



## **How Do I? Certify My Time**

PeopleSoft version 8

### **To Certify Time**

1. **Click** on the **Internet Explorer** icon and go to Southeastern's home page at:  
<http://www.selu.edu>
2. **Click** the **LEO** icon on the bottom left.
3. **Click** the **Click Here** to login to **TimeCentre** under the **LEO TimeCentre 2000e** menu option.

4. **Key** in your **TimeCentre** Username and Password, then **click** the **<Log On>** button. The LEO TimeCentre 2000e employee menu should appear.  
*If you have forgotten your TimeCentre Username and Password, contact TimeCentre at extension 3801 for help.*

5. **Click** on **<Employee Certification>** in the column on the left.

A **Work/Leave Report** should appear for 9-month Faculty, Graduate Assistants, Resident Assistants, and Lecturer employees.

A **Time Sheet** should appear for all other university employees.

6. **Click** on the **arrows** on the scroll bar to review your time.
7. If the time is correct, **click** on the **<Approve>** box and a check will appear.
8. **Click** the **<Submit>** button in the bottom left of the form.

9. Employee Certification should now indicate that you have no time certifications to submit.

### **If there is an error with your time**

1. If there is an **error** in your time, **click** the **<Not Approved>** box. **Key** in your **comments** as to why the time is incorrect in the **Comment box** to the right.
2. **Click on the** <Submit> button in the bottom left of the form.
3. Once your **Timekeeper** has made corrections to your time, **repeat** the above process, **reviewing** your time again and give approval if it is correct.

**Time can only be corrected BEFORE scheduled deadlines.**

4. If an employee discovers an error in their time after the scheduled deadline, they must notify their Supervisor of the error.