Input your time in PeopleSoft with these tips!

**PROCEDURES**

- Report hours electronically in PeopleSoft on a *weekly basis* by Thursday at 5PM for the current week - through Saturday.
- Occasionally, the payroll deadline changes due to holidays. If you see an email from HLS HR noting an early payroll, please note the adjusted time entry deadline for that week.
- If you do not work any hours in a particular week, you do not need to record any time in PeopleSoft.
- All hours should be reported in 0.25 increments, rounding up to the nearest .25. (for example: if you work 2 hours and 15 minutes, the time should be reported as: 2.25)

**ENTERING TIME FOR MULTIPLE POSITIONS?**

- Please make sure you know your Employee Record Number (ERN) for each job.
  - This is not your Harvard ID number - it is a one-digit number assigned to each position you hold at HLS (often 0-4) and the time you work in each position must be recorded to the corresponding ERN.
- Forgot your ERN? Contact us at studenthires@law.harvard.edu

**NAVIGATING PEOPLESOFK**

You will input your time on your timesheet by accessing PeopleSoft.

1. Once logged into Peoplesoft - select the My Time and Absences tile on the Self Service page.
2. Select Report Time and Absences
3. Then select Timesheet
4. Select Enter Time
REPORTING TIME ON A MOBILE DEVICE

1. Enter hours under each day of the current week that you worked.
2. Select REG-Regular from the Time Reporting Code drop down menu.
3. Click the **Submit** (green) button.
4. On the confirmation screen, click OK.
5. Verify that all hours are correct.
   - You may not exceed the number of hours assigned as noted in your appointment letter.

HELP! I FORGOT TO REPORT MY HOURS AND PEOPLESOFT DOESN'T LET ME REPORT FOR PREVIOUS WEEKS!

Please contact Daryl Muranaka, Assistant Director, Faculty Support Services [dmuran@law.harvard.edu]