

PeopleSoft Time and Effort Reporting for Faculty

The time and effort reporting system was built as a module within the current PeopleSoft Human Resources 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://dozer.hsc.uth.tmc.edu:7001/servlets/iclientservlet/hprd/?cmd=login>



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

The following screen will appear:



- Click on the link for **“UTHSC Menu”**.

The following screen will appear:



- Click on the link for “**Custom Effort Reports**”.

The following screen will appear:



- 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.

[Home](#) > [UTHSC Menu](#) > [Custom Effort Reports](#) > [Use](#) > **Faculty Certification**

Faculty Certification

Find an Existing Value

Faculty Name*:

EmpID:

Frequency:

Period:

Calendar Year:

Case Sensitive

[Basic Search](#)

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

Find an Existing Value

Faculty Name*:

EmpID:

Frequency:

Period:

Calendar Year:

Case Sensitive

[Basic Search](#)

- 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.

Find an Existing Value

Faculty Name*:

EmpID:

Frequency:

Period:

Calendar Year:

Case Sensitive

[Basic Search](#)

- Type in the “calendar year”.

Find an Existing Value

Faculty Name*:

EmpID:

Frequency:

Period:

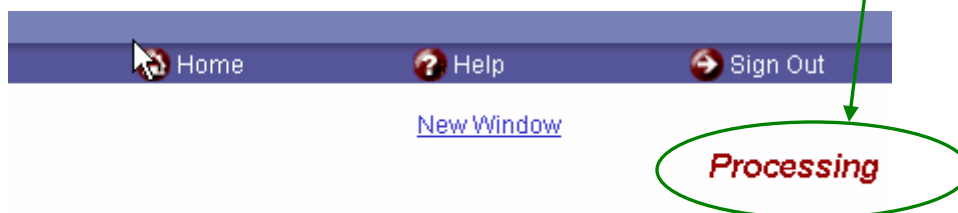
Calendar Year:

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

EmplID: 102640 Chen,Zhiqiang
Frequency: S 7-July thru Dec Semi Calendar Year: 2006

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

Position	SpeedType	Program Description	Project	Funding	Effort %	PI
1 00020544	2542500137 0003786	Antithrombotic Gene	Research - Clinical Sciences	0003786	50.00	50.00
2 00020544	2542570043 0000592	Gene Therapy Research	Research - Clinical Sciences	0000592	50.00	50.00

Total Funding %: 100.00 Total Effort %: 100.00

Position	SpeedType	Account	Program Description	Project	ERNCD	Funding	Effort %
1 00020544	2542500137 0003786	Antithrombotic Gene	67008	Research - Clinical Sciences	0003786	REG	50.00 50.00
2 00020544	2542570043 0000592	Gene Therapy Research	67008	Research - Clinical Sciences	0000592	REG	50.00 50.00

- 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 ZCHE 11/06/2006 3:44PM

- Press the **“Save”** button.

PeopleSoft.

Home Help

Home > UTHSC Menu > Custom Effort Reports > Use > Faculty Certification [New Window](#)

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