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.