

HR Employee Self Service

Entering Time (Hourly Employees)

Hourly employees may enter their daily time and time off (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.

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.

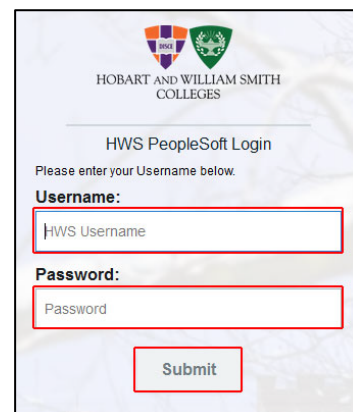
Time off must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (regular, personal, sick, etc.), **one code per row** in the time period.

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

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

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



HOBART AND WILLIAM SMITH COLLEGES

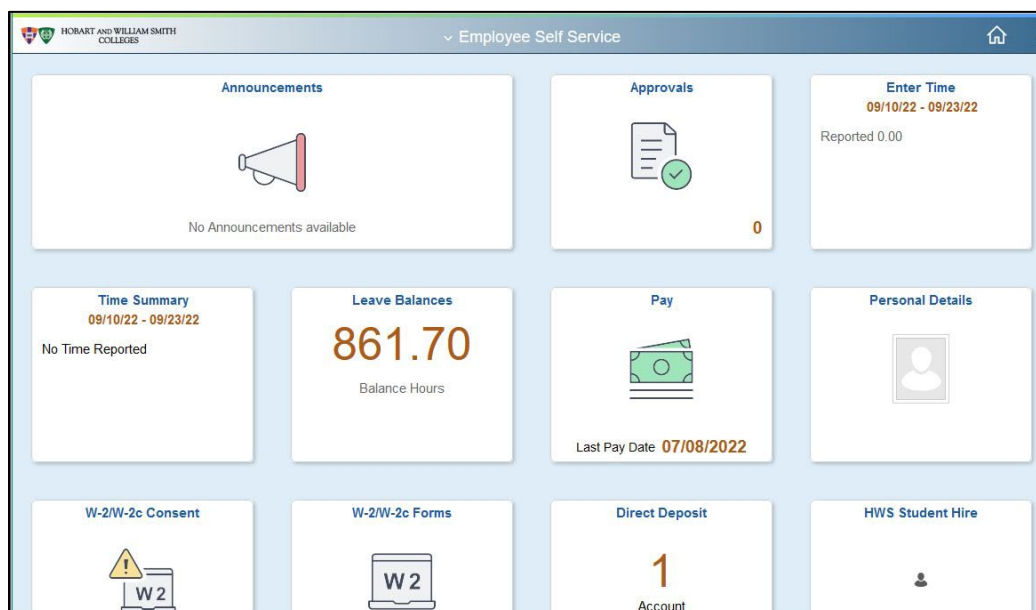
HWS PeopleSoft Login

Please enter your Username below.

Username:

Password:

Submit



HOBART AND WILLIAM SMITH COLLEGES

Employee Self Service

Announcements

No Announcements available

Approvals

0

Enter Time

09/10/22 - 09/23/22

Reported 0.00

Time Summary

09/10/22 - 09/23/22

No Time Reported

Leave Balances

861.70

Balance Hours

Pay

Last Pay Date 07/08/2022

Personal Details

W-2/W-2c Consent

W-2/W-2c Forms

Direct Deposit

1 Account

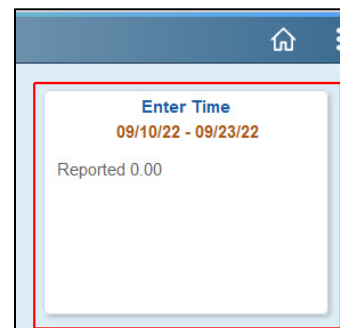
HWS Student Hire

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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.

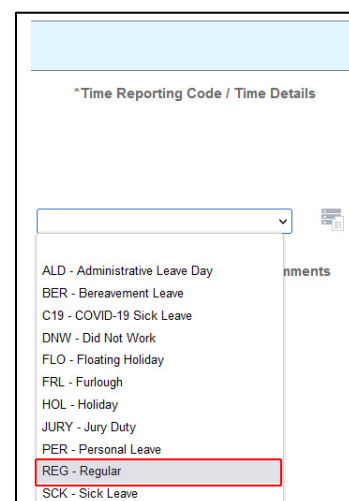


6. If this is the pay period for which you wish to report time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown

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.

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



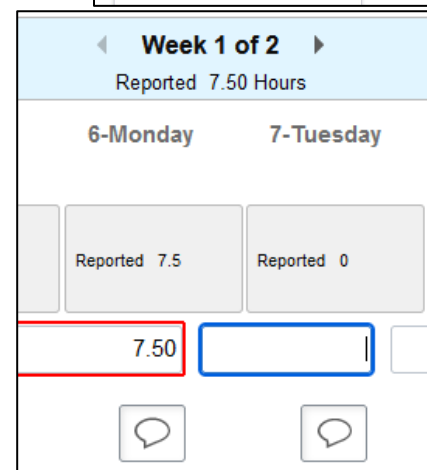
8. Under the appropriate date, in the text field, enter your **actual hours worked**

9. 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.

10. 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.

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11. 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**

9-Thursdays 10-Friday

Reported 7.5 Reported 3.75

7.50 3.75 + -

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

*Time Reporting Code / Time Details

ALD - Administrative Leave Day
BER - Bereavement Leave
C19 - COVID-19 Sick Leave
DNW - Did Not Work
FLO - Floating Holiday
FRL - Furlough
HOL - Holiday
JURY - Jury Duty
PER - Personal Leave
REG - Regular
SCK - Sick Leave
SLD - Summer Leave Day

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

9-Thursdays 10-Friday

Reported 7.5 Reported 3.75

7.50 3.75 + +

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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

9-Thursdays 10-Friday

Reported 7.5 Reported 7.50



7.50 3.75 + +

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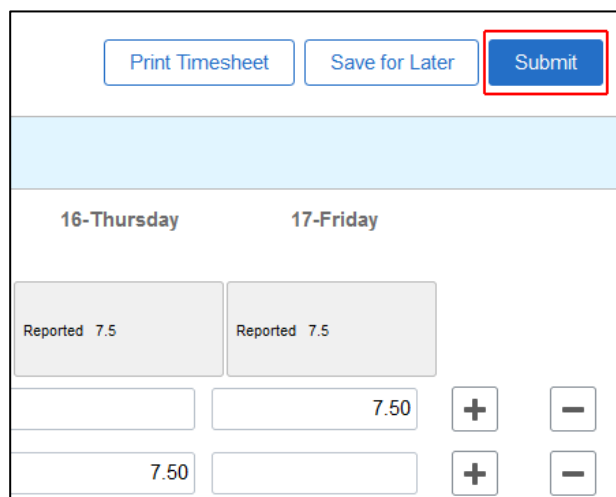
HR Employee Self Service

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

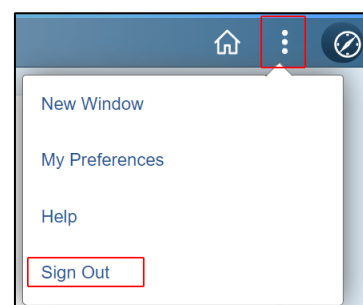
After processing, icons for pending approval and absence (if applicable)   will appear in the gray box for the days on which time was reported.

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



16-Thursday		17-Friday	
Reported 7.5		Reported 7.5	
<input type="text"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text"/>
<input type="text" value="7.50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



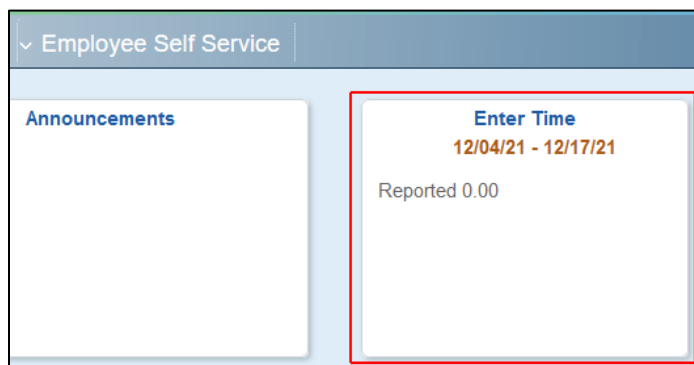
- New Window
- My Preferences
- Help
- Sign Out

To adjust already approved time off:

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



Employee Self Service

Announcements

Enter Time

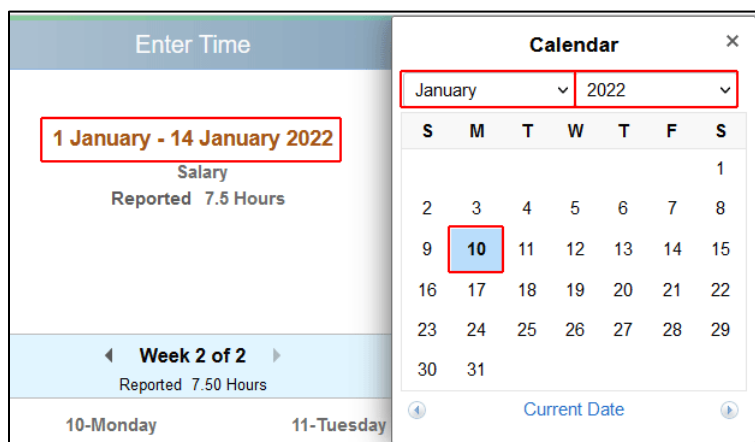
12/04/21 - 12/17/21

Reported 0.00

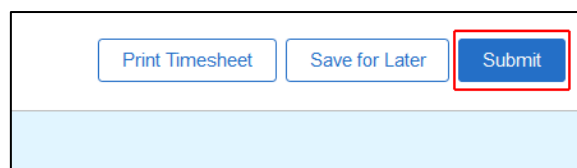
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3. If necessary, adjust the pay period by clicking on the **pay period date range** to open a calendar
4. Select the **appropriate pay period** from the calendar
5. If this is the pay period for which you are adjusting time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown
6. 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
7. If additional time needs to be entered, if necessary add a row by clicking the **plus sign**
 8. **Make the time entries** as directed above
 9. When finished, at the upper right, click **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 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.



Time Type	Plan Type	Recorded Balance	Minimum Allowed	Maximum Allowed
Sick	Sick	715.00	0	715
Vacation	Vacation	137.20	0	226
Personal	Personal	9.50	0	16

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