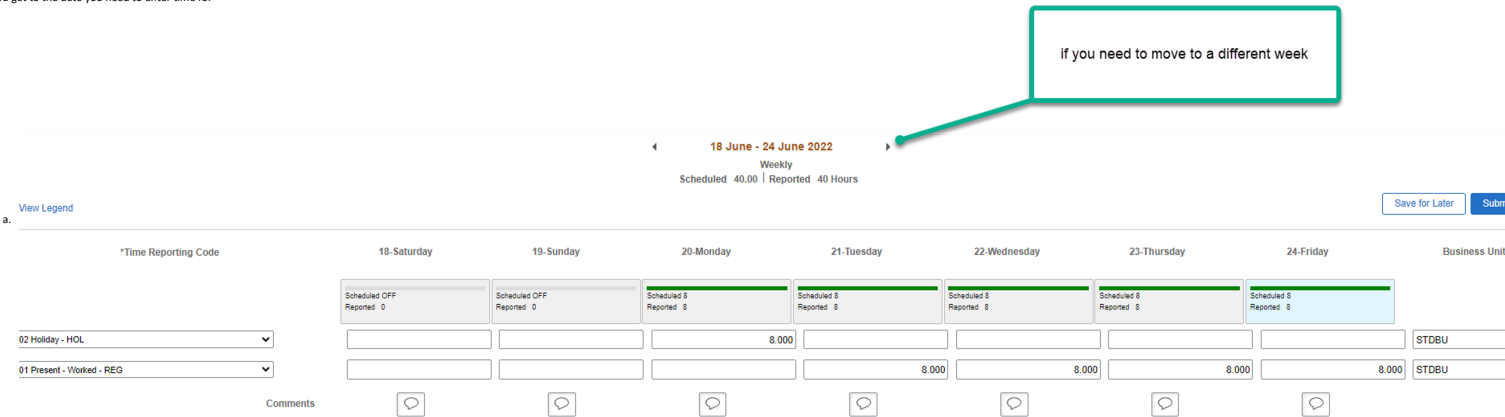2. Click: employee Self Service

   a.

3. That will bring you to this page:

   a.

4. Click the "time" tile
5. You will now see a screen with a few different options:

   a.

6. You will want to click "enter time Weekly"
7. That will bring you to a screen like below, you can move between weeks with the top arrows until you get to the date you need to enter time for

   a.

   if you need to move to a different week

   18 June - 24 June 2022
   Weekly
   Scheduled 40.00 | Reported 40 Hours

   View Legend

*Time Reporting Code	18-Saturday	19-Sunday	20-Monday	21-Tuesday	22-Wednesday	23-Thursday	24-Friday	Business Unit
	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	
02 Holiday - HOL			8.000					STDBU
01 Present - Worked - REG				8.000	8.000	8.000	8.000	STDBU
Comments	◯	◯	◯	◯	◯	◯	◯	

8. Then you will go through, enter your time and remember to use the drop downs to "code" the time you entered as sick, present, personal and so on
9. Then click SUBMIT - you should get an email telling you it submitted