

# HR Employee Self Service

## Entering Time (Salaried Employees: Non-Exempt)

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Salaried employees who are classified as non-exempt may enter their daily time and time off (vacation, personal, sick, bereavement, etc.) in Peoplesoft HR Employee Self Service. Time entries should be made and submitted every pay 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 must correct the time entry by removing the denied time and re-submitting.**

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.

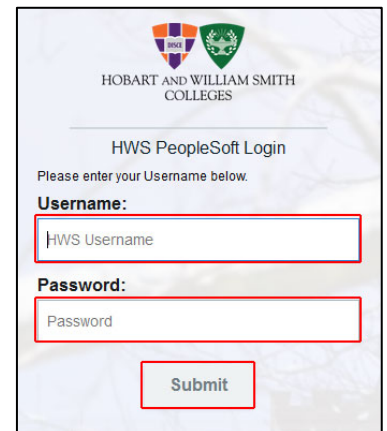
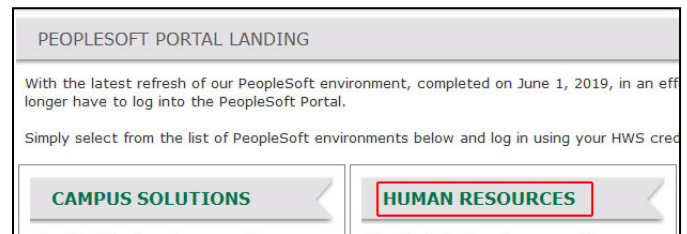
Time off must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (regular, vacation, personal, sick, etc.), **one code per row** in the time 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](https://www.hws.edu/offices/hr/benefits/guide_admin_salaried.pdf) for time off benefits information.

### To enter time in PeopleSoft:

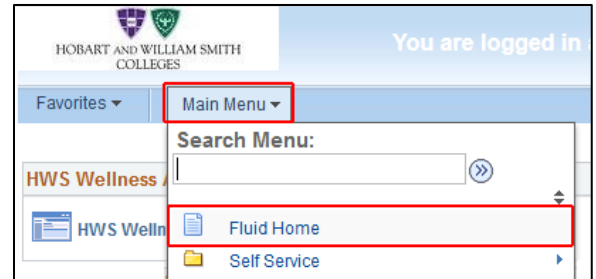
1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**
3. Log in using your HWS username and password



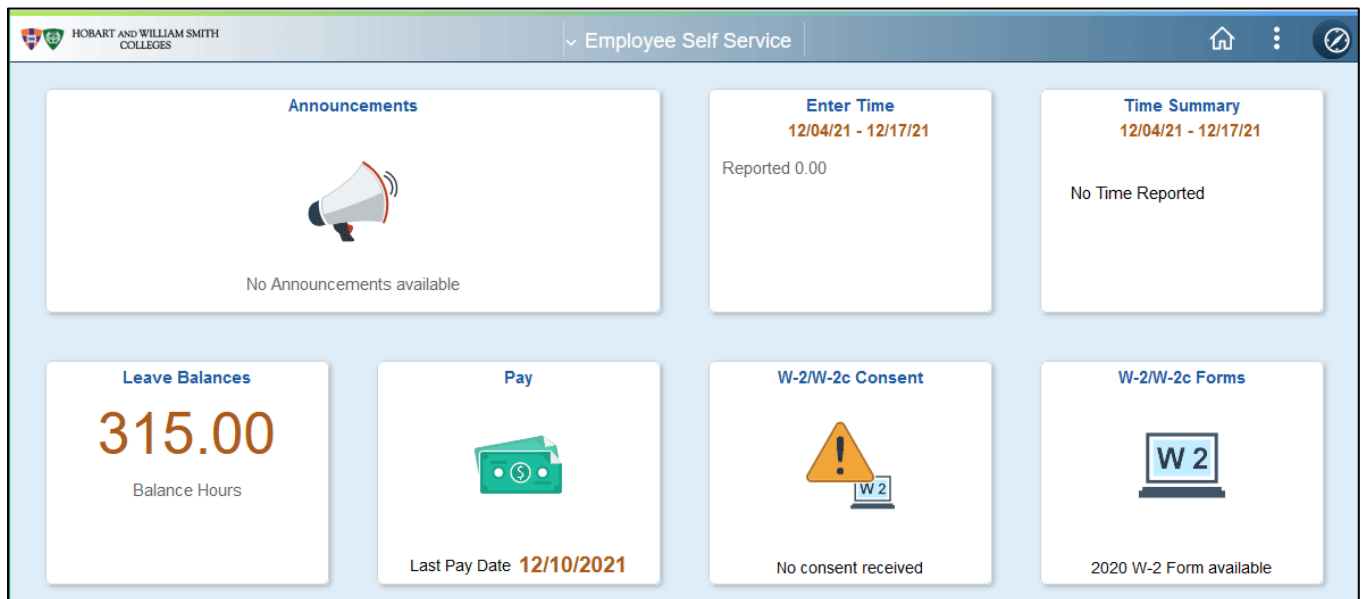
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4. On the landing page, go to **Main Menu > Fluid Home**



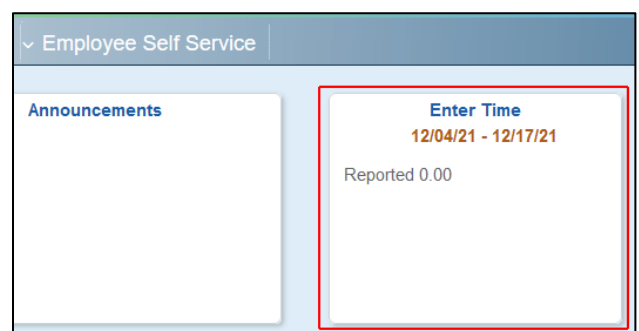
The Fluid Home displays tiles for entering time and leave balances, as well as other self-service items like the W-2 form and last paycheck. Leave balances will reflect all requested time off. The paycheck will reflect time taken off as of the last payroll.



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.

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.

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- To enter **daily time**, on the left, under Time Reporting Code/Time Details, from the dropdown menu, select the time code **REGS – Regular**

A screenshot of the 'Time Reporting Code / Time Details' dropdown menu. The menu is open, showing a list of time codes. The 'REGS - Regular' option is highlighted with a red border. Other options include ALDS - Administrative Leave, BERS - Bereavement, C19S - COVID-19 Sick Leave, FHOLS - Floating Holiday, HOLS - Holiday, JURS - Jury, PERS - Personal Day, SCKS - Sick, VACS - Vacation, and VAXS - COVID-19 Vaccine Leave. The background shows a partial view of the interface with a 'Reported 0' box and a date '4-Saturday'.

- Under the appropriate date, in the text field, enter your **actual hours worked**
- Click on any **other text field**

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.

- Repeat these steps to enter daily time in **each day worked** for the pay period

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

- To enter exceptions to daily time, such as vacation or other time off, at the far right of the row, add a row by clicking the **plus sign**

A screenshot of the time reporting interface for 'Week 1 of 2'. The total reported hours are 7.50. The interface shows two days: 6-Monday and 7-Tuesday. For Monday, the reported hours are 7.5. For Tuesday, the reported hours are 0. Below the Tuesday entry, there is a text field containing '7.50' and an empty text field. A red box highlights the '7.50' field, and a blue box highlights the empty field. There are also two speech bubble icons at the bottom.

A screenshot of the time reporting interface for 9-Thursday and 10-Friday. The reported hours for Thursday are 7.5 and for Friday are 3.75. Below the Friday entry, there is a text field containing '7.50', a text field containing '3.75', a plus sign button, and a minus sign button. A red box highlights the plus sign button. There are also two speech bubble icons at the bottom.

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

A screenshot of the 'Time Reporting Code / Time Details' interface for '4-Saturday'. A dropdown menu is open, listing various leave codes. The 'VACS - Vacation' option is highlighted with a red box. Other options include ALDS - Administrative Leave, BERS - Bereavement, C19S - COVID-19 Sick Leave, FHOLS - Floating Holiday, HOLS - Holiday, JURJ - Jury, PERS - Personal Day, REGS - Regular, SCKS - Sick, and VAXS - COVID-19 Vaccine Leave. A 'Reported 0' box is visible in the top right.

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

A screenshot of the time entry interface for '9-Thurs' and '10-Fri'. The 'Reported' values are 7.5 for Thursday and 3.75 for Friday. Below these are input fields with values 7.50 and 3.75, and plus signs. A red box highlights an empty input field below the 3.75 field.

14. Click on any **other text field**

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.



15. Continue adding time as directed for the full pay period

A screenshot of the time entry interface for '9-Thurs' and '10-Fri'. The 'Reported' values are now 7.5 for both days. The input fields show 7.50 and 3.75. A blue box highlights the input field for the second day (Friday), which now contains the value 3.75.

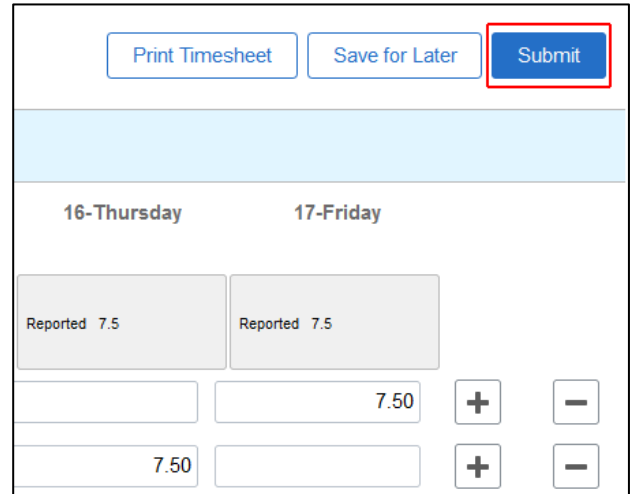
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16. When you are finished, at the upper right, click **Submit**

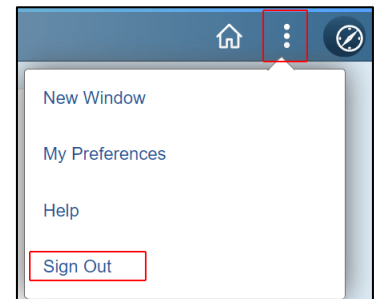
After processing, icons for pending approval and absence (if applicable)   will appear in the gray box for the days on which time was reported.

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



The screenshot shows a timesheet interface with two columns for '16-Thursday' and '17-Friday'. Each column has a 'Reported' field with the value '7.5'. Below these are input fields and buttons for '+' and '-'. At the top right, there are three buttons: 'Print Timesheet', 'Save for Later', and 'Submit'. The 'Submit' button is highlighted with a red box.

17. 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**



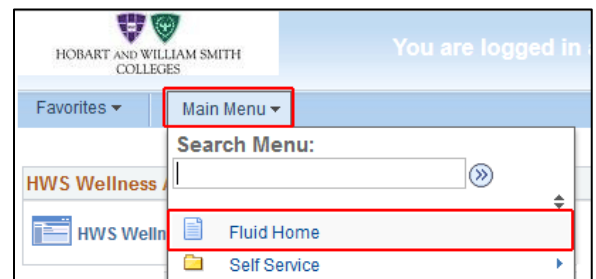
### To correct denied time, or adjust already approved time off:

**Denied time:** If submitted time has been denied, you **must** 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**



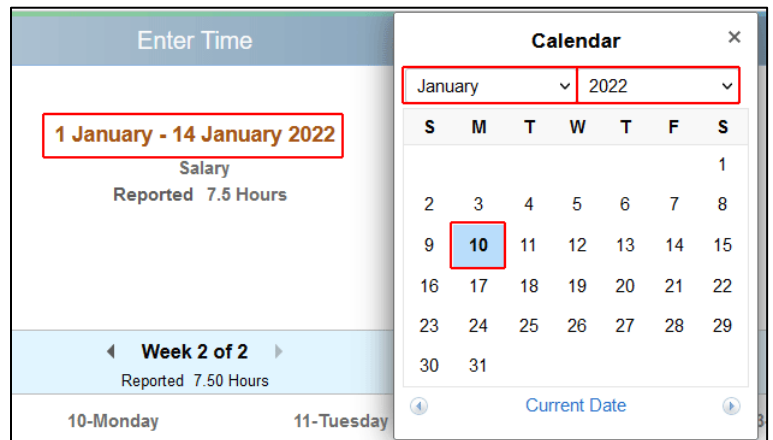
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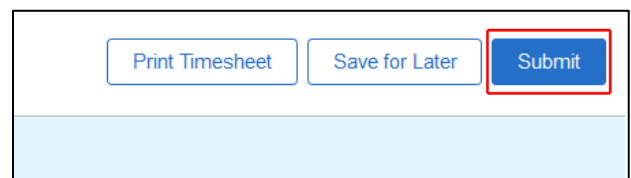
3. On the Fluid Home page, at the upper right click on the tile **Enter Time**



4. 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**
  - 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**



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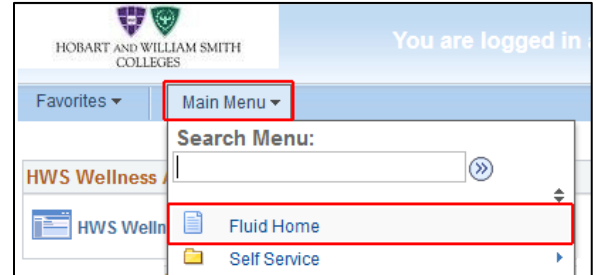
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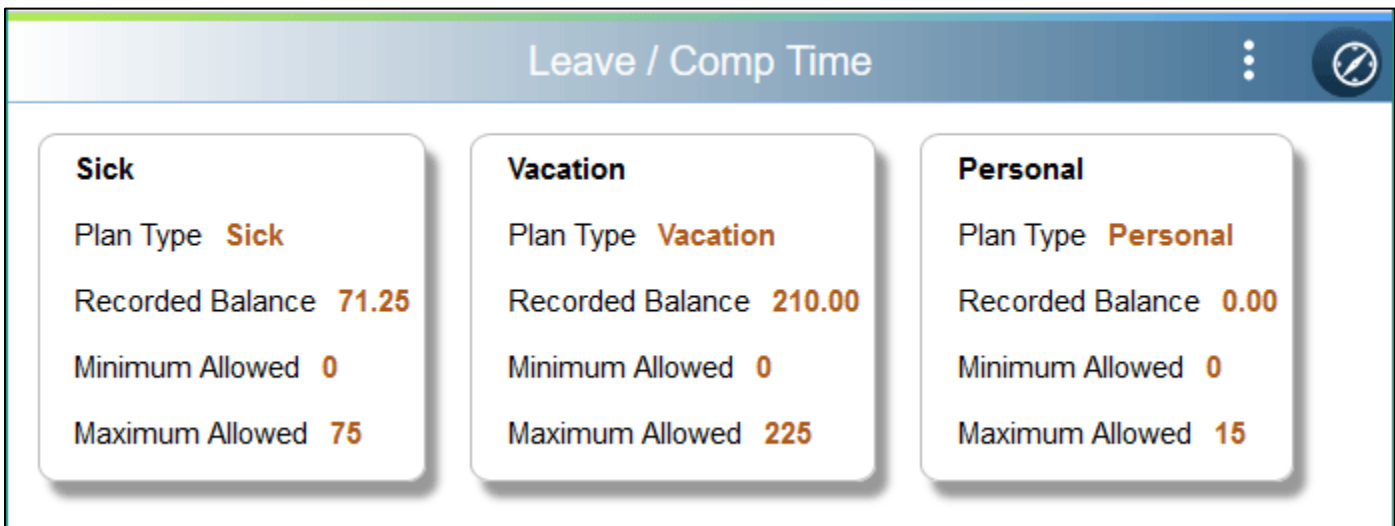
### To view your time off balances:

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



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