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Click on Employee Tools – PeopleSoft HR/Payroll box

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Welcome to MyButler

If you are being directed to an Oracle login page, please clear your web browser cache. For instructions, go to google.com, type the name of your web browser followed by "clear browser cache." Hit Enter and follow the instructions provided. Then, try accessing my.butler.edu again.

By clicking on any link below you agree to the [Terms and Conditions](#) of use. If you do not agree to these terms and conditions you should immediately log out of the Butler portal.

Academic Tools	Employee Tools	Financial Tools	Quick Links
 PeopleSoft Campus Solutions This set of tools provides access, based on your own permissions, to the student information system. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 PeopleSoft HR / Payroll This set of tools provides access to the PeopleSoft Human Resources and Payroll tools needed by employees of the University. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 PeopleSoft Financials For those who work in the University's financial system, this set of tools facilitates vouchers, requisitions, and more. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 Popular Butler Sites These quick links will help you easily navigate to popular Butler websites, systems and informational pages. Those most often visited are provided below for even faster access.
 Self Service Student Homepage	 Timesheet	 Financials Worklist	 Butler University

https://hrprd.butler.edu/psc/ps/EMPLOYEE/HRMS/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?NAVSTACK=Clear

4:17 PM 12/12/2018

Click on Classic Home

My Homepage x

https://hrprd.butler.edu/psc/ps/EMPLOYEE/HRMS/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?NAVSTACK=Clear

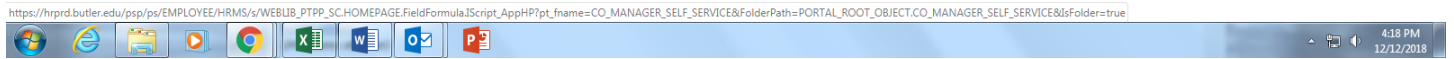
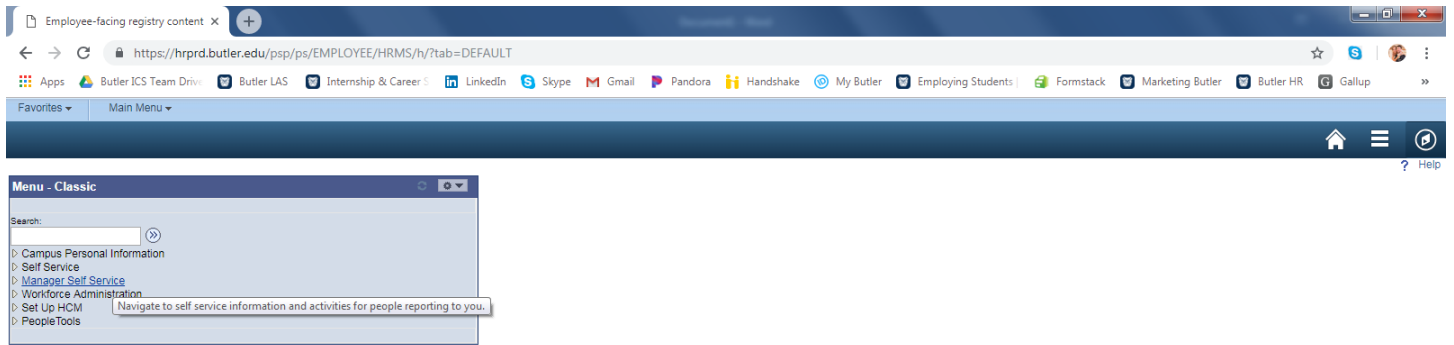
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Self Service

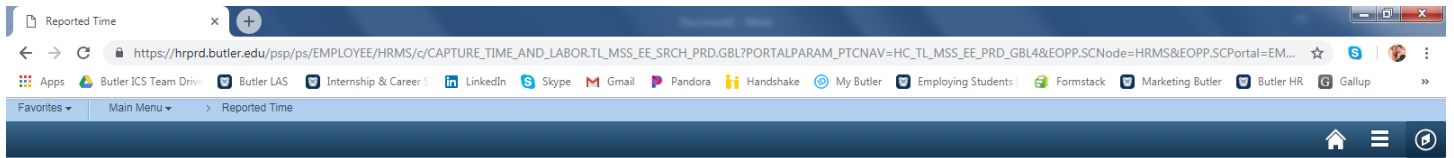
 Absence & Time Reporting	 Payroll and Compensation	 Benefits
 Personal Information	 Time Management for Managers	 My Team
 Classic Home		

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Click on Manager Self Service > Click Approve Time & Exceptions > Click Reported Time



On the Timesheet Summary you will see the students listed hours at the bottom. Click Approve and you will be done!



Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

There were no employees found with Reported Time to approve based upon your selection criteria.

Change View

*View By: Week Include Absence Show Schedule Information

Date: 12/12/2018

Report Time
Manager Self Service
Time Management



Questions? Contact Alyssa Laskowski – Student Employment Coordinator (alaskows@butler.edu)