

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

**What's Covered:** How to view and enter your weekly time and absences into PeopleSoft.

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## University Time Reporting Guidelines

Harvard's policy that all overtime-eligible staff must report the time and location they work each week to be paid. All over-time eligible employees will be required to enter the hours and location they work each week. If you fail to enter hours or work location, there is a potential risk of not being paid your full wages in a timely manner and having incorrect tax withholding(s) applied.

Harvard may directly employ overtime-eligible individuals working in New England (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont), New York, and Maryland, and requires employees working from those states to allocate their state tax withholding accordingly. See [Entering & Editing Residence, State Distribution\(s\) & Tax Form\(s\) in PeopleSoft](#) on how to select work/resident states, select a default state tax distribution, and update state tax withholding form(s).

It is the employee's responsibility to make sure the correct state tax withholdings are applied and adjusted in PeopleSoft as needed.

**Please follow your local tub's/unit's deadlines if they differ from the recommended timeframes.**

	Report your hours and location(s) worked and absence requests and absence cancellations by Thursday, 5:00 p.m.
	When reporting your hours and location(s), you can report your week's hours and location for the current week and future week. Take action on PeopleSoft emails you receive: <ul style="list-style-type: none"> <li>Email reminder to report your time (sent on Thursday at 10 a.m.)</li> <li>Email alert if you did not report time (sent on Friday morning at 10 a.m.)</li> </ul>
	All hours should be reported in .25 increments. For example, if you work seven and half hours, your time should be reported as 7.50.
	For information on time and absence reporting policy, information about benefits and compensation, and links to the personnel manual and union contracts go to: <a href="http://hr.harvard.edu">http://hr.harvard.edu</a> .

## Reporting Time

**Navigation:** Home > Enter Time (or Home > My Self Service > My Time & Absences > Enter Time)

**Note:** Report all time and location worked or absences **no later than Thursday at 5 p.m.**

You will receive an email Thursdays at 10 a.m. reminding you to complete your timesheet. If you don't report your time and location by Friday at 10 a.m., you'll receive another email reminder to do so.

**Please follow your local tub's/unit's deadlines if they differ from the recommended timeframes.**

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Reporting Regularly Scheduled Hours

**Enter Time**

\*Job Title: 0: Coordinator II, DIV\*Registrar

19 May - 25 May 2019  
Weekly  
Scheduled 17.50 | Reported 0.00

View Legend

Request Absence Apply Schedule Submit

*Time Reporting Code / Time Details	Sunday 19	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25
Scheduled OFF Reported 0	Scheduled 4.5 Reported 0	Scheduled 4.5 Reported 0	Scheduled 4 Reported 0	Scheduled 4.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	
Comments							

**Note:** To view another week, use the arrows on either side of the date, or click the date and select the desired week on the calendar pop-up.

### Steps

1. Confirm the job title is correct from the drop-down menu. (This only applies to time reporters with multiple jobs)
2. Select **REG - Regular** from the **Time Reporting Code** drop-down menu.
3. Enter hours worked to the nearest quarter hour (.00 .25 .50 .75) for each day.
  - Alternatively, you can click **Apply Schedule** to populate the timesheet with your regularly scheduled hours.

#### Added a Work Location


If you have added additional approved state tax work locations in your Tax Withholding setup in PeopleSoft, when clicking **Apply Schedule** it defaults the tax withholding to your default state. For example, if your default state was MA and you did not make changes after clicking **Apply Schedule**, all the time entered for that week would get applied as MA income. If, however, two of the days you worked in NH (your other additional approved work state), then you would need break that time out in another row on your timesheet and apply the time to NH. Doing this applies the correct amount of income earned to the two states. Please see the section below: **Reporting Additional Work Locations** for more detail.

4. Click **Submit**.
5. On the Confirmation screen, click **OK**.
6. Verify that the timesheet lists your scheduled hours.

## Reporting Additional Work Locations

If approved to work in another Harvard registered payroll state, tax withholdings for that state will be based on the hours entered for that state. See [Entering & Editing Residence, State Distribution\(s\) & Tax Form\(s\) in PeopleSoft](#) on how to select work/resident states, select a default state tax distribution, and update state tax withholding form(s). If a state is not selected when entering time, taxes will be withheld based on the default state tax percentage of distribution selected in PeopleSoft under My Pay>Update State Tax Distribution screen. Harvard will not make retroactive tax withholding adjustments.

If you worked all or part of your hours in the week for your non-default tax state:

1. Enter your regular hours worked for a specific Harvard registered non-default tax payroll state.
2. Select **REG - Regular** from the **Time Reporting Code** drop-down
3. Click the Time Details button 
4. In the pop-up modal window, enter USA for Country
5. Select the appropriate Harvard registered payroll state worked and enter Locality if required by that state.

# Reporting Your Time and Absences (Non-Exempt Employees)

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- a. Only states that you have added to your work/resident states appear in the lookup. If a state does not appear in the lookup, you must add it before reporting time. Please see [Entering & Editing Residence, State Distribution\(s\) & Tax Form\(s\)](#) on how to select work/resident states, select a default state tax distribution, and update state tax withholding form(s).
  - b. The Locality lookup will only display a locality you selected when you setup your work/resident tax states. If the state does not have locality withholdings, no data will show in the Locality lookup and can remain blank. Currently New York and Maryland have locality withholdings.
6. If you worked in another non-default tax state, **add a row “+”** and repeat steps 1-5, if you also worked in your default tax state, **add a row “+”** and enter your regular hours worked and select **REG - Regular** from the **Time Reporting Code** drop-down
  7. Enter a comment if appropriate.
  8. Click Submit.
  9. On the confirmation screen, click OK.
  10. Check the status indicator to ensure all reported hours are correct. If necessary, correct the timesheet and re-submit.

The below example shows the first row with 28 hours applied to default tax state and second row with 7 hours applied to NH.

The screenshot displays the 'Time Reporting Code / Time Details' interface. The top section shows a grid for reporting time across days from Sunday to Saturday. The first row shows 28 hours reported for the default state (REG - Regular). The second row shows 7 hours reported for New Hampshire (NH). A red box highlights the 'Time Details' button in the second row, with a red arrow pointing to the 'Time Details' modal below.

**Time Details Modal:**

- Country: USA (United States)
- State: NH (New Hampshire)
- Locality: (blank)

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Reporting Additional Time Types

14 April - 20 April 2019  
Weekly  
Scheduled 35.00 | Reported 35.00

View Legend Request Absence Apply Schedule Submit

Time Reporting Code / Time Details	Sunday 14	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20
Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0	
REG - Regular		7.00	7.00	7.00	7.00		
FHT - Floating Holiday Tak						7.00	
Comments							

When reporting additional time types, if the time type did not occur in your default tax state, enter the appropriate country, state, and locality. Do not select a country, state, locality for a state or country that is NOT a Harvard registered payroll state (e.g., if on vacation, do not select a country or state where you were on vacation).

See the **Timesheet Examples** section of this document for more information on common time reporting scenarios.

### Steps

1. Enter regular hours worked. Select **REG - Regular** from the **Time Reporting Code** drop-down.
2. Click the **Add** button **+** to add a new line.
3. On the next line, select the **Time Reporting Code** (Example: **FHT – Floating Holiday Taken**).
4. Enter the hours (or amount).
5. Repeat steps 2-4 as necessary until all your time for the week is reported.
6. Click **Submit**.
7. On the confirmation screen, click **OK**.
8. Check the status indicator to ensure all reported hours are correct. If necessary, correct the timesheet and re-submit.
  - Red bars identify reported hours are **under** the number of scheduled hours
  - Blue shaded bars identify reported hours that are **over** the number scheduled hours

Scheduled OFF Reported 0	Scheduled 7 Reported 6	Scheduled 7 Reported 6	Scheduled 7 Reported 9	Scheduled 7 Reported 8	Scheduled 7 Reported 7	Scheduled OFF Reported 0
-----------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	-----------------------------

Once you submit your hours, the status indicator displays the pending approval icon for each day:

Scheduled OFF Reported 0	Scheduled 7 Reported 6	Scheduled 7 Reported 6	Scheduled 7 Reported 9	Scheduled 7 Reported 8	Scheduled 7 Reported 7	Scheduled OFF Reported 0
-----------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	-----------------------------

When your manager approves your hours, the indicator is updated to display a check mark:

Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 5	Scheduled OFF Reported 0
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# Reporting Your Time and Absences (Non-Exempt Employees)

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## Adding Comments

Time Reporting Code	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported
REG - Regular	Scheduled 7	Reported 14	Scheduled 7	Reported 7	Scheduled 7	Reported 8	Scheduled 7	Reported 7
HWK - Holiday Work	Scheduled 7	Reported 7	Scheduled 7	Reported 7	Scheduled 7	Reported 7	Scheduled 7	Reported 7
FHE - Floating Holiday Earned	Scheduled 7	Reported 7	Scheduled 7	Reported 7	Scheduled 7	Reported 7	Scheduled 7	Reported 7

Comments about the Time Reporting Code (time type)

Comments about the specific day

On the Enter Time page, you can add notes or comments in two different ways:

- To enter a comment about the Time Reporting Code, use the **Time Details** button, located next to the **Time Reporting Code** field.  
**Example:** Adding a note about the HWK – Holiday Work code to document that your manager requested you work the holiday.
- To enter a comment about a specific day, use the **Comments** button located under the desired day.  
**Example:** Adding a note about a day where you were asked to work more than your regularly scheduled hours.

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Entering Time from a Mobile Device

**Navigation:** Home > Enter Time (or Home > My Self Service > My Time & Absences > Enter Time)

If you need to report a work location that **is not** your default state, please use a computer instead of a mobile device to enter your hours.

When accessing PeopleSoft from a mobile device, selecting Enter Time automatically brings you to the Weekly Time Entry page, enabling you to enter your time quickly and accurately for the week.

**Note:** Report all time worked or absences **no later than Thursday at 5 p.m.**

## Reporting Regularly Scheduled Hours

The left screenshot, titled 'Weekly Time', shows the week of 03/31/19 - 04/06/19. It displays 'Reported 35.00' and 'Scheduled 35.00' hours. A red box highlights the 'Options' section, specifically the 'Apply Schedule' button. Below this, it says 'Copied 35 hours from Schedule' and shows the '\*Time Reporting Code' as 'REG - Regular'. A 'Review' button is at the bottom.

The right screenshot, titled 'Review Weekly Time', shows the same week. A red box highlights the daily breakdown for Sunday (31 Mar), Monday (01 Apr), and Tuesday (02 Apr). Each day shows 'Reported 0.00 / Scheduled 0.00' for Sunday and 'Reported 7.00 / Scheduled 7.00' for Monday and Tuesday. A 'Submit' button is at the bottom right.

**Note:** To view another week, use the arrows on either side of the date, or click the date and select the desired week on the calendar pop-up.

### Steps

1. Under **Options**, select **Apply Schedule**. The system automatically selects REG – Regular Time as the **Time Reporting Code** and reports your regularly scheduled hours for the week.
2. Click **Review**.
3. Confirm that the reported hours for each day are correct.
4. Click **Submit**.

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Entering Hours Manually: Single Day

One of the benefits of entering your time via a mobile device is the ability to quickly report your time throughout the week, especially if the number of hours you work varies each day. You can use the Manual Entry option to quickly enter your hours for a single day and repeat the process during the week for each day you work.

**Note:** To view another week, use the arrows on either side of the date, or click the date and select the desired week on the calendar pop-up.

### Steps

1. Under **Options**, select **Manual Entry**.
2. Select the desired day.
3. Select a **Time Reporting Code**. REG – Regular Time is the default, but you can change it, if necessary.
  - **Note:** If multiple rows of REG need to be added, this needs to be done on a desktop.
4. In the **Per Day** field, enter the number of hours you worked on the selected day.
5. Click **Review**.
6. On the Review Weekly Time page, confirm the reported hours for the day is correct. For more information on reviewing your hours, refer to the "[Reviewing and Editing Mobile Time Entries](#)" section.
 

**Note:** Any reported hours that are over or under your regularly scheduled hours are indicated on the page.
7. Click **Submit**.



# Reporting Your Time and Absences (Non-Exempt Employees)

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## Entering Hours Manually: Multiple Days

You can enter your hours for multiple days at once **when the time type and number of hours are the same for each day**. If the time type or number of hours worked are different, you need to report each day separately.

**Note:** To view another week, use the arrows on either side of the date, or click the date and select the desired week on the calendar pop-up.

### Steps

1. Under **Options**, select **Manual Entry**.
2. Select the desired days.
3. Select a **Time Reporting Code**. REG – Regular Time is the default, but you can change it, if necessary.
  - **Note:** If multiple rows of REG need to be added, this needs to be done on a desktop.
4. In the **Per Day** field, enter the number of hours you worked each day.

**IMPORTANT:** Do **not** enter the combined number of hours you worked for the selected days. The system reports hours by multiplying the number entered in the **Per Day** field by the number of selected days.

5. Click **Review**.
6. On the Review Weekly Time page, confirm the reported hours for the selected days are correct. For more information on reviewing your hours, refer to the [“Reviewing and Editing Mobile Time Entries”](#) section.
 

**Note:** Any reported hours that are over or under your regularly scheduled hours are indicated on the page.
7. Click **Submit**.

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Reviewing and Editing Mobile Time Entries

Once you enter your hours on the Weekly Time Entry page, you must review your entries prior to submitting your time.

- If your hours are correct, click the **Submit** button to send your time for approval.
- If you need to make any changes to your hours, select the desired row and edit your time on the Report Time page.

## Adding Hours for a Different Time Reporting Code

Using the Report Time page, you can report hours and/or earnings for multiple time reporting codes for each day.

### Steps

1. On the Report Time page, select the new **Time Reporting Code** from the drop-down list.
2. In the **Quantity** field, enter the number of hours you worked/earned.
3. Do one of the following:
  - To save your hours and create another entry, click the **Add** button and repeat steps 1 and 2.
  - If you are finished adding hours, click **Done**.

In the example on the right, the employee is adding 7 hours of Floating Holiday Earned Time.

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Modifying Reported Hours

From the Report Time page, you can access the details of your reported hours and make changes to the Time Reporting Code, the number of reported hours, or both.

## Steps

1. On the Report Time page, select the details arrow under **Reported Hours**.
2. On the Report Time Details page, enter your edits. You can change the **Time Reporting Code**, the number of hours worked/amount earned, or both.
3. When you are finished making your changes, click **Continue**.
4. On the Report Time page, click **Done**.

In the example on the right, the employee is adding changing their reported time from 7 hours to 8 hours.

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Deleting Reported Hours

If necessary, you can delete your reported hours for the selected day from the Report Time Details page.

## Steps

1. On the Report Time page, select the details arrow under **Reported Hours**.
2. On the Report Time Details page, click the **Delete** button.
3. On the Report Time page, click **Done**.

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Requesting Absences from the Timesheet

### Full Day Requests

14 April - 20 April 2019

Weekly

Scheduled 35.00 | Reported 35.00

View Legend

Request Absence Apply Schedule Submit

Time Reporting Code / Time Details	Sunday 14	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20
Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00	7.00	7.00	7.00		
Comments							

### Steps

1. On the Enter Time page, remove or reduce your REG time by the amount of the absence request.
2. Click the **Request Absence** button. The Request Absence screen appears.

Request Absence

Submit Save as Draft

\*Absence Name Vacation

\*Start Date 04/19/2019

End Date 04/19/2019

Duration 7.00 Hours

Partial Days None

Forecast Balance

Comments

3. On the Request Absence screen:
  - a. Select an **Absence Type**.
  - b. Enter **Start Date & End Date** for the absence.
  - c. Select the **Absence Reason**, (if applicable).
  - d. (Optional) Click the **Forecast Balance** button to see whether you have enough time accrued. The system will return whether the absence is eligible or ineligible.
  - e. Click **Submit**.

# Reporting Your Time and Absences (Non-Exempt Employees)

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4. Once you have returned to the timesheet, verify the accuracy of your request:
  - Check that the absence request appears in your timesheet for the date and amount of time you intended.
  - Review your reported hours to ensure they are correct with the absence showing in your timesheet. For a full day request, report no hours for the day. For a partial day request, report only the hours worked for the day

14 April - 20 April 2019  
Weekly  
Scheduled 35.00 | Reported 35.00

[View Legend](#) **Request Absence** **Submit**

Time Reporting Code / Time Details	Sunday 14	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20
Scheduled 0... Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 0... Reported 0
REG - Regular		7.00	7.00	7.00	7.00	7.00	
VACAM - Vacation						7.00	
Comments							

## Partial Day Requests

14 April - 20 April 2019  
Weekly  
Scheduled 35.00 | Reported 35.00 **2**

[View Legend](#) **Request Absence** **Apply Schedule** **Submit**

Time Reporting Code / Time Details	Sunday 14	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20
Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00	7.00	7.00	7.00		
Comments							

## Steps

1. On your timesheet, remove or reduce your REG time by the amount of the absence request.
2. Click the **Request Absence** button. The Request Absence screen appears.

# Reporting Your Time and Absences (Non-Exempt Employees)

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**Request Absence**

Submit Save as Draft

\*Absence Name Vacation

\*Start Date 04/19/2019

End Date 04/19/2019

Duration 7.00 Hours

Partial Days None

Forecast Balance

Comments

3. Select an **Absence Name**.
4. Enter **Start Date & End Date** for the absence.
5. Select the **Absence Reason**, (if applicable).
6. Click the **Partial Days: None** row (area with tan color)
7. On the Partial Days pop-up, select the appropriate partial day type:
  - a. **All Days** – select this if taking one or more partial days of the same duration.
  - b. **Start Day Only** – select this if the start of your absence is a partial day and the days that follow are full days.
  - c. **End Day Only** (only displays on request of 2 or more days) – select this if the start of your requests is a full day and the end day of your requests is a partial day.
  - d. **Start and End Day** (requests of 2 or more days) – select this if the start of request is a partial day that has a duration which is different than the end day request (e.g., Start Day duration 2.00 and End Day duration 4.00). Please note, if request spans greater than 2 days, the days between the start and end day are full days.
  - e. If the partial duration is not equal to your half-day hours slide the **All Days are Half Day** toggle to **No** and enter the partial day hours in the duration box provide, and then click **Done**.
8. (Optional) Click the **Forecast Balance** button to see whether you have enough time accrued. The system will return whether the absence is eligible or ineligible.
9. Click **Submit**.
10. Once you have returned to the timesheet, verify the accuracy of your request:
  - Check that the absence request appears in your timesheet for the date and amount of time you intended.
  - Review your reported hours to ensure they are correct with the absence showing in your timesheet. For a partial day request, report only the hours worked for the day.

**Partial Days**

Partial Days All Days

All Days Are Half Days Yes

**Partial Days** Done

Partial Days All Days

All Days Are Half Days No

Duration 2.00 Hours

14 April - 20 April 2019 Weekly

Scheduled 35.00 | Reported 35.00

View Legend Request Absence Submit

*Time Reporting Code / Time Details	Sunday 14	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20
Scheduled ... Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled ... Reported 0
REG - Regular		7.00	7.00	7.00	7.00	5.00	
VACAM - Vacation						2.00	
Comments							

# Reporting Your Time and Absences (Non-Exempt Employees)

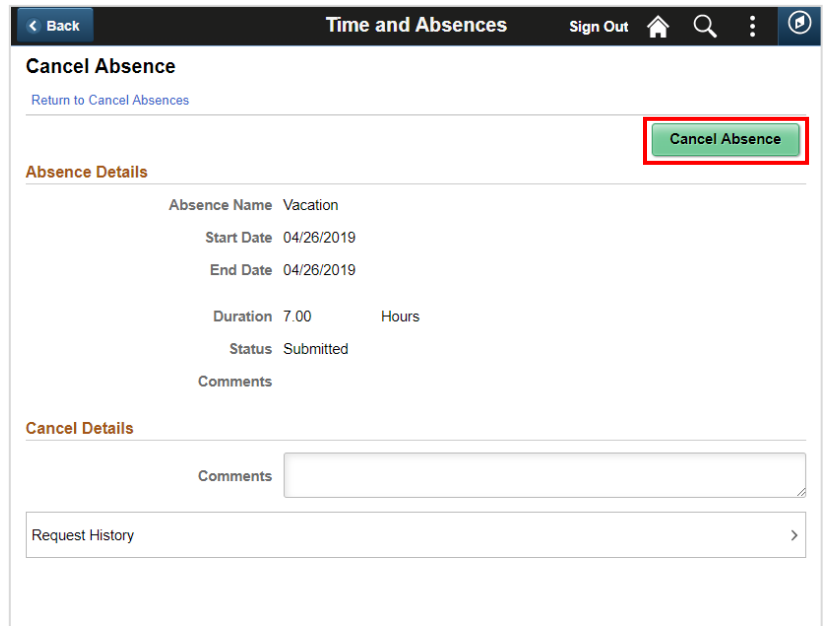
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## Canceling Absence Requests

**Navigation:** Home > My Self Service > My Time & Absences > Cancel Absence

### Steps

1. Correct your reported hours to reflect the removal of the absence.
2. Click the **Absence** tab and locate the pending absence.
3. Click **Cancel**, this opens the Cancel Absence request page.
4. Click **Cancel Absence**.
5. On the Confirmation pop-up, click **Yes**.
6. Return to your timesheet.



**Cancel Absence**

[Return to Cancel Absences](#)

**Absence Details**

Absence Name	Vacation		
Start Date	04/26/2019		
End Date	04/26/2019		
Duration	7.00	Hours	
Status	Submitted		
Comments			

**Cancel Details**

Comments

Request History [>](#)

Remember, **always check your timesheet**. In this example, the employee requested a personal day (7 hours) then canceled the request. He must enter time for Wednesday, either as reported time or with another absence request.

**Absences that have already been approved by your manager require the manager to approve the cancel request before it is removed from your timesheet.**



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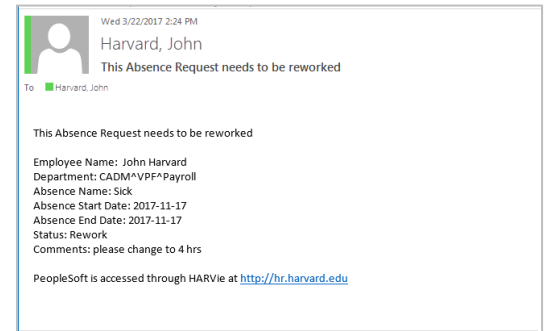
## Correcting Absence Sent Back for Rework

Your manager or approver can return or “send back for rework” absence requests for you to correct and resubmit for the current week. You will automatically receive an email when absence requests are pushed back.

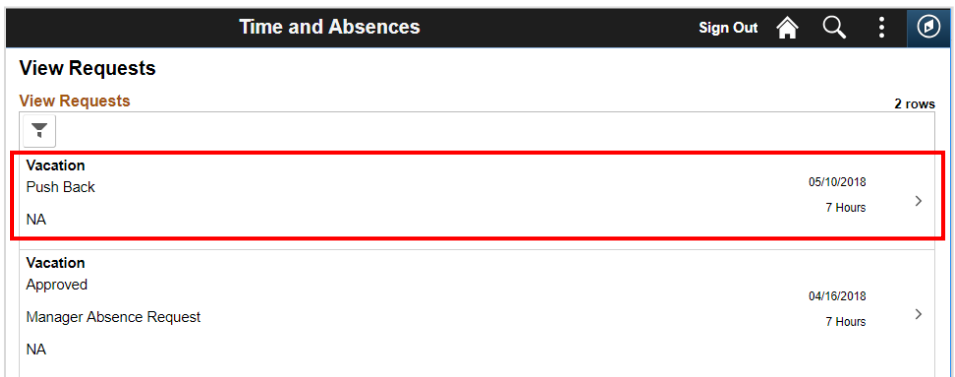
- If you receive a push back email, you should correct and resubmit your time **by 12 p.m. on Friday**.
- Although you can view the pushed back absence from the Reported Time Status tab of the Timesheet, you cannot change it.
- Edit and resubmit the absence from the **View Requests** page.

### Steps

1. Receive an email from your manager that your absence request has been pushed back.



2. Navigate to: Self Service > My Time & Absences > View Time and Absences > View Requests.
3. Click the absence row with the Push Back status.



4. Make edits to your absence request, making comments if applicable.
5. Click **Submit** to resubmit.
6. Click **Yes** at the confirmation screen.

**Note:** Work with your manager / approver to ensure the request is reviewed and approved by the reporting deadline.

Request Details  
[Return to View Requests](#)

Submit

\*Absence Name: Vacation

\*Start Date: 05/10/2018

End Date: 05/10/2018

Duration: 7.00 Hours

Partial Days: None

Status: Push Back

Forecast Balance

Comments

# Reporting Your Time and Absences (Non-Exempt Employees)

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## Common Mistakes

The following examples are common reporting errors and the steps needed to correct them. For questions that are specific to your school or tub, work with your manager or local HR department.

What Happens If...	Steps
I missed the Thursday deadline for reporting my time and/or absences for the week. <i>It is now <b>Friday</b>.</i>	<ul style="list-style-type: none"> <li>Report your time worked and (if applicable) submit your absence requests.</li> <li>Contact your manager or time approver and let them know you have just reported your time and absences. <ul style="list-style-type: none"> <li>Your manager/approver can still approve both time worked and absence requests.</li> </ul> </li> </ul>
I missed the Thursday deadline for reporting my time and/or absences for the week. <i>It is now <b>Monday of the next week</b>.</i>	<ul style="list-style-type: none"> <li>Contact your manager or adjuster, who will need to: <ul style="list-style-type: none"> <li>Enter time worked on your behalf, and/or</li> <li>Enter the absence on your behalf.</li> </ul> </li> </ul>
I reported my full hours worked for the week and forgot to report an absence. Now the reporting deadline has passed.	<ul style="list-style-type: none"> <li>Contact your manager or adjuster, who will need to: <ul style="list-style-type: none"> <li>Enter the absence on your behalf</li> <li>Correct your timesheet</li> </ul> </li> </ul>
I incorrectly reported my hours worked from the previous week.	<ul style="list-style-type: none"> <li>Contact your manager or adjuster, who will need to adjust your timesheet.</li> <li>Any adjustments will be reflected on the next available paycheck.</li> </ul>
I need to correct an absence.	<ul style="list-style-type: none"> <li>You can cancel absence from directly from your timesheet by clicking the <b>Absence</b> tab, and then click <b>Cancel</b> button next to the absence request. Absences can also be cancelled from the <b>Cancel Absence</b> page from the <b>My Time and Absences</b> tile.</li> <li>Absences that have already been approved by your manager require the manager to approve the cancel request before it is removed from your timesheet.</li> </ul>
My taxes were not withheld based on the Harvard registered state where I worked.	<ul style="list-style-type: none"> <li>Be sure you have completed the steps in the Tax Withholding tile in PeopleSoft. Be sure to update all three sections: work/resident state, state tax distribution, and update tax withholding forms.</li> <li>When entering time, be sure to specify the appropriate Harvard registered payroll state when entering time for hours worked in a state that is not your default state for tax withholding.</li> <li>Harvard will not adjust tax withholdings retroactively.</li> </ul>

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Timesheet Examples

This section presents examples and instructions for entering the following time types:

- Overtime
- Holiday
- Compensatory Time
- Holiday Worked and Floating Holidays
- Meal Allowance
- Flex Time

## Overtime

There are two types of overtime:

- **Overtime Straight (OTS)** occurs when you work more than your standard hours, up to 40 hours per week. This overtime is paid at your regular hourly rate.
- **Overtime Premium (OTP)** occurs when you work over 40 hours. **OTP** pays at 1.5 times your hourly rate.
  - If your schedule is 40 hours per week and you work more than 40 hours, you will receive OTP for overtime hours worked.

◀ **21 April - 27 April 2019** ▶  
 Weekly  
 Scheduled 35.00 | Reported 41.50

[View Legend](#)

Request Absence
Apply Schedule
Submit

*Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
	Scheduled O... Reported 0	Scheduled 7 Reported 8.5	Scheduled 7 Reported 8	Scheduled 7 Reported 10	Scheduled 7 Reported 8	Scheduled 7 Reported 7	Scheduled O... Reported 0
REG - Regular ▼		8.50	8.00	10.00	8.00	7.00	+ -
Comments							

In the example above, the employee is scheduled to work 35 hours per week and worked **41.5** hours. The time breaks down as **35 REG**, **5 OTS**, and **1.50 OTP** (even though the **OTS** and **OTP** time reporting codes are not displayed in the timesheet).

## Steps

1. Enter the number of hours worked.
2. Select the time reporting code **REG - Regular** for ALL hours. The overtime will be automatically calculated.
  - Click **Submit**.
  - On the confirmation screen, click **OK**.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESFT 9.2

## Holiday

When the University closes for a recognized holiday on a day you are normally scheduled to work, you should report your hours for that day as HOL-Holiday instead of REG-Regular.

Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
Scheduled O... Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled O... Reported 0
REG - Regular			7.00	7.00	7.00	7.00	
HOL - Holiday		7.00					
Comments							

If you are asked by your manager to work on a holiday, see the “Holiday Worked” section for details on how to report your hours.

## Compensatory Time

Compensatory time (or comp time) occurs when a non-exempt employee with a schedule of fewer than 40 hours per week works more than his/her scheduled hours. The employee can bank these extra hours (up to 40) for future use as paid time off.

Three time recording codes are associated with compensatory time.

Time Reporting Code	Use this code to:
CMPE - Comp Time Earned	Report hours worked over your scheduled number of hours but under 40 to “bank,” or add to your comp time balances.
CMPT - Comp Time Taken	Report that you are using banked comp time in a given workweek.
CMPPY - Comp Time Pay Out	Request payment for comp time you have earned.

## Banking Comp Time (CMPE – Comp Time Earned)


Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
Scheduled OFF Reported 0	Scheduled 7 Reported 9	Scheduled 7 Reported 9	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0	
REG - Regular		7.00	7.00	7.00	7.00	7.00	
CMPE - Comp Time Earned		2.00	2.00				
Comments							

In this example, the employee was asked to work late on Monday and Tuesday. She chose to bank the hours as **Comp Time Earned** instead of having the time paid as overtime.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Steps

1. Enter the number of hours worked, excluding those hours that are to be banked as comp time.
2. Select the time reporting code **REG - Regular**.
3. Click  to add a new row.
4. Enter the number of hours to be added to the comp time bank (Example: 2 hours each for Monday and Tuesday).
5. Select the time reporting code **CMPE – Comp Time Earned**.
6. Click **Submit**.
7. On the confirmation screen, click **OK**.

To check your comp time balances, you can go to the Absences Balances page at: Self Service>My Time and Absences>View Time and Absences>Compensatory Time.

**Note:** Updated balances will not appear until the following week.

## Using Comp Time

To indicate that you are using comp time instead of working for a specific number of hours in a given week, use time reporting code **CMPT – Comp Time Taken**. Generally, comp time tax withholdings would be applied to your default state tax distribution. If you normally work in Massachusetts, but live in NH, you can adjust your comp time to be NH.

Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
	Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00		7.00	7.00	7.00	
CMPT - Comp Time Taken			7.00				
Comments							

In this example, the employee is taking a day off using comp time that was earned previously.

## Receiving Payment for Comp Time

You can receive payment for banked comp time by using **CMPPY - Comp Time Payout** for the number of hours you'd like paid out.

Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
	Scheduled OFF Reported 0	Scheduled 7 Reported 12	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00	7.00	7.00	7.00	7.00	
CMPPY - Comp Time Pay		5.00					
Comments							

In this example, the employee is choosing to use 5.00 hours of comp time earned as a payout.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Holiday Worked and Floating Holidays

If you work on a holiday, you are entitled to be paid at 1.5 times your regular rate. You are also allowed the choice of either an extra “floating” holiday or to be paid for that extra day.

The following time recording codes are associated with Holiday Worked and Floating Holidays.

Time Recording Code	Use this code to:
HWK – Holiday Worked	Report hours when you work on a holiday.
FHE – Floating Holiday Earned	Bank holiday time for future use; increases Floating Holiday balance.
FHP – Floating Holiday Pay Out	Receive holiday time as pay instead of banking the time for future use.
FHT – Floating Holiday Taken	Report earned holiday time as time off; reduces Floating Holiday balance.



## Entering Holiday Worked and Floating Holiday Earned

Time Reporting Code / Time Details	Sunday 5	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11
	Scheduled OFF Reported 0	Scheduled 7 Reported 14	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular			7.00	7.00	7.00	7.00	
HWK - Holiday Work		7.00					
FHE - Floating Holiday Earned		7.00					
Comments							

In this example, the employee worked a full day on Labor Day, a Harvard holiday, and chose to bank the floating holiday for use at a later time.

**Note:** Any earned floating holidays must be used by the end of the fiscal year – June 30.

### Steps

1. Enter the hours that you worked, excluding the holiday.
2. Select the time reporting code **REG – Regular** and select the work **location** (if not your default tax state)
3. Click .
4. Enter the hours that you worked on the day of the holiday (for this example, Monday).
5. Select the time reporting code **HWK – Holiday Work** and select the work **location** (if not your default tax state)
6. Enter comments, if applicable
7. Click .
8. Enter the number of hours worked on the holiday (in this example, 7).
9. Select the time reporting code **FHE – Floating Holiday Earned** and select the work **location** (if not your default tax state)
10. Click **Submit**.
11. On the confirmation screen, click **OK**.

**Note:** Although no hours appear next to **Overtime Premium Hours**, any hours with the time reporting code **Holiday Work** will automatically be paid at 1.5 times your regular rate.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Entering Floating Holiday Payout

To receive payment for the holiday worked rather than take a floating holiday at a later time, substitute the time reporting code **FHP – Floating Holiday Pay Out** for **FHE – Floating Holiday Earned**.

Time Reporting Code / Time Details	Sunday 5	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11
	Scheduled OFF Reported 0	Scheduled 7 Reported 14	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular			7.00	7.00	7.00	7.00	
HWK - Holiday Work		7.00					
FHP - Floating Holiday Payout		7.00					
Comments							

Here, the employee chose to be paid out for the earned floating holiday, rather than bank it for use at a later time.

## Entering a Floating Holiday Taken

To use floating holiday hours, enter the number of floating holiday hours you are using and choose the time reporting code **FHT – Floating Holiday Taken** and select your work **location**, if not your default tax state.

Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
	Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
FHT - Floating Holiday Taken		7.00					
REG - Regular			7.00	7.00	7.00	7.00	
Comments							

The employee is using a banked floating holiday to take Monday the 22<sup>nd</sup> off.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Earning a Floating Holiday on Day Not Scheduled to Work (Part-Time Employees)


### Entering a Floating Holiday at 1/5 of Scheduled Weekly Hours

If a recognized University holiday falls on a day you are not scheduled to work, you are entitled to bank 1/5 of your weekly standard hours as floating holiday time that can use as time off. This time must be taken prior to the end of the University fiscal year.

Time Reporting Code / Time Details	Sunday 18	Monday 19	Tuesday 20	Wednesday 21	Thursday 22	Friday 23	Saturday 24
	Scheduled OFF Reported 0	Scheduled 5 Reported 5	Scheduled 5 Reported 5	Scheduled 5 Reported 5	Scheduled 5 Reported 5	Scheduled OFF Reported 4	Scheduled OFF Reported 0
REG - Regular		5.00	5.00	5.00	5.00		
FHE - Floating Holiday Earned						4.00	
Comments							

In this example, the employee works Mon-Thurs 5.00 hours per day for a total of 20 hours per week. Fri, the 23<sup>rd</sup> is the observed holiday for Christmas Eve, and the employee banks 1/5 of their hours as floating holiday time.

### Steps

1. Enter the hours that you worked for the week.
2. Select the time reporting code **REG – Regular**.
3. Click .
4. Add a row and for the day of the holiday, enter 1/5 of your scheduled hours (this example, 1/5 of 20 =4.0) and apply it to the time reporting code of **FHE - Floating Holiday Earned**.

When you are ready to use the time off, enter **FHT-Floating Holiday Taken**.

## Meal Allowance

Certain employee groups, such as HUCTW employees, are allowed a cash meal allowance if they are required to work more than 2 hours beyond their regular schedule, or more than 4 hours on a weekend or holiday from a location that is not their home. **Meal allowance is not allowable if working from home.** This overtime worked does not need to be contiguous. See your HR or manager for more information, or to see if meal allowance applies to employees for whom you enter time. The time type to use is **MEAL**. See the [Union Contract Personnel Manual](#) for meal allowance rates.

Enter meal allowance on the timesheet using the time reporting code **MEAL - Meal Money**.

Time Reporting Code / Time Details	Sunday 28	Monday 29	Tuesday 30	Wednesday 1	Thursday 2	Friday 3	Saturday 4
	Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 10	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00	7.00	7.00	10.00	7.00	
MEAL - Meal Money					14.00		
Comments							


In this example, the employee is a meal allowance-eligible employee who worked 10 hours on a day when she is scheduled for 7 hours. She is due an additional \$14.00.



# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Steps

1. Enter the number of hours worked for each day.
2. Select the time reporting code **REG - Regular**.
3. Click .
4. Enter **14.00** on the day that you were due a meal allowance (in this example, Thursday).
5. Select the time reporting code **MEAL - Meal Money**.
6. Click **Submit**.
  - On the confirmation screen, click **OK**.

## Shift Differential

One-Time Shift Differential (SHD) should not be entered in hours. It should be entered as a precalculated dollar amount of hours-worked multiplied by the shift-diff rate. PeopleSoft does not do any further calculation on the dollar amount entered. Only the shift-diff rate as specified in your union contract should be used in the calculation – regular hourly rates do not apply. If shift-differentials are already included in your pay, do not enter an additional line item.

For example: if you work 3 hours at a shift-diff rate of \$1.50/hr., enter \$4.50 of SHD on the timesheet in addition to your regular hours worked.

Sun	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Total Hours	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			REG - Regular
			4.50	4.50	4.50			SHD - Shift Differential (One-Time)

In this example, the employee would be paid \$13.50 for SHD.

## Flex Time

Flex time occurs when you work your standard hours within a compressed timeframe (e.g., work your scheduled hours in 4 days instead of 5) or you work a flex schedule (e.g., Monday, Wednesday, Friday) and work a different day from your normally scheduled days.

The use of the Flex Schedule Day (FXOFF) time reporting type is **used only to indicate to your approver that you have flexed your schedule**.

## Condensed Schedule Example

### Normal Schedule

*Time Reporting Code / Time Details	Sunday 28	Monday 29	Tuesday 30	Wednesday 1	Thursday 2	Friday 3	Saturday 4
	Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00	7.00	7.00	7.00	7.00	
Comments							

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESFT 9.2

## Condensed Schedule

Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
Scheduled OFF Reported 0	Scheduled 7 Reported 8.75	Scheduled 7 Reported 8.75	Scheduled 7 Reported 8.75	Scheduled 7 Reported 8.75	Scheduled 7 Reported 8.75	Scheduled 7 Reported 0	Scheduled OFF Reported 0
REG - Regular		8.75	8.75	8.75	8.75		
FXOFF - Flex Schedule Day Off						7.00	
Comments							

This employee has condensed her weekly schedule to 4 days and uses the FXOFF for Friday to indicate she did not work.

## Flexed Schedule Example

### Normal Schedule


*Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
Scheduled OFF Reported 0	Scheduled 8.75 Reported 8.75	Scheduled 8.75 Reported 8.75	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
REG - Regular		8.75	8.75				
Comments							

### Flexed Schedule

Time Reporting Code / Time Details	Sunday 21	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
Scheduled OFF Reported 0	Scheduled 8.75 Reported 8.75	Scheduled 8.75 Reported 0	Scheduled OFF Reported 8.75	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
REG - Regular		8.75		8.75			
FXOFF - Flex Schedule Day Off			8.75				
Comments							

This employee has flexed her weekly schedule from Monday and Tuesday to working on Wednesday, instead on Tuesday. She added the FXOFF to Tuesday to indicate to her approver that she flexed her schedule for this week.

## Steps

1. Enter the number of hours worked for each day.
2. Select a time reporting code **REG - Regular**.
3. Click .
4. Enter the number of hours you that you are scheduled to work on the day you did not work.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESFT 9.2

- Select a time reporting code of **FXOFF – Flex Schedule Day Off**.
- Enter any comments, if applicable.
- Click **Submit**.
- On the confirmation screen, click **OK**.

## Reporting Time as a Student Employee

Entering time as a student employee is very similar to that of a full-time employee if you are designated as a time reporter. However, it is important to keep the following in mind:

- You can work more than one job at a time.
- You are not eligible for paid vacation or personal time.
- If you are a student who is subject to FICA (e.g., non Work Study), you may be eligible for paid sick time. For more information, contact your manager or Human Resources contact.
- You may not work over 20 hours per week while enrolled in classes, or more than 40 hours per week when class is not in session. This is mandatory for students on the FWSP (Federal Work Study Program) and is recommended for all other students.
- Like all other time reporters, you must report your time on a weekly basis. The University deadline for reporting is **Thursday, by 5:00 PM**. Check with your manager if your department's deadline is different.
- All time reported must be approved by your manager or time approver in order for it to pay out.
- Most student jobs are considered on-campus jobs. If you have been approved to work remotely 20% or more of your time in a Harvard registered payroll state, be sure to add additional approved state tax work locations in your Tax Withholding setup in PeopleSoft and note which state worked for appropriate tax withholdings (see [Entering and Editing Residence, State Distribution\(s\) and Tax Form\(s\) in PeopleSoft](#)). This also applies on campus work study jobs, specify remote position information on your work-study referral form. If no state is selected when entering time, taxes would be applied to your default state selected listed in PeopleSoft. If, however, you work in a Harvard payroll state that is not your default state, you would need break that time out in another row on your timesheet. Doing this applies the correct amount of income earned to the two states. Please see **Reporting Additional Work Locations** for more details.

Off-Campus work study jobs are administered directly by the [Student Employment Office \(SEO\)](#). Follow SEO guidelines if working on a off campus job that is not located in a Harvard payroll registered state.

- At time of hire:
  - Your employer should complete the online on-campus form with you if they intend on hiring you under the Federal Work Study Program. Upon submission of the online referral form, the Student Employment Office (SEO) will send an e-mail notification to your employer and you verifying your eligibility status and earnings ceiling for the academic year. This online form applies to both undergraduate and graduate students.
  - You must have completed an I-9 and completed appropriate tax and direct deposit forms in PeopleSoft. If you were employed by Harvard within the past 12 months, the forms should already be on file.
  - If you are neither a U.S. citizen nor a permanent resident, you must complete [GLACIER](#) (a secure, online tax compliance system) and submit complete forms and documentation through a [secure upload process](#).
  - See your manager or Human Resources contact for more information.

**Note:** In certain situations, some student employees may be eligible for sick time through the MA Earned Sick Time law. For information on requesting an absence, refer to the Reporting MA Sick Earned Time Absences section of this document.

## Entering Your Time

**Navigation:** Home > Enter Time (or Home > My Self Service > My Time & Absences > Enter Time)

### Steps

1. Navigate to <http://hr.harvard.edu>.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

- On the HARVie home page, click the **PeopleSoft** link on the top right of the screen
- Login to PeopleSoft.
- Navigate to: Self-Service>My Time and Absences>Enter Time
- If you have more than one job it will appear in in the Job Title drop down. Be sure to select the appropriate job description link to submit your hours for the correct job. If you have any questions about which job you should select, contact your manager or HR.

**Enter Time**

\*Job Title 0: Coordinator II, DIV^Registrar ▼

Select the correct job from the list.

→

0: Coordinator II, DIV^Registrar

1: Coordinator I, DIV^Registrar

If you are not sure which job description to select, contact your manager or HR.

- Enter the hours you worked for each day.
- Under **Time Reporting Code**, and then choose one of the following:
  - If you are not eligible for Work Study, select **REG – Regular**
  - If You are eligible for work-study and work on-campus, select **WST – WS Harvard on Campus**
- Click **Submit**.
- On the confirmation screen, click **OK**.

Note: See Reporting Time in Additional Work Locations if approved to work in a Harvard payroll state that is not Massachusetts.

## Non-Work Study Example

**Enter Time**

\*Job Title 0: Coordinator II, DIV^Registrar ▼

◀ **28 April - 4 May 2019** ▶

Weekly  
Scheduled 40.00 | Reported 40.00

[View Legend](#) Apply Schedule Submit

*Time Reporting Code / Time Details	Sunday 28	Monday 29	Tuesday 30	Wednesday 1	Thursday 2	Friday 3	Saturday 4
	Scheduled 5 Reported 5	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 5 Reported 5
REG - Regular ▼	5.00	6.00	6.00	6.00	6.00	6.00	5.00
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ -

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESFT 9.2

## Work Study Example

## Reporting Time as a Temporary/LHT Employee

**Navigation:** Home > Enter Time (or Home > My Self Service > My Time & Absences > Enter Time)

**Note:** Some Temporary/LHT employees may be eligible for sick time through the MA Sick Earned Time law. For information on requesting an absence, refer to the Reporting MA Sick Earned Time Absences section of this document.

**Note:** Some Temporary/LHT employees may be approved to work in another Harvard registered payroll state (NE, NY, MD). You must add additional approved state tax work locations in your Tax Withholding setup in PeopleSoft (see [Entering and Editing Residence, State Distribution\(s\), and Tax Form\(s\) in PeopleSoft](#)). If no state is selected when entering time, taxes would be applied to your default state. If, however, you are approved to work in an Harvard payroll state that is not your default state, would need break that time out in another row on your timesheet. Doing this applies the correct amount of income earned to the two states. Please see the section **Reporting Additional Work Locations** for more detail.

## Entering Your Time

If you are a Harvard Temporary employee who has more than one job, be sure to select the appropriate job from the **Job Title** drop-down to submit your hours for the correct job. If you have any questions about which job you should select, contact your manager or HR.

## Steps

1. On the Enter Time page, enter the hours you worked for each day.
  - In the **Time Reporting Code** field, select **REG – Regular**.
  - Click **Submit**.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

- On the confirmation screen, click **OK**.

### Enter Time

Job Title LHT OT Eligible

◀ **28 April - 4 May 2019** ▶

Weekly

Scheduled 40.00 | Reported 40.00

[View Legend](#) Request Absence Apply Schedule Submit

*Time Reporting Code / Time Details	Sunday 28	Monday 29	Tuesday 30	Wednesday 1	Thursday 2	Friday 3	Saturday 4
	Scheduled 5 Reported 5	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 6 Reported 6	Scheduled 5 Reported 5
REG - Regular	5.00	6.00	6.00	6.00	6.00	6.00	5.00
Comments							

- Verify that you entered the correct number of hours for each day. If there are any issues, make your corrections and re-submit.

Note: See Reporting Time in Additional Work Locations if approved to work in a Harvard payroll state that is not Massachusetts.

# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Reporting MA Sick Earned Time Absences

### MA Sick Earned Time - FAQ

Effective July 1, 2015, Less Than Half Time (LHT) and Temporary Employees, including Co-op Student Employees and Paid Interns, accrue one hour of earned sick time for every 30 hours worked, up to a maximum accrual of 40 hours of earned sick time each fiscal year.

#### Who is eligible for MA Sick Earned Time?

The following types of workers are eligible to accrue sick time under MA Sick Earned Time:

- Temporary employees
- Paid interns
- Less-than-half-time (LHT) Employees
- Students who are subject to FICA

If you meet the eligibility criteria, you will start accruing right away, however, you cannot take any MA Sick Earned Time until after 90 days of employment. The minimum you can request is 1 hour. For absences greater than 1 hour, please report in 0.25 increments where 0.25 = 15 minutes.

#### What is the maximum balance of hours I can have in my MA Sick Earned Time bank?

The maximum amount of hours you can have in your MA Sick Earned Time is 40 hours. Once you reach 40 hours, you will no longer accrue.

#### What is the maximum accrual per benefit year?

The maximum you can accrue per benefit year (July 1 – June 30) is 40 hours. Once you reach 40 hours you will no longer accrue. Your balance up to 40 hours will be carried over to the next fiscal year.

#### What is my accrual rate?

The accrual rate is 0.03334 per 1 hour worked. Regular and Overtime earnings from previous week's paycheck are used to calculate your accrual. Please refer to the MA Sick Earned Time policy for more details:

<http://hr.harvard.edu/staff-personnel-manual/time-away-work/earned-sick-time>

#### Can I enter future-dated absence requests?

Because Sick Time at Harvard includes time for planned appointments for yourself or dependent, you can enter future-dated absence requests.

#### I forgot to enter my absence request from last week –what do I do?

Please contact your manager or local HR/Administrator.

#### Can I cancel my absence?

Requests dated in a future week can be cancelled by you. Please contact your manager or local HR/Administrator if you need to cancel an absence in a current or prior week.



# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Requesting a MA Sick Earned Time Absences

**Navigation:** Home > Enter Time (or Home > My Self Service > My Time & Absences > Enter Time)

**Important:** Each Sick Day needs to be reported separately. If you need to request multiple sick days, you must submit a separate request for each day.

For more information about MA Sick Earned Time, refer to the Harvard Earned Sick Time Policy at:

<http://hr.harvard.edu/staff-personnel-manual/time-away-work/earned-sick-time>

### Steps

1. On the Enter Time page, click the **Request Absence** button. The Absence Request Page appears.

The screenshot shows the 'Enter Time' interface. At the top, it says 'Job Title LHT OT Eligible'. Below that, a date range '28 April - 4 May 2019' is displayed, along with 'Weekly' and 'Scheduled 40.00 | Reported 0.00'. At the bottom, there are three buttons: 'View Legend', 'Request Absence' (which is highlighted with a red box), 'Apply Schedule', and 'Submit'.

On the Absence Request screen:

2. In the **Absence Name** field, select **MA Sick Earned Time**.
3. In the **Reason** field, select **Dependent or Employee**.
4. Enter the **Start Date** for the absence.
5. In the **All Day Hours** field, enter the duration of your sick day hours.
6. Click **Submit**.
7. On the confirmation pop-up, click **Yes**.

The screenshot shows the 'Request Absence' form. It has a title bar 'Request Absence' with a close button. Inside, there are two buttons at the top right: 'Submit' and 'Save as Draft'. The form fields are: '\*Absence Name' (dropdown menu showing 'MA Sick Earned Time'), '\*Reason' (dropdown menu showing 'Employee'), '\*Start Date' (calendar icon showing '04/29/2019'), 'End Date' (text field showing '04/29/2019'), 'Partial Days' and 'All Days' (radio buttons), 'All Day Hours' (text field), and 'Comments' (text area).

## Viewing MA Sick Earned Time Balances

**Navigation:** Home > My Self Service > My Time & Absences > Absence Balances

The screenshot shows the 'Absence Balances' page. It has a title 'Absence Balances'. Below that, there is a table with two rows: 'MA Sick Earned Time' and 'As Of 12/22/2018' with a value of '2.56 Hours', and 'Max MA Sick' with a value of '40.00 Hours'. Below the table, there is a disclaimer: '\*\*Disclaimer The current balance does not reflect absences that have not been processed.' and a formula: 'To convert your balance into days, use the following formula: Balance Hours/(Standard Hours per Week/5)'. At the bottom, there is a link: 'To view Harvard's HR policies, link to HARVie'.

- Your current balance is shown in hours as of the date displayed (last time the absence process ran).
- Maximum MA Sick – Maximum number of hours you can carry year to year. Maximum hours balance for MA Sick Earned Time is 40 hours.



# Reporting Your Time and Absences (Non-Exempt Employees)

PEOPLESOFT 9.2

## Canceling an MA Sick Earned Time Absence

**Navigation:** Home > My Self Service > My Time & Absences > Cancel Absences

**Important:** When cancelling absences, make sure to adjust your timesheet with any time that you worked instead of taking the absence.

### Steps

1. On the Cancel Absences page, click the row for the desired absence.
2. Under Absence Details, confirm that the selected absence is the one you want to cancel.
3. Click **Cancel Absence**.

The screenshot shows a mobile application interface for 'Time and Absences'. At the top is a navigation bar with a back arrow, the title 'Time and Absences', and search and menu icons. Below this is a 'Cancel Absence' screen. It features a 'Return to Cancel Absences' link and a green 'Cancel Absence' button. The 'Absence Details' section lists: Absence Name (MA Sick Earned Time), Reason (Employee), Start Date (05/03/2019), End Date (05/03/2019), Duration (2.00), and Status (Submitted). There is a 'Comments' field under 'Cancel Details' and a 'Request History' link at the bottom.

4. On the Confirmation pop-up, click **Yes**.
5. On the Confirmation pop-up, click **Yes**.
6. Return to your timesheet (My Time & Absences > Enter Time).
  - a) If the absence was already approved by your manager, your manager **MUST** approve the cancel absence request before the absence is removed from your timesheet.
  - b) If the absence was never approved by your manager (e.g., if was in a submitted status), your cancellation action automatically removes the absence from your timesheet.