The Payroll Office is pleased to introduce the upgraded PeopleSoft 9.0 web timesheet database. Take a minute to view the presentation and your timesheet entry experience will be as smooth as before.

Thank you.

Should you have any questions or problems please contact the Payroll Office.

Duane Williams – Supervisor
Jatina Cooke – Payroll Processor
When logging into the system your user name and password will remain the same. If you have password problems please contact the helpdesk (24357)
PEOPLESOF'T TIME ENTRY
9.0 VERSION

To access your timesheet click Self Service.
The next step is to select *Time Reporting*. 
Now select *Bowie Time Reporting*. 

![Image of Peoplesoft Time Entry 9.0 Version interface]
Then click Search.
You now have accessed your timesheet. Please proceed as usual.
Managers, when approving employee’s web time select *Manage Self Service.*
Managers next select Approve Time by Group.
Managers’ final step is to select Search and choose the group you are approving - Regular Staff (Reg) or Contractual Staff (Con). Please proceed as usual.