Time & Labor/Absence Management Quick Reference

OTE (Non-Exempt) Staff

**Thursday:**

*Action:*

* Enter hours worked and paid absences taken for the current week (in .25 hour increments) by 5:00 p.m.

*Process:*

* <http://harvie.harvard.edu/> > PeopleSoft > Self Service > Time Reporting > Report Time and Absences > Timesheet

*Additional information:*

* Time worked can be entered up to two weeks in advance; there is no limit as to how far in advance absences may be entered.
* If a partial-day absence has been reported, please report the remaining hours worked.
* If a full-day absence has been reported, please do not enter any time worked for that day.
* When requesting an absence that contains two different absence types, such as Personal and Vacation, you must make two separate absence requests.
* When you enter an absence on the Request Absence page, it will be displayed along with the absence type and status in the corresponding week’s timesheet.
* During the absence request process, you may choose to send an email to your Absence Approver notifying them of your request.
* If you forgot to enter an absence for the current week, you must contact your Absence Adjuster who can enter an absence on your behalf.

* If you are out sick on Friday and unable to report your time worked or absences in the current week, your Adjuster will make the necessary changes to your timesheet.
* The absence request system in PeopleSoft should not take the place of established departmental procedures for requesting time off.
* If you have more than one job, use the employee record number to determine the correct job when entering hours worked.
* All hours worked should be entered as Regular (REG), the system will convert any additional hours worked to Overtime Straight (OTS) and Overtime Premium (OTP).
* Holidays will affect all deadlines for entering, approving and adjusting time. Time Reporters, Approvers and Adjusters will receive an email notification prior to a holiday that will indicate the earlier deadline.