HR Manager Self Service
Approving Time Entry (Hourly and Student Employees)

Hourly and student employees may enter their time in Peoplesoft HR Employee Self Service. Submitted time entries are routed to an employee's supervisor for approval. Supervisors will receive an e-mail notifying them of pending time entries. A supervisor may approve or deny time entered by the employee. **Time balances for the employees show time reported as of the current payroll.**
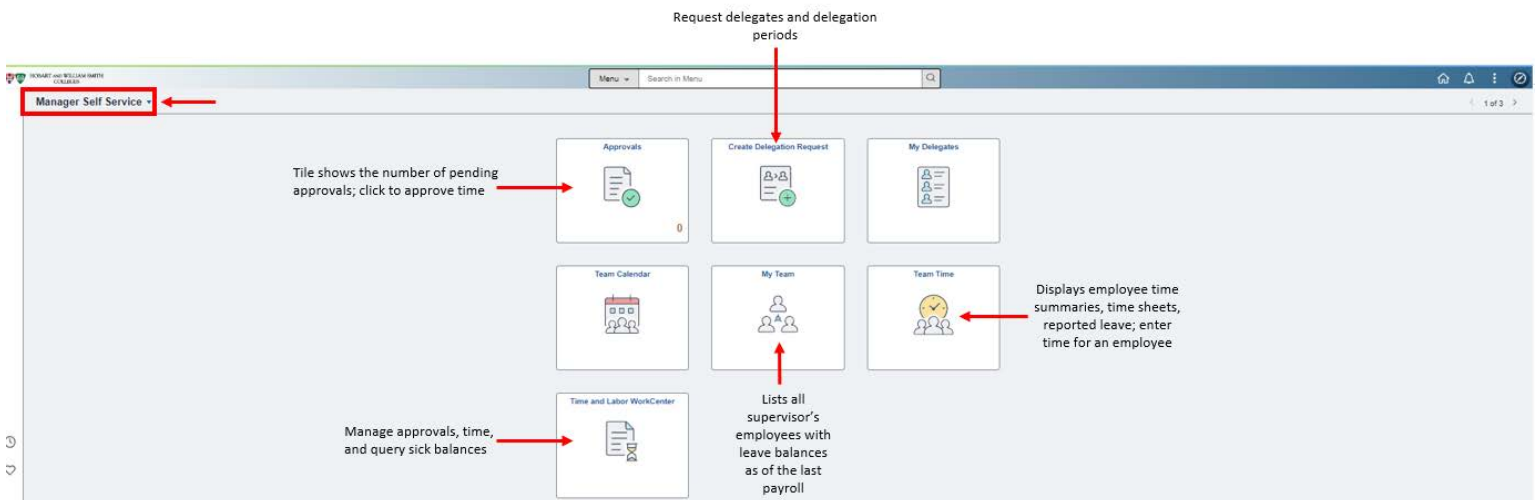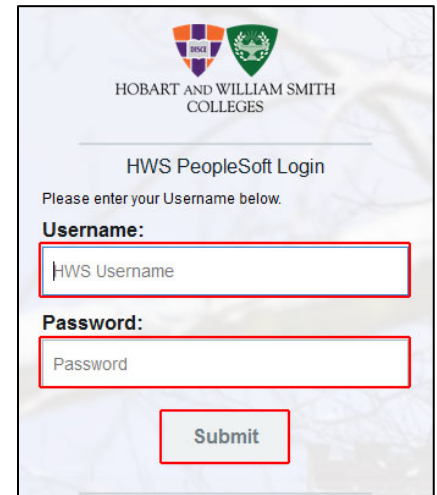
Time must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (vacation, personal, sick, etc.), **one code per row** in the time period.

To approve or deny pending reported time in PeopleSoft:

1. Go to the PeopleSoft Portal Landing at **http://psportal.hws.edu**

2. On the portal page, click
   Human Resources

3. Log in using your HWS username and password

4. If necessary, at upper right click the **house** icon to go to Fluid Home

   As a manager, your Fluid Home will default to the Manager Self Service view.

   Fluid Home Manager Self Service displays tiles for viewing the balances of your employees, delegating time approval, and managing your employee timesheets. Under Team Time, you may enter or adjust time on behalf of an employee or view that employee's time summaries. **You will still have to approve time you enter on behalf of an employee.** These screens in Team Time are very similar to the screens for entering time as an employee. Refer to instructions for employees reporting time for details.

HOBART AND WILLIAM SMITH COLLEGES

HWS PeopleSoft Login

Please enter your Username below.

Username:

HWS Username

Password:

Password

Submit

Request delegates and delegation periods

Manager Self Service

Approvals — Tile shows the number of pending approvals; click to approve time — 0

Create Delegation Request

My Delegates

Team Calendar

My Team — Lists all supervisor's employees with leave balances as of the last payroll

Team Time — Displays employee time summaries, time sheets, reported leave; enter time for an employee

Time and Labor WorkCenter — Manage approvals, time, and query sick balances

5. On the Fluid Home page, click **Approvals**

   Reported time pending approval for all your employees is shown.
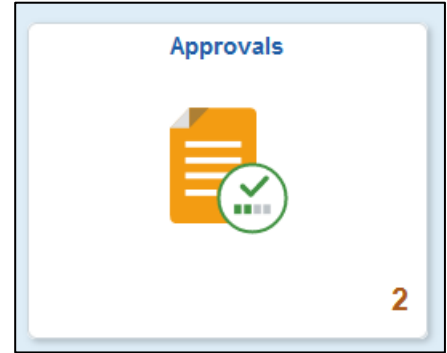
6. On the Pending Approvals screen, in the panel listing the employees, under Reported Time, click on the **name of the employee**
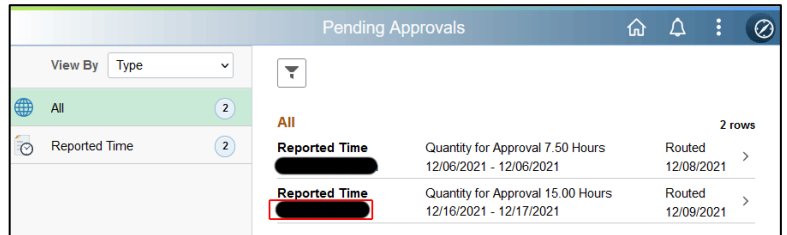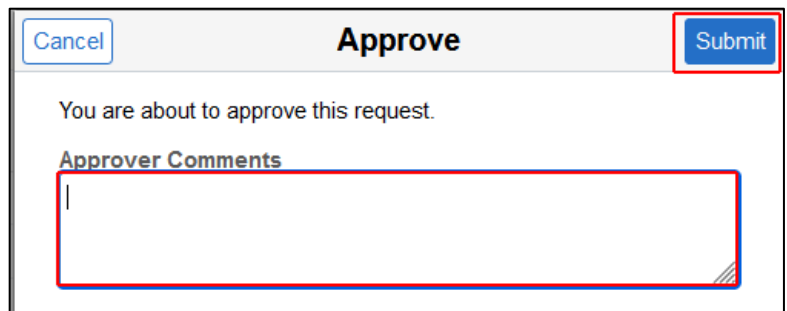
7. To approve time, in the section Reported Time Details, check the boxes corresponding to **pending time to approve**

8. At the upper right, click **Approve**

   A dialog box for comments will appear. These comments will be seen by the employee whose time you are approving.
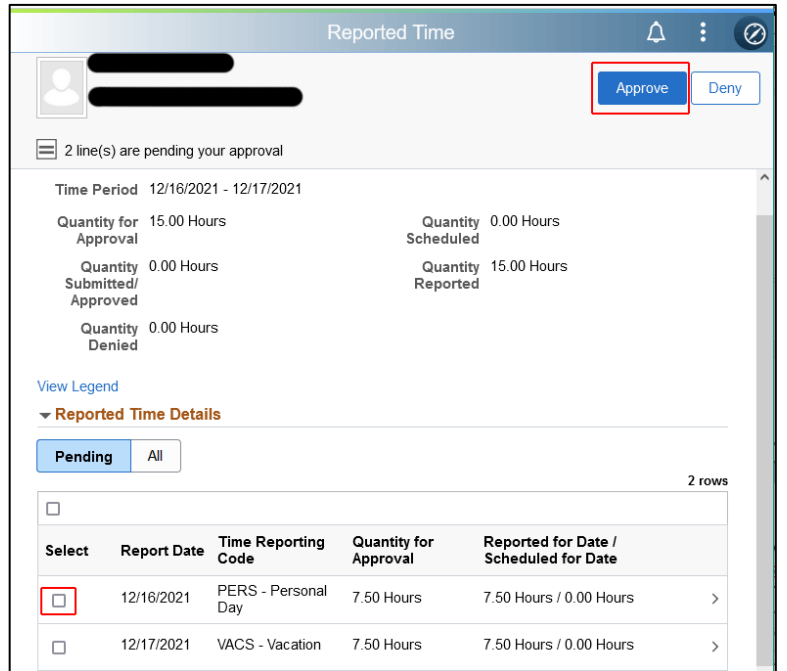
9. If desired, in the Approve dialog, enter **Approver Comments**

10. At the upper right, click **Submit**

11. To deny time, in the section Reported Time Details, check the boxes corresponding to **pending time to deny**

12. At the upper right, click **Deny**

    A dialog box for comments will appear. These comments will be seen by the employee whose time you are denying.

13. If desired, in the Deny dialog, enter **Approver Comments**

14. At the upper right, click **Submit**

    Repeat these steps from the Pending Approvals screen until finished.

15. 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**

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