

Campus Connection: Time and Labor

Time Reporting for Hourly Employees

This document provides an overview for reporting hours worked on your DePaul Timesheet. This activity is required for all DePaul students, full-time hourly and part-time hourly staff.

Reporting and Adjusting Time

Every two weeks, report hours worked prior to the time reporting deadline.

- Click on [For Employees, Time Reporting and Approval, My Timesheet](#)
- Select a Time Reporting Period ([Prior](#), [Current](#) or [Next](#))
- Report or adjust Hours worked per day
- Choose a Time Reporting Code
- Click [Save] and [OK] to confirm

Viewing Payable Time

You may review the status of time that you have reported. This is an optional step. Several times a day, the system converts Reported time into Payable time. Payable time must be approved by your Time Manager before it can be sent to payroll.

- Click on [For Employees, Time Reporting and Approval, Payable Time Detail](#)
- Select a time reporting start date
- Click [Search]
- Review time reporting codes, hours, and payable time status.