1. Start by at the PeopleSoft homepage: [https://hrms.byu.edu](https://hrms.byu.edu)

2. On the homepage, select “Timesheet.”
   a. If you can't find the "Timesheet" option, you can search "Timesheet" and select the Manager Self Service option.

3. Enter the student’s ID number.

4. Select the generated link to open the timesheet.

5. Go to the current timesheet.
   a. Time Reporting Code: 6RTRO – Student Retro pay $
   b. Quantity Column: enter in the dollar amount
   c. Add Comment Column: click on the bubble. Examples -
      i. 1/23 – 3 hours X $1.00 wage difference= $3.00
      ii. 1/25 – 5 hours X $1.00 wage difference= $5.00
      iii. 2/1 – 2 hours X $1.00 wage difference= $2.00
      iv. =10 hours X $1.00 = $10.00

6. Click “Submit” at the bottom of the page to save your changes.
On the HRMS homepage, select the tile “Timesheet.” Search the desired student’s ID number and select the generated link, which will lead you into the student’s timesheet.

Inside the current timesheet, select the drop down menu under “Time Reporting Code” for any of the days of the week. Inside the drop down menu, choose “6RTRO – Student Retro Pay $.” On the same row, enter the dollar amount to be retro paid under the column “Quantity.”
On the same row that you added the retro pay, select the comment bubble. In the comment box, leave an explanation for how you calculated the dollar amount in “Quantity.” For example, if the student worked 5 hours with a pay difference of $1.00, the explanation in the comment box should be “11/28 – 5 hours X $1.00 pay difference = $5.00”

Once this has been completed, click the “submit” button at the bottom of the page to complete the retro pay.