Time and Absence Reporting Quick Reference

PEOPLESOFT 9.2

What's Covered: Overview of the changes to the timesheet in PeopleSoft version 9.2.

IMPORTANT: For detailed instructions on how to report time and absences, please refer to the Reporting Time and Absences job aid on the Harvard Training Portal.

University Time Reporting Guidelines

Harvard's policy that all overtime-eligible staff must report the time they work each week will be enforced. All over-time eligible employees will be required to enter the hours they work each week. If you fail to enter hours, there is a potential risk of not being paid your full wages in a timely manner.

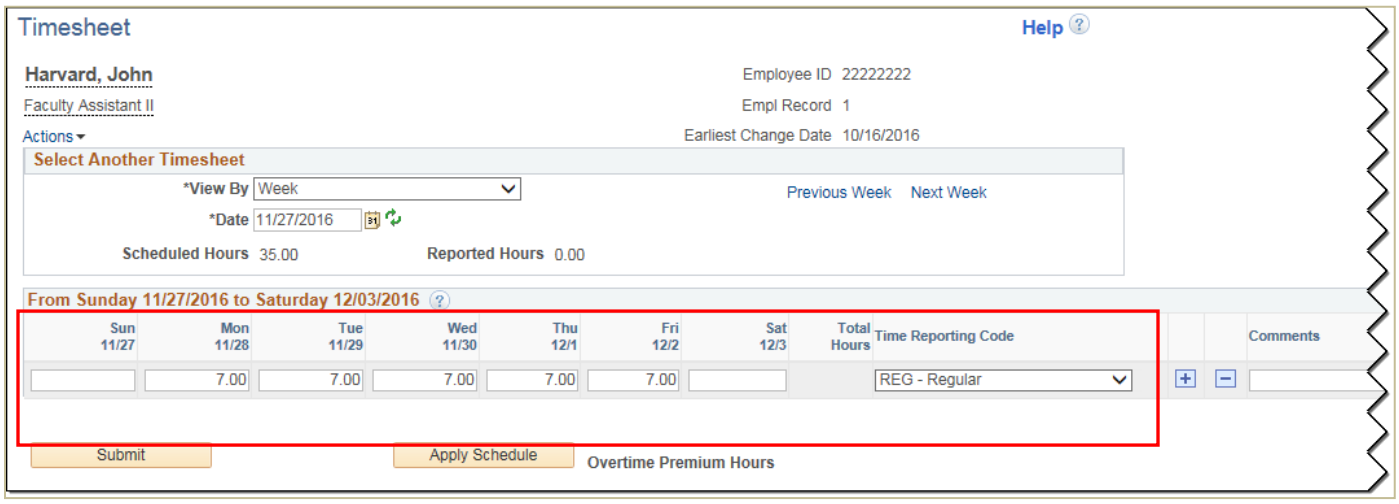
Please follow your local tub's/unit's deadlines if they differ from the recommended timeframes.

	Report your hours worked and absences by Thursday, 5:00 p.m.
	When reporting your hours, you can report your current week's hours and hours for up to two weeks into the future. Take action on PeopleSoft emails you receive: • Email reminder to report your time (sent on Thursday at 10 a.m.) • Email alert if you did not report time (sent on Friday morning at 10 a.m.)
	All hours should be reported in .25 increments. For example, if you work seven and half hours, your time should be reported as 7.50.
	For information on time and absence reporting policy, information about benefits and compensation, and links to the personnel manual and union contracts go to: http://hr.harvard.edu.

Navigation

The Timesheet can be accessed through the **My Time and Absences** tile on the Self Service page. The full path to the timesheet is: **Self-Service>My Time and Absences> Report Time and Absences> Timesheet**.

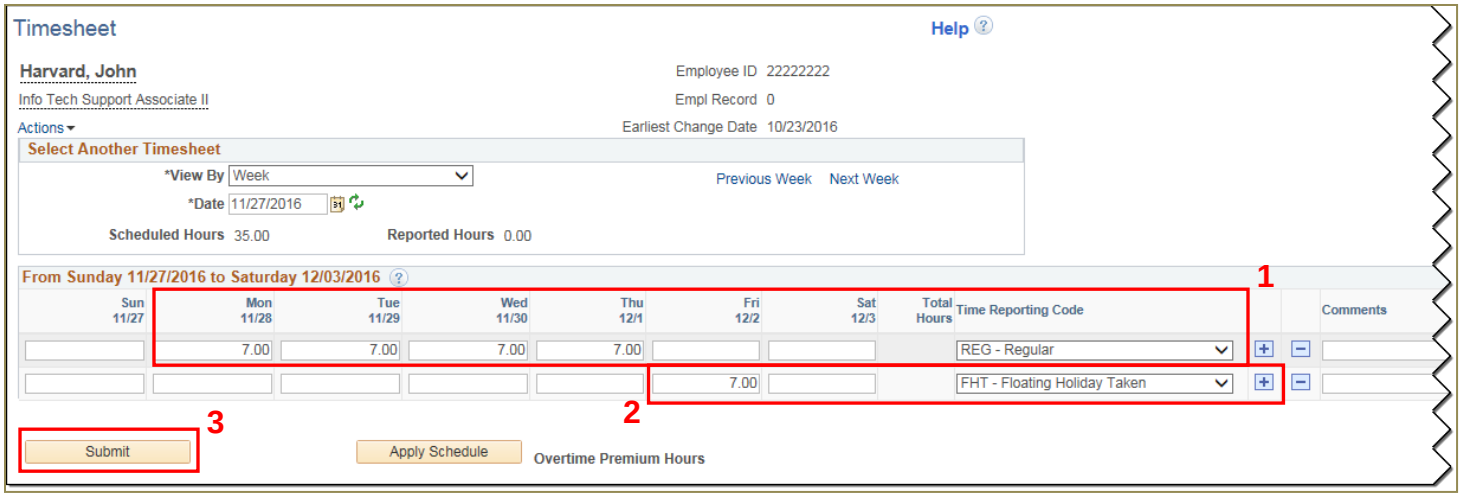
Reporting Regularly Scheduled Hours



Steps

1. Enter hours worked to the nearest quarter hour (.00 .25 .50 .75) for each day and select **REG - Regular** from the **Time Reporting Code** drop-down menu.
   - Alternatively, you can click **Apply Schedule** to populate the timesheet with your regularly scheduled hours.
2. Click **Submit**.
3. On the Confirmation screen, click **OK**.
4. Verify that the timesheet lists your scheduled hours.

Reporting Additional Time Types



Steps

1. Enter regular hours worked. Select **REG - Regular** from the **Time Reporting Code** drop-down.
2. On the next line, enter the hours (or amount), then select the appropriate time reporting code. Continue to do this until all of your time has been reported. If necessary, use + to add new rows.
3. Click **Submit**.
4. On the confirmation screen, click **OK**.
5. Verify that all hours entered are equal to or exceed your reported hours by checking the **Reported Time Status** tab. If necessary, correct the timesheet and re-submit.

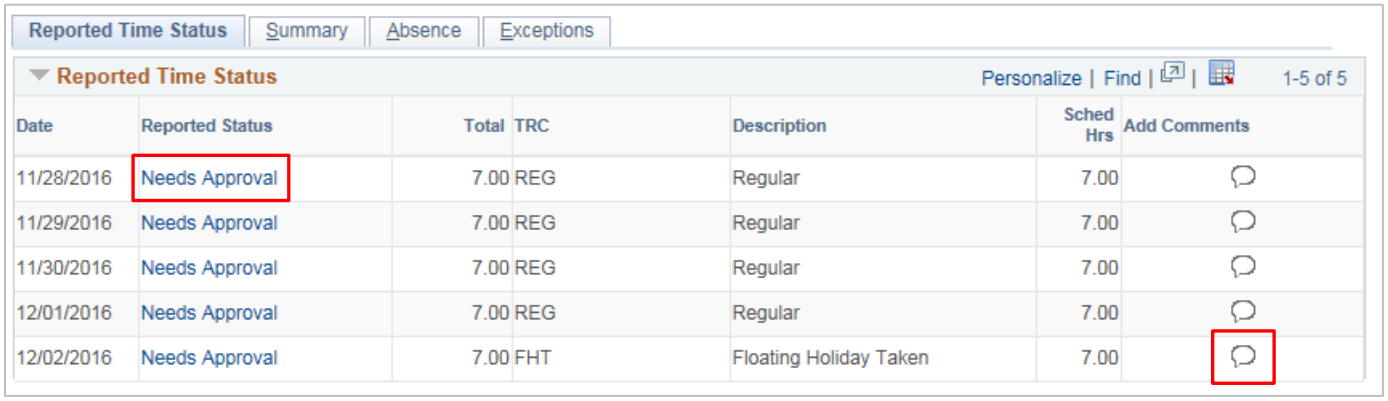
Reviewing Statuses and Summaries

You can review reported time and absence request statuses, as well as view summaries and exceptions by clicking on the respective tabs on the Timesheet page.

Reported Time Status Tab

The Reported Time Status tab displays the current approval status for the submitted hours.

- Click the **Needs Approval** link to view the Approval Monitor page for your submitted hours.
- Click the icon in the **Add Comments** column to enter comments for your reported hours, or view comments entered by approvers.



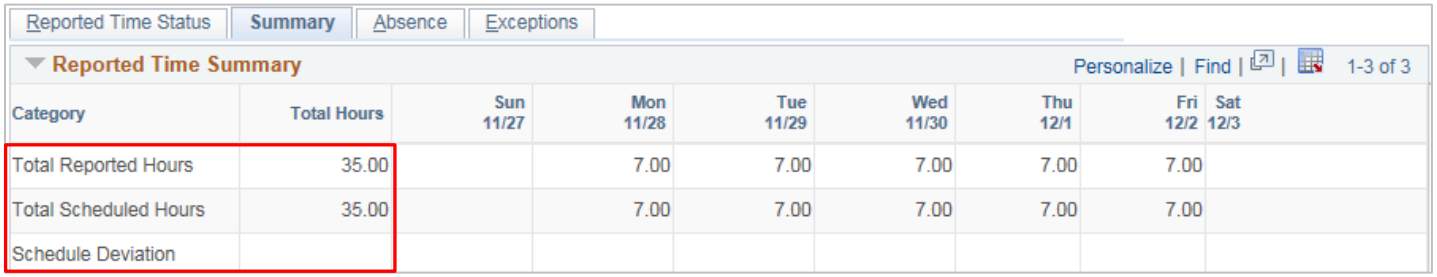
Reported Time Status | Summary | Absence | Exceptions

Reported Time Status — Personalize | Find | 1-5 of 5

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
11/28/2016	Needs Approval	7.00	REG	Regular	7.00	
11/29/2016	Needs Approval	7.00	REG	Regular	7.00	
11/30/2016	Needs Approval	7.00	REG	Regular	7.00	
12/01/2016	Needs Approval	7.00	REG	Regular	7.00	
12/02/2016	Needs Approval	7.00	FHT	Floating Holiday Taken	7.00	

Reported Time Summary Tab

The Reported Time Summary tab displays the total number of reported hours for the current week, the total number of scheduled hours, and any deviation between to two amounts.



Reported Time Status | Summary | Absence | Exceptions

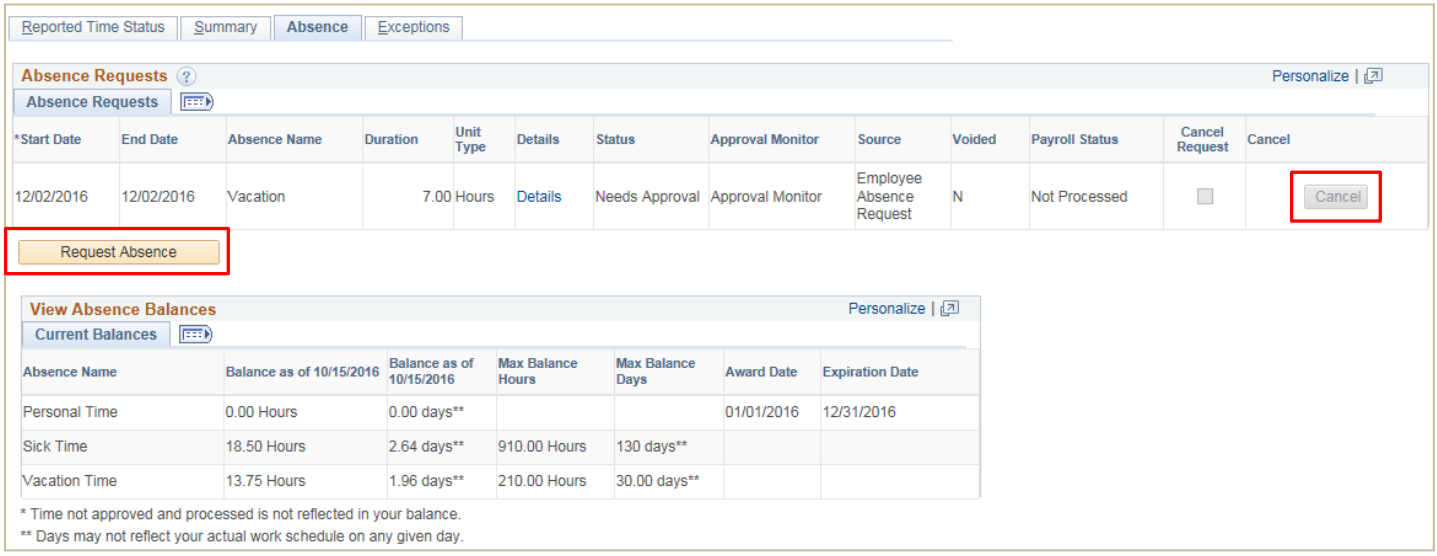
Reported Time Summary — Personalize | Find | 1-3 of 3

Category	Total Hours	Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/1	Fri 12/2	Sat 12/3
Total Reported Hours	35.00		7.00	7.00	7.00	7.00	7.00	
Total Scheduled Hours	35.00		7.00	7.00	7.00	7.00	7.00	
Schedule Deviation								

Absence Tab

The Absence tab displays the details for any absence requests associated with the selected timesheet. It also displays your current absence balances.

- Click **Request Absence** to submit a new absence request
- For future-dated absence requests, you can click **Cancel** to remove an absence request from the timesheet.



Exceptions Tab

The Exceptions tab displays any major issues or discrepancies with the hours reported on the timesheet.