

## PeopleSoft Time and Effort Reporting for Faculty

The time and effort reporting system was built as a module within the current PeopleSoft Human Capital Management System.

To access the system, you will use your UT-Houston ID and password. This is the same ID and password you currently use to access the UT network and university e-mail.

- Logon to the system at:  
<https://hrms.uth.tmc.edu/psp/hprd/EMPLOYEE/HRMS/?cmd=logout>

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

<p>User ID: <input type="text" value="RCBROWN"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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**Human Capital Management (HCM)**

- Use your **UT ID and Password**.
- Press the **“Sign In”** button.

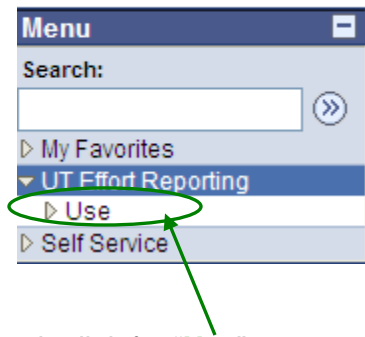
The following screen will appear:

ORACLE



- Click on the link for **“UT Effort Reporting”**. The following screen will appear:

ORACLE



- Click on the link for **“Use”**.

The following screen will appear:



- Click on the link for **“Faculty Certification”**. Your name and employee id (EmpID) will automatically be displayed on this panel.



### Faculty Certification

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Faculty Name\*: begins with Norris,Steven J.  
EmpIID: begins with 107304  
Frequency: =  
Period: =  
Calendar Year: begins with  
 Case Sensitive  
Search Clear [Basic Search](#) [Save Search Criteria](#)

- Pull down the menu for “**Frequency**” and select “Semi-Annual”.



### Faculty Certification

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Faculty Name\*: begins with Norris,Steven J.  
EmpIID: begins with 107304  
Frequency: = Semi-Annual  
Period: =  
Calendar Year: begins with  
 Case Sensitive  
Search Clear [Basic Search](#) [Save Search Criteria](#)

- Select the appropriate “**Period**” from the drop-down list.

NOTE: Options will include semi-annual periods and monthly periods. The monthly periods are for non-exempt employees use only.




## Faculty Certification

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Faculty Name*:	begins with	Norris,Steven J.
EmplID:	begins with	107304
Frequency:	=	Semi-Annual
Period:	=	1-January thru June Semi
Calendar Year:	begins with	

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

- Type in the “calendar year”.



## Faculty Certification

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

Faculty Name\*:

EmplID:

Frequency:

Period:

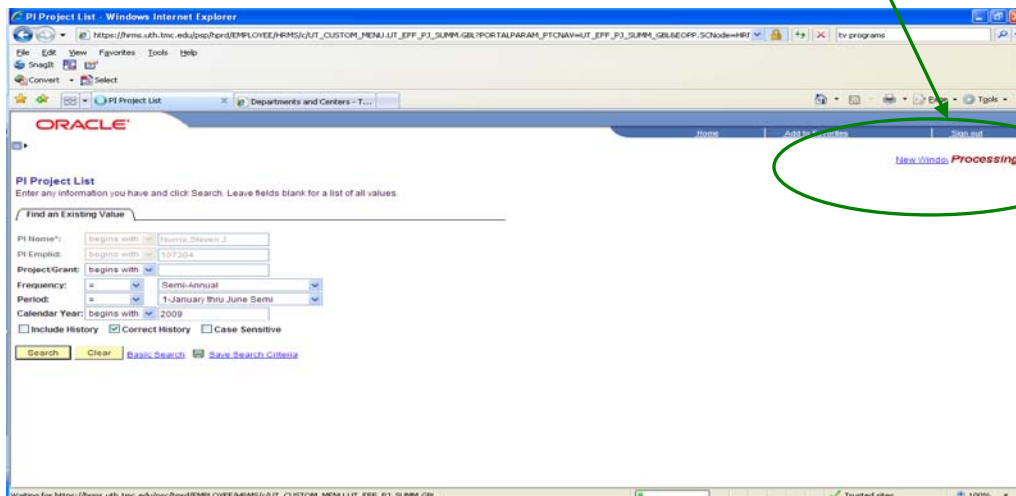
Calendar Year:

Case Sensitive

[Basic Search](#)

- Press the “**Search**” button.

While the system is “searching”, you will see the word “**Processing**” flashing in the upper right-hand corner of the screen.



The system will return information related to the criteria used above.

- Review the information for accuracy and completeness.

- If any of the information is not correct, please contact your PeopleSoft Administrator in your department.

Faculty Certification

EmpID: 107304    Norris, Steven J.    Administrator

Frequency: S    7-July thru Dec Semi    Calendar Year: 2007    Approved    Admin: JGUILLORYGARCIA    Date/Time: 03/12/2008 9:21AM

Total Funding %: 100.00    Total Effort %: 100.00

I certify that this page contains a distribution of activities that represents a reasonable estimate of work performed for the stated period.     Certified     Rejected    SNORRIS    06/02/2008 11:27AM

Position	SpeedType	Program Description	Project	Funding	Effort %	PI
1 00018484	2572400001	Instruction - Clinical Sci		10.00	10.00	
2 00018484	2572330004	Instruction - Other		27.00	27.00	
3 00018484	2572500040	Research - Clinical Sciences	0004192	2.50	2.50	Confirmed SNORRIS 02/15/2008 3:05PM
4 00018484	2572500047	Research - Clinical Sciences	0004899	30.00	30.00	Confirmed SNORRIS 02/15/2008 3:07PM
5 00018484	2572500052	Research - Clinical Sciences	0005295	3.00	3.00	Confirmed SNORRIS 02/15/2008 3:11PM
6 00018484	2572500062	Research - Clinical Sciences	0005957	27.50	27.50	Confirmed SNORRIS 02/15/2008 3:11PM

Total Funding %: 100.00    Total Effort %: 100.00

Position	SpeedType	Account	Program Description	Project	ERNCD	Funding	Effort %
1 00018484	2572400001	67008	Instruction - Clinical Sci		REG	10.00	10.00
2 00018484	2572330004	67008	Instruction - Other		REG	27.00	27.00
3 00018484	2572500040	67008	Research - Clinical Sciences	0004192	REG	2.50	2.50
4 00018484	2572500047	67008	Research - Clinical Sciences	0004899	REG	30.00	30.00
5 00018484	2572500052	67008	Research - Clinical Sciences	0005295	REG	3.00	3.00
6 00018484	2572500062	67008	Research - Clinical Sciences	0005957	REG	27.50	27.50

Save     Return to Search     Previous in List     Next in List     Notify

- If the information displayed on this panel is correct, certify the information by checking the “certified” box near the top of the screen.

I certify that this page contains a distribution of activities that represents a reasonable estimate of work performed for the stated period.     Certified     Rejected    SNORRIS    06/02/2008 11:27AM

- Press the “Save” button.

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- Sign off by pressing the “**Sign Out**” button in the right-hand corner of the screen.

