TEMP/LHT GUIDE TO
TIME KEEPING

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 hlshr@law.harvard.edu

NAVIGATING PEOPLESOFT

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

TIME CAN BE REPORTED VIA COMPUTER OR MOBILE
LOG IN
PLEASE SEE NEXT PAGE FOR INSTRUCTIONS
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.
   - LHT employees may not exceed 14 hours per week under any circumstances.