Salaried employees may enter their time off (vacation, personal, sick, bereavement, etc.) in Peoplesoft HR Employee Self Service. If no time for a pay period is entered, records will show the employee was working and did not take time off for that period.

Submitted time entries are routed to an employee's supervisor for approval. A supervisor may approve or deny time entered by the employee. If time is denied, the employee may correct the time entry by removing the denied time and re-submitting.

Time may be entered for a single pay period at a time. Future planned time off may also be entered. For example, an employee may indicate in March planned time for dates in April. If, in April, the employee did not take the previously approved time off, that employee may edit the recorded time accordingly.

Time off must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (vacation, personal, sick, etc.), **one code per row** in the time period.

All time for a given fiscal year (July 1-June 30) must be submitted before the end of that fiscal year.

Please refer to https://www.hws.edu/offices/hr/benefits/pto.aspx and https://www.hws.edu/offices/hr/benefits/guide_admin_salaried.pdf for time off benefits information. For more information, contact Human Resources at ext. 3312.

To enter time off in PeopleSoft:

- 1. Go to the PeopleSoft Portal Landing at http://psportal.hws.edu
- 2. On the portal page, click **Human Resources**

- PEOPLESOFT PORTAL LANDING

 With the latest refresh of our PeopleSoft environment, completed on June 1, 2019, in an effort longer have to log into the PeopleSoft Portal.

 Simply select from the list of PeopleSoft environments below and log in using your HWS creations

 CAMPUS SOLUTIONS
- 3. Log in using your HWS username and password



4. On the landing page, go to Main Menu > Fluid Home

If you are a manager, you will need to change the menu from Manager Self Service to Employee Self Service.

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The Fluid Home displays tiles for entering time and leave balances, as well as other self-service items like the W-2 form and last paycheck. Leave balances will reflect all requested time off. The paycheck will reflect time taken off as of the last payroll.

HOBART AND WILLIAM SMITH COLLEGES	✓ Employe	If Service	ଜ ፡ 🥝
Annou	ncements	Enter Time 12/04/21 - 12/17/21	Time Summary 12/04/21 - 12/17/21
No Announce	ements available	Reported 0.00	No Time Reported
Leave Balances	Pay	W-2/W-2c Consent	W-2/W-2c Forms
315.00 Balance Hours	• (5) •		W 2
	Last Pay Date 12/10/2021	No consent received	2020 W-2 Form available

5. On the Fluid Home page, at the upper right click on the tile **Enter Time**

The tile displays the current pay period and the reported hours for that period.

Enter Time 12/04/21 - 12/17/21
Reported 0.00

				ected pay pe a calendar			the arrows to en recent pay		Goes to HF	R Home	Contains Sign Out link
					Enter 1				ŵ	: 0	Contains Fluid Home button
	Job Title										
			•	4 Dec	ember - 17 E Sala		021 ▶				
					Reported						
	View Legend						Print Timesh	eet Sav	e for Later	Submit	Submit time entry
					Week 1 Reported 0.0	of 2					Use the arrows to move between pay period weeks
	*Time Reporting (Time Details	Code/ 4	l-Saturday	5-Sunday	6-Monday	7-Tuesday	8-Wednesday	9-Thursday	10-Friday		
Select Time Code		·	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	_	Reported hours for this day; today, if shown, is highlighted Delete the row for
for this row		•								+ - •	this Time Code
	Comm	ients	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc		
	Ent	er time in	1 hours							row for a Time Code	_

6. If this is the pay period for which you wish to report time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown

Click on the pay period date range to open a calendar to change the pay period shown.

Use the arrows by the pay period date range to move between recent pay periods.

7. On the left, under Time Reporting Code/Time Details, from the dropdown menu, select the **Time Reporting Code**

Note: Only one time code may be used per row. Report all the hours of a single time code on the same row.

*Time Reporting Code / Time Details		4-Saturday
		Reported 0
	~	
ALDS - Administrative Leave	ents	\bigcirc
BERS - Bereavement		F
C19S - COVID-19 Sick Leave		
FHOLS - Floating Holiday		
HOLS - Holiday		
JURS - Jury		
PERS - Personal Day		
REGS - Regular		
SCKS - Sick		
VACS - Vacation		
VAXS - COVID-19 Vaccine Leave		

8. Under the appropriate date, in the text field, enter the **hours**

16-Thursday	17-Friday		
Reported 0	Reported 0		
	7.5	+	_
\bigcirc	\bigcirc		

9. Click on any other text field	17-Friday
The system will process and the gray box for that day will update Reported to the number of hours entered.	
Wait until this processing completes before adding time to another day.	Reported 7.5
	7.50

- 10.If you wish to report additional time for a different time code, verify the correct **week of the pay period** is shown or adjust accordingly
- 11. To add a row, on the far right click the plus sign
- 12.Select the appropriate **time code** and enter **hours** as directed above

16-Thursday	17-Friday		
Reported 0	Reported 0		
	7.5	+	-
\bigcirc	\bigcirc		

- 13.When you are finished, at the upper right, click **Submit**
 - 🏯 🕮

Note: After the system processes, rows will rearrange to display by time code order.

Print Time	sheet Save for La	ter Submit
16-Thursday	17-Friday	
Reported 7.5	Reported 7.5	
	7.50	+ -
7.50		+ -

New Window

My Preferences

Help

Sign Out

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14.Use the icons at the top to return to the HR Home or Fluid Home screens, or sign out at the upper right by clicking the **three dots** and selecting **Sign Out**

To correct denied time, or adjust already approved time off:

Denied time: If submitted time has been denied, you may correct the time entry by removing the denied time and re-submitting.

Paid time: If a mistake has been made on a timesheet already confirmed by Payroll, please call HR to have the time adjustment made.

Approved future time: If the approved time is for a current or future pay period, changes may be made and approved by your supervisor.

- 1. Log in to Human Resources as instructed above
- 2. On the landing page, go to Main Menu > Fluid Home

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Favorites -	Main Menu 🔻	
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3. On the Fluid Home page, at the upper right click on the tile **Enter Time**



2 3 4 5 6

9

16 17 18 19 20 21 22

23 24 25 26 27

30 31

11-Tuesday

10

11 12

Current Date

13 14

28 29

1

8

15

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- If necessary, adjust the pay period by clicking on the pay period date range to open a calendar
- 5. Select the **appropriate pay period** from the calendar
- 6. If this is the pay period for which you are adjusting time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown
- 7. To remove time, do one of the following:
 - If the time code needs to change or the whole row may be removed, at the far right of the row to remove, click the minus sign, then on the confirmation page that appears, click
 Yes Delete

10-Monday

Salary

Reported 7.5 Hours

Week 2 of 2

Reported 7.50 Hours

- If the time code and other time in the row are correct, **remove the time from the appropriate day**, then click on an **empty text field** so the system processes the change; verify reported time for that day changes to 0
- 8. If additional time needs to be entered, add a row by clicking the **plus sign**
- 9. Make the time entries as directed above

10.When finished, at the upper right, click Submit

Print Timesheet	Save for Later	Submit

To view your time off balances:

Leave balances may be viewed from a tile in Fluid Home.

- 1. Log in to Human Resources as instructed above
- 2. On the landing page, go to Main Menu > Fluid Home



3. On the Fluid Home page, click the Leave Balances tile

Balance details for Sick, Vacation, and Personal time will be shown. Click an individual tile to view details for that time type.

	Leave / Comp Time	
Sick	Vacation	Personal
Plan Type Sick	Plan Type Vacation	Plan Type Personal
Recorded Balance 71.25	Recorded Balance 210.00	Recorded Balance 0.00
Minimum Allowed 0	Minimum Allowed 0	Minimum Allowed 0
Maximum Allowed 75	Maximum Allowed 225	Maximum Allowed 15

If you have questions, please contact Human Resources at ext. 3312.