STUDENT WORKERS GUIDE TO
TIME KEEPING

Input your time in PeopleSoft with these tips!

PROCEDURES

- Report hours electronically in PeopleSoft on a <u>weekly basis</u> 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
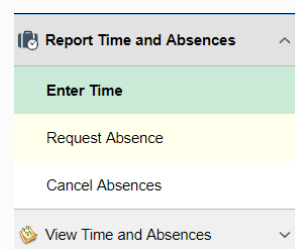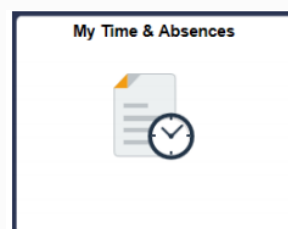
REPORTING TIME ON A COMPUTER

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.
   - You may not exceed the number of hours assigned as noted in your appointment letter.

REPORTING TIME ON A MOBILE DEVICE

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

Please fill out this form to request for backpay.
If you have multiple positions that you need to request backpay for, please submit a new request for each of the positions.

Any questions?
Email us at
studenthires@law.harvard.edu

HARVARD LAW SCHOOL
Human Resources