

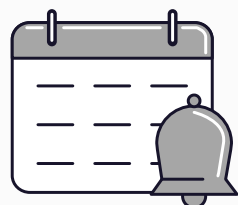
# TEMP/LHT GUIDE TO TIME KEEPING

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?

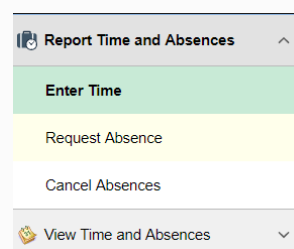
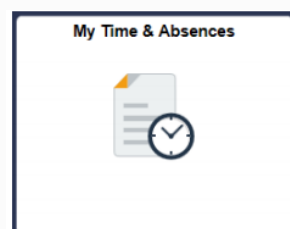
- Please make sure you know your Employee Record Number (ERN) for **each** job, if you hold multiple positions.
  - This is not your Harvard ID number - it is a one-digit number assigned to each position you hold at HLS (often 0-4) and the time you work in each position must be recorded to the corresponding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

# REPORTING TIME ON A COMPUTER



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.
  - o LHT employees may not exceed 14 hours per week under any circumstances.

# REPORTING TIME ON A MOBILE DEVICE



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## Entering Your Time from a Mobile Device

### Entering Hours Manually: Single Day

One of the benefits of entering your time via a mobile device is the ability to quickly report your time throughout the week, especially if the number of hours you work varies each day. You can use the Manual Entry option to quickly enter your hours for a single day, and repeat the process during the week for each day you work.

**Note:** To view another week, use the arrows on either side of the date, or click the date and select the desired week on the calendar pop-up.

**Steps**

1. Under **Options**, select **Manual Entry**.
2. Select the desired day.
3. Select a **Time Reporting Code**. REG – Regular Time is the default, but you can change it, if necessary.
4. In the **Per Day** field, enter the number of hours you worked/amount earned (e.g., Meal Money) on the selected day.
5. Click **Review**.
6. On the Review Weekly Time page, confirm the reported hours for the day is correct. For more information on reviewing your hours, refer to the "[Reviewing and Editing Mobile Time Entries](#)" section
- Note:** Any reported hours that are over or under your regularly scheduled hours are indicated on the page.
7. Click **Submit**.

**As a reminder, if you are a less than halftime employee (LHT) you may not exceed 14 hours per week.**