**Time Reporting in PeopleSoft 9.1**

**Overview of Time Reporting**  
The PeopleSoft Time and Labor module gives non-exempt employees the ability to report hours worked for the current work week, as well as enter future time. Employees who enter their own time in the system are called Time Reporters.

**Navigation within PeopleSoft**  
In 9.1, the path to enter your time is: ***Self Service >Time Reporting and Absence Management > Report Time and Absences > Timesheet***

**How to Report Time Worked:**

* Enter your HUID in the second search field
* Press ‘Get Employees’ button to access record
* Select your name\*
* Confirm the date of the timesheet is correct – it defaults to the current week
* Enter hours worked in each date field
* Select ‘REG – Regular’ from the drop down menu for Time Reporting Code
* Comment for Time Approver - Optional
* Press ‘Save’ to submit your hours

**When reporting your time, remember:**

* Harvard's work week is defined as from Sunday 12:00 a.m. until Saturday 11:59 p.m.
* The deadline for entering time for a current week is **5:00 p.m. on Thursday**. (If you are unable to enter your time by Thursday, the system will allow you to report your hours worked and absences taken by 11:59 p.m. on Saturday)
* All time worked should be entered as Regular time, not Overtime Straight or Premium. Any overtime due will be calculated automatically by PeopleSoft.
* You may only enter time for the current and future weeks, not for past weeks. Only a Time Adjuster or Time Administrator can enter your time retroactively.
* You may enter time worked up to 2 weeks in the future.
* Time must be entered in .25-hour increments (equals 15 minutes).

\*If you have more than one position at Harvard that requires you to report your time, you

will need to select the appropriate job (empl rcd nbr) when entering your time. There are several identifiers to assist with this, including your Employee Record Number, Rate,

Department, etc. Please see your manager or HR contact for more information.

Please note: If you have forgotten to enter your time and the deadline has passed, you must contact your Time Adjuster so s/he can enter your hours worked and any vacation, sick, personal, etc. time taken in the previous week.