

Business Operations

Timesheet Quick Start Guide for Timekeepers

1. Access timesheet at businessops.louisville.edu/timekeeping/report
2. Log In with University user name and password
3. The timekeeper report lists all departments for which you have access to review and edit timesheets.
4. Click on the respective department to see employees and status.
5. The totals section auto-calculates based on the time worked, leave, and any premiums that may apply. Review for accuracy on the last day of the pay period.
6. If further review is needed, you may view the whole timesheet by clicking, “view/edit timesheet.” This will open the timesheet in a new window.
7. To exit the timesheet and return to the department employee list, simply close the timesheet window.
8. Timekeepers should review all timesheets for accuracy on the last day of the pay period. Time will be automatically loaded to PeopleSoft.

Please Login

User Name

Password

Cancel Login

Web View	Print View
111000100 - VPA-Administration	
112000100 - VPA-Other	
112000100 - VPA-Marketing & Dev	
113000100 - VPA-Support Services	
112000100 - VPA-Facilities Operation	
115100100 - VPA-Stadium	
117000100 - VPA-Footbal	
117200100 - VPA-Basketbal Men	
117300100 - VPA-Tennis Men	
117300100 - VPA-Swimming Men	
117300100 - VPA-Basketbal Men	
117300100 - VPA-Basketbal Women	

1510000001 - Sr. VP for E&A Office

Thomas Foster - Position

No Timesheet for this Employee

Gabriel Freeman - Position

No Timesheet for this Employee

Allen Larmee - Position

No Timesheet for this Employee

Regan Mabry - Position

No Timesheet for this Employee

11027199 - Anna Starrett - Position 00006233

Total Hours Recorded			Leave Hours Recorded		
Week 1	Week 2	Pay Period	Week 1	Week 2	Total
REG	5.0	0.0	5.0	0.0	5.0
OTS	0.0	0.0	0.0	0.0	0.0
OT1	0.0	0.0	0.0	0.0	0.0
NON	27.0	40.0	67.0		
TOTAL	5.0	0.0	5.0		

Total Differential Recorded			Total Other Recorded			
Week 1	Week 2	Pay Period	Week 1	Week 2	Pay Period	
			STB	11.0	0.0	11.0

11027199 - Anna Starrett - Position 00006233

Total Hours Recorded			Leave Hours Recorded		
Week 1	Week 2	Pay Period	Week 1	Week 2	Total
REG	5.0	0.0	5.0	0.0	5.0
OTS	0.0	0.0	0.0	0.0	0.0
OT1	0.0	0.0	0.0	0.0	0.0
NON	27.0	40.0	67.0		
TOTAL	5.0	0.0	5.0		

Total Differential Recorded			Total Other Recorded			
Week 1	Week 2	Pay Period	Week 1	Week 2	Pay Period	
			STB	11.0	0.0	11.0

Employee Method: No
Supervisor Approved: No
Supervisor: Cancellal/Cheritus
Approved On: N/A

Mark Complete
View/Edit this Timesheet

