Instructions – Hourly Employee Time Sheet

Employee Name – Employee's last name, first name, and middle initial.

PS Employee ID Number – Employee's identification number (EMPLID), generated by the PeopleSoft Human Resources database.

Social Security Number – Enter the employee's Social Security number.

Pay Period – Enter the month and year of the pay period (mm/yy).

Department Name – Enter the name of the Department where the employee is working.

Reporting Unit – Enter the department's Reporting Unit number (3 digits from Peoplesoft).