STUDENT WORKERS 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 studenthires@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
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 the individual who approves your time!