

A 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 5 PM 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 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 EMPL REC # (Employee Record #) 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 please be sure the time you work in each position is submitted with the corresponding EMPL REC #
- *Forgot your EMPL REC # ?*
- Refer to your appointment letter as it will contain the corresponding EMPL REC # for your position.
- If you are still unsure, contact us at studenthires@law.harvard.edu

TIME CAN BE REPORTED VIA COMPUTER OR MOBILE LOG IN

REPORTING TIME ON A COMPUTER



NAVIGATING PEOPLESOFT

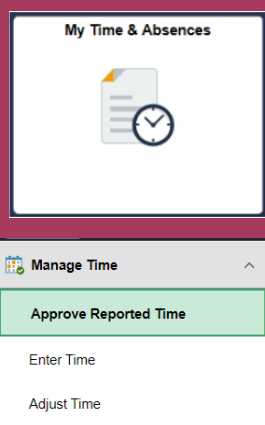
You will input your time on your timesheet by accessing PeopleSoft.

1. Once logged onto Peoplesoft, select 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 submitted via computer or mobile device -



REPORTING TIME ON A COMPUTER



Time Reporting Code / Time Details	Sunday 4	Monday 5	Tuesday 6	Wednesday 7	Thursday 8	Friday 9	Saturday 10
Scheduled OFF Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled OFF Reported 0
Comments							

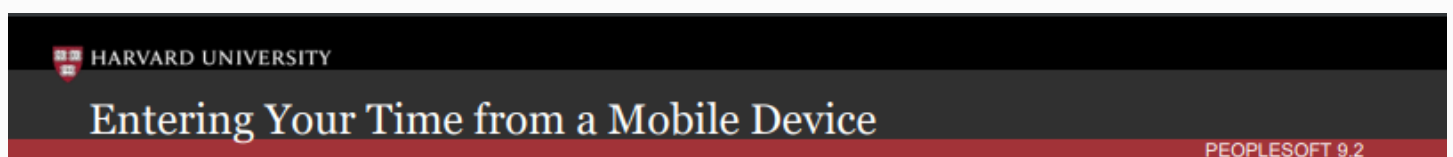
1. Enter hours under each day of the current week that you worked.
2. Select REG-Regular from the Time Reporting Code drop down menu.
3. Click the **Submit (green)** button.
4. On the confirmation screen, click OK.
5. Verify that all hours are correct.

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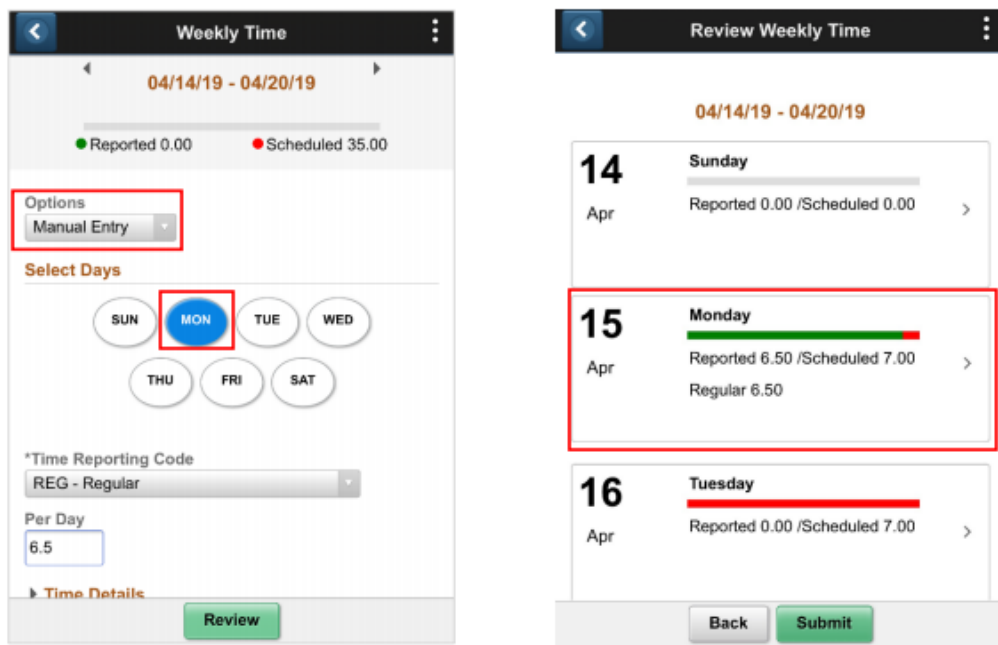
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REPORTING TIME ON A MOBILE DEVICE



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

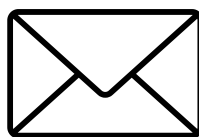
1. Under **Options**, select **Manual Entry**.
2. Select the desired day.
3. Select a **Time Reporting Code**. REG – Regular Time is the default, but you can change it, if necessary.
4. In the **Per Day** field, enter the number of hours you worked/amount earned (e.g., Meal Money) on the selected day.
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**.

REPORTING TIME ON A COMPUTER



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

Please contact the individual who usually approves your time submissions



Please include your HUID, the position you need to enter hours for as well as a log of the hours worked, broken down by date (Ex. EMPL REC#2, Professor XXXXX, 8/29 – 4 hours; 8/30 – 2 hours; etc.)

**FOR MORE INFORMATION REFER TO OUR FAQs
ON THE STUDENT HIRE SITE**

