

HR Employee Self Service

Entering Time (Student Employees)

Student employees enter their daily time in Peoplesoft HR Employee Self Service. Time entries should be made and submitted every pay period.

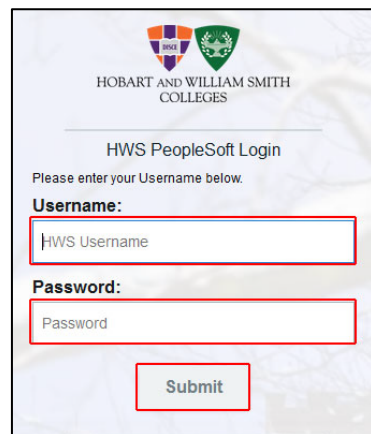
Submitted time entries are routed to an employee's supervisor for approval. A supervisor may approve or deny time entered by the employee.

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. Entries are made by time code (regular, sick), **one code per row** in the time period.

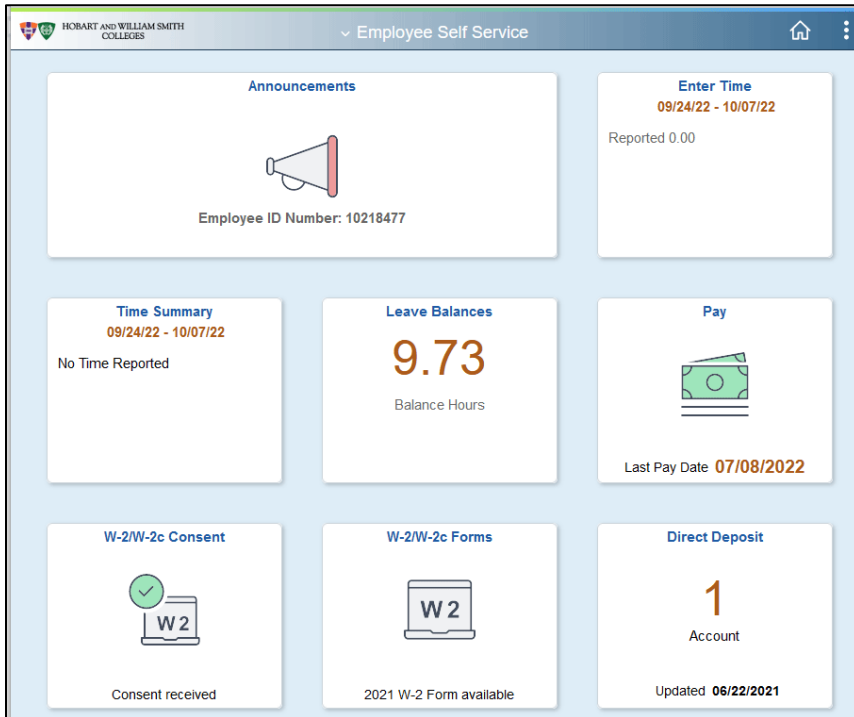
To enter time in PeopleSoft:

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 as well as other self-service items like the W-2 form, direct deposit, and last paycheck.



The login form for HWS PeopleSoft. It features the Hobart and William Smith Colleges logo at the top. Below the logo, it says "HWS PeopleSoft Login". A prompt asks the user to "Please enter your Username below." There are two input fields: "Username:" and "Password:". The "Username:" field contains the text "HWS Username". Below the password field is a "Submit" button.



The Fluid Home dashboard for an employee. It has a header with the Hobart and William Smith Colleges logo, a dropdown menu set to "Employee Self Service", and a home icon. The dashboard contains several tiles:

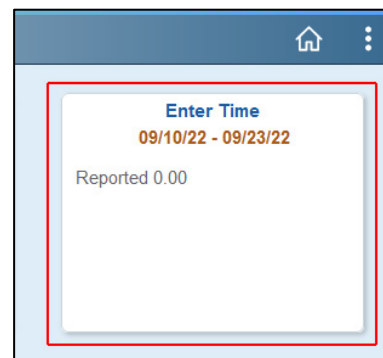
- Announcements:** Features a megaphone icon and the text "Employee ID Number: 10218477".
- Enter Time:** Shows the date range "09/24/22 - 10/07/22" and "Reported 0.00".
- Time Summary:** Shows the date range "09/24/22 - 10/07/22" and "No Time Reported".
- Leave Balances:** Shows a large "9.73" and "Balance Hours".
- Pay:** Features a stack of money icon and "Last Pay Date 07/08/2022".
- W-2/W-2c Consent:** Features a checkmark icon and "Consent received".
- W-2/W-2c Forms:** Features a W-2 form icon and "2021 W-2 Form available".
- Direct Deposit:** Shows a large "1" and "Account", with "Updated 06/22/2021".

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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.

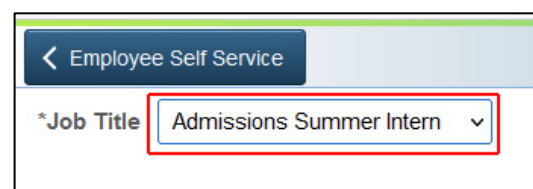


6. If this is the pay period for which you wish to report time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown

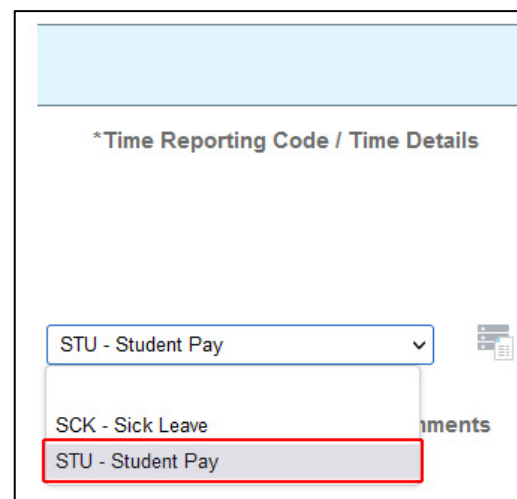
Click on the pay period date range to open a calendar to change the pay period shown.

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

7. Jobs for which you may enter time are displayed at the upper left, in the Job Title dropdown; select the **job title for which to enter time**



8. To enter **regular time**, on the left, under Time Reporting Code/Time Details, from the dropdown menu, select the time code **STU - Student Pay**



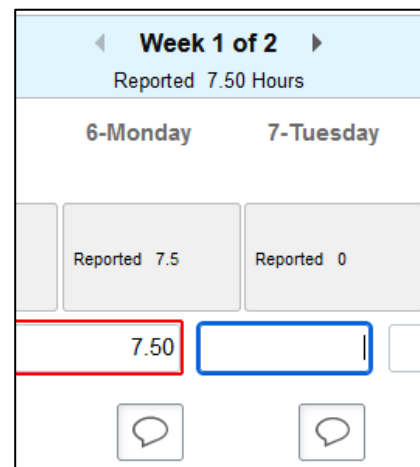
9. Under the appropriate date, in the text field, enter your **actual hours worked**

10. 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.

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

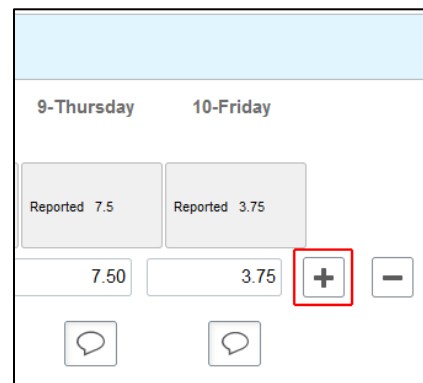


Note: Only one time code may be used per row. Report all the hours of a single time code on the same row.

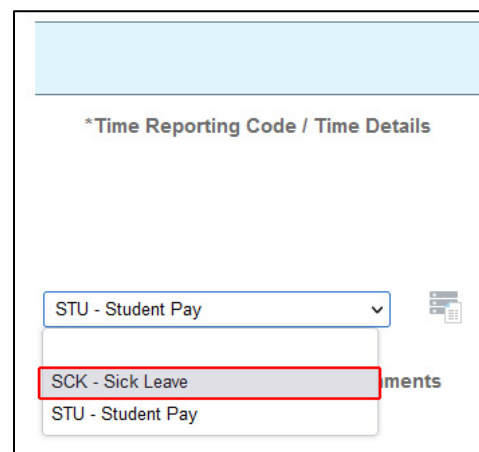
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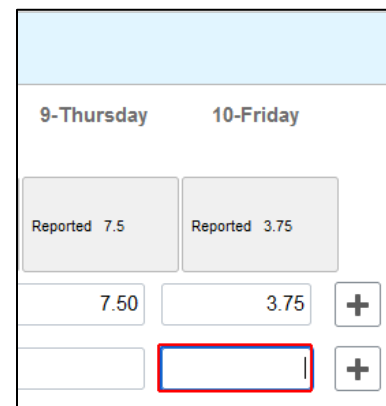
12. To enter sick time, at the far right of the row, add a row by clicking the **plus sign**



13. On the left, under Time Reporting Code/Time Details, from the dropdown menu, select the **SCK - Sick Leave**



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

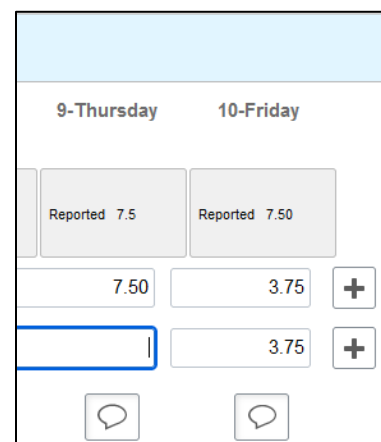


15. Click on any **other text field**

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.

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



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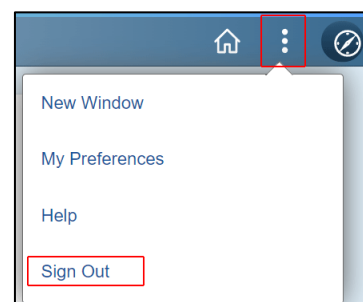
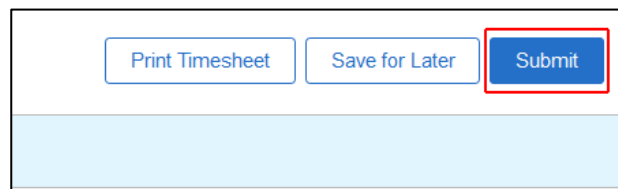
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17. When you are finished, at the upper right, click **Submit**

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.

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

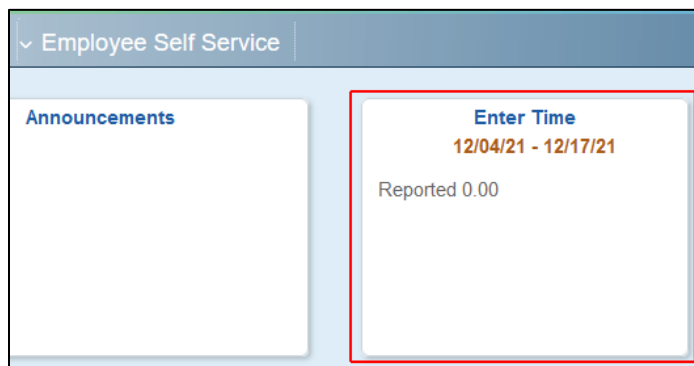


To adjust already approved time:

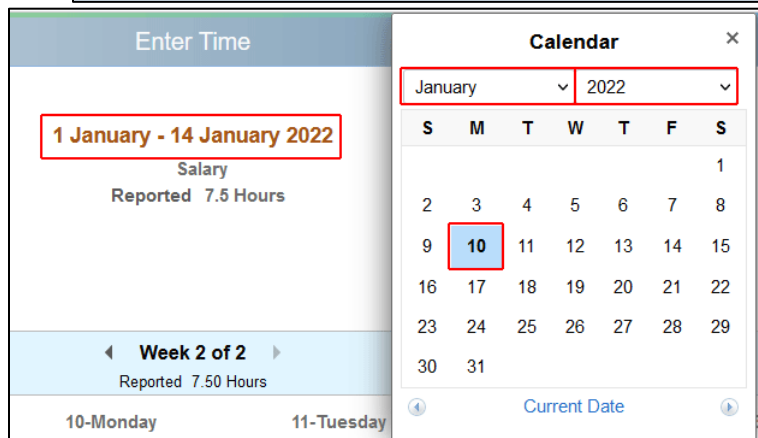
Paid time: If a mistake has been made on a timesheet already confirmed by Payroll, please call HR to have the time adjustment made.

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**



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



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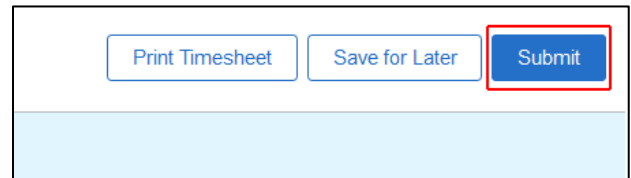
6. To remove time, do one of the following:

- 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**



The screenshot shows a user interface with three buttons in a row: "Print Timesheet", "Save for Later", and "Submit". The "Submit" button is highlighted with a red border. Below the buttons is a light blue horizontal bar.

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