Enter Student Time (HUSEP/FWS/FWSOC)

Concept

Purpose
It is helpful to understand some of the terms used when working with PeopleSoft Time Reporting.

Time Reporter – A Time Reporter is an employee for whom time is reported in Time and Labor. When an employee is hired into the system, he or she must be enrolled into Time and Labor. Once enrolled in Time and Labor, the employee is assigned a schedule and is ready for time entry.

There are three types of Time Reporters at HU:

1. *Hourly Time Reporters* -- These are also known as positive time reporters. Hourly time reporters are employees who must have hours entered into the system in order to be paid for all hours worked. Each hour worked must be reported in Time and Labor (including regular hours and overtime hours). All hourly employees require positive time reporting.

2. *Students Hourly Time Reporters* -- All HU students that fall into the category of HUSEP, Federal work study off campus, and regular federal work study will be consider as positive time reporters. Federal laws restrict students to work limited hours during school sessions. Therefore, all Federal Work Study students will be awarded a limited lump sum of hours at the beginning of the semester. These hours will then be exhausted as the student works and reports time. Each hour worked must be reported in Time and Labor as Taken hours. To process Federal Work Study students’ hours correctly, students must be enrolled in a Compensatory Time Off Plan. The following Time Reporting Codes (TRCs) of SEPT, OCT, and SWT will be available to Time Keepers to enter hours for the each of the above category of students.

Note: All other regular students are paid as regular hourly employees unless otherwise classified into one of the above groups. Graduate students are classified into different groups as needed.

3. *Exception Hourly Time Reporters* -- These time reporters generally work a set schedule on a recurring basis. Time entry is required for anything that deviates from the regularly scheduled hours. Their schedules can be viewed or modified through the Assign Work Schedule page in
Time and Labor. Exception hourly employees are assigned to a workgroup of exception time reporters. If an exception is not entered on a day, his/her scheduled hours are paid as regular time for that day. If an exception is entered, the schedule is not used and only exception hours are reported in order to receive pay for that day.

Example: If John Doe took 4 hours annual leave and worked 4 hours, you would enter only the 4 hours of annual leave.

Note: If there is no exception time, the time will automatically be transmitted to payroll without need for the timekeeper or approver to intervene.

Time Reporting Code (TRC) – In simple terms, a Time Reporting Code (TRC) is a way to collect hours, amounts and units of work for compensation. With Time and Labor, there are TRCs to account for all current attendance codes. The time reporter enters the number of hours being reported for the designated date in association with the proper Time Reporting Code directly into the Time and Labor application. For example, for regular time you would use a Time Reporting Code of REG – Regular.

Dynamic Group - Time and Labor provides Dynamic Group security which grants/limits access to employee’s time. Each manager will only see the Dynamic Groups for whom they have security access. Dynamic groups are broken down by department and by Time Keepers’ position numbers, in some cases. Dynamic groups for FWS and HUSEP students have been created and will appear to all departments. If you record time for those students, you can select their names from the appropriate group.

Timekeepers enter time for all HUSEP and Federal Work Study (FWS) students working in their departments into the PeopleSoft system. All hours worked must be entered for each week in the two-week pay period. The time will be submitted for approval by your timekeeper or time approver. Students falling under the HUSEP and Federal Work Study are governed by Federal laws and can work up to a maximum of 20 hours per week. Students under these programs are excluded from working during the winter break. The number of hours that HUSEP and FWS students may work is determined by the Financial Aid Office. That information is contained in the hiring document which is generated by the office of student employment.
Procedure

All HU students that fall into the category of HUSEP, Federal work-study off campus, and regular federal work-study will be considered as positive time reporters.

Federal laws restrict the number of hours these students may work during school sessions. Therefore, all HU students will be awarded a limited lump sum of hours at the beginning of the semester. Each hour worked must be reported in Time and Labor as Taken hours. These hours will then be adjusted during the Time Administration process to update the student balances. To process students hours correctly, all students must be enrolled in a Compensatory Time Off Plan.

The Time Reporting Code for students is:

**REG - Regular**

Click the icon shown below to view and/or print a set of step-by-step instructions for this task.
### Step 1

Begin by navigating to the timesheet. Click the **Manager Self Service** link.

![Manager Self Service](image)

#### Action

1. **Manager Self Service**

### Step 2

Remember you can navigate from the left-hand menu or use the menu page that appears on the desktop. Click the **Time Management** link.

#### Action

2. **Time Management**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click the <strong>Report Time</strong> link.</td>
</tr>
</tbody>
</table>

![Image of PeopleSoft interface](image_url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Timesheet</strong> link.</td>
</tr>
</tbody>
</table>
### Step 5

The *Timesheet Summary* page appears. The first thing you must do is change the date to the first day of the pay period. Click the **Choose a date** button.

![PeopleSoft interface](Image)
6. Click an entry in the list. Verify or enter the correct month. Choose: **May**
7. Click the desired date.
   Choose: 27
8. Click the **Refresh** button.
You can select a group from the Group ID list. Students are found in the FWS or HUSEP groups. Click the **Look up Group ID** button.
Step | Action
--- | ---
10. | Click the **Search Results** table. Choose: **FWS**
11. **Note:** To narrow the search to a specific student, you can use the Last Name, First Name or EmplID fields. Enter the desired information into the Last Name field. Enter "Bailey".
Step 12. Click the **Get Employees** button.

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[Image of the PeopleSoft interface showing the Timesheet Summary and a button labeled 'Get Employees']

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>Get Employees</strong> button.</td>
</tr>
</tbody>
</table>
13. When the search results will display, click the **Name** link.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>When the search results will display, click the <strong>Name</strong> link.</td>
</tr>
</tbody>
</table>

Adrienne Bailey
14. The timesheet for the employee appears. Remember to change the date to update the timesheet dates. Click the **Choose a date** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Use the calendar fields to adjust the year and month as needed. Click the date that corresponds to the first day of the pay period for which you are reporting.</td>
</tr>
</tbody>
</table>

[37]
Step 16. Click the Refresh button to display the correct date on the timesheet.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Begin by entering Adrienne's regular hours. Enter the 4 hours worked on May 28. Enter the desired information into the field. Enter &quot;4&quot;.</td>
</tr>
</tbody>
</table>
18. Enter the 6 hours worked on May 30. Enter the desired information into the field. Enter "6".
### Step 19

Enter the 8 hours worked on May 31. 

Enter the desired information into the field. Enter "8".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Select the Time Reporting Code for the regular hours taken. Click the <strong>Time Reporting Code</strong> dropdown button to activate the menu.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>REG - Regular</strong> option.</td>
</tr>
</tbody>
</table>
### Step 22

Submit the time for the first week.

Click the **Submit** button.
Step | Action
--- | ---
23. | Click the **OK** button.

**OK**
Step | Action
--- | ---
24. | Now enter the time for the second week of the pay period. Click the **Next Week >>** link.

*Note: if you narrow your search on the Search page, by adding a last name or first name, the **Next Employee >>** link will not display.*
Step | Action
--- | ---
25. | Enter the 4 hours she worked on June 4. Enter the desired information into the field. Enter "4".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>Enter the 4 hours she worked on June 5. Enter the desired information into the field. Enter &quot;4&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>27.</td>
<td>Enter the 4 hours she worked on June 6. Enter the desired information into the field. Enter &quot;4&quot;.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
28. | Enter the 4 hours she worked on June 7.
Enter the desired information into the field. Enter "4".
Step 29. Enter the 4 hours she worked on June 8.
Enter the desired information into the field. Enter "4".
### Step 30

Select the Time Reporting Code for the hours taken.
Click the **Time Reporting Code** dropdown button to activate the menu.
Step 31. **Click** *REG - Regular*

![Timesheet Image]


<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>You have completed the time entry for this week. Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>33.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>

![Image of PeopleSoft interface showing submit confirmation dialog]

**Submit Confirmation**

- The Submit was successful.
- Reported Time for the Week of 2007-01-01 to 2007-01-07 is submitted.

**OK**
Step | Action
--- | ---
34. | Click the **Return to Select Employee** link.

[Return to Select Employees]
35. You are now ready to process time for another student. This student, Ms. Oki, is a HUSEP student. Enter the desired information into the **Group ID** field. Enter "HUSEP".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.</td>
<td>Enter the desired information into the <strong>Last Name</strong> field. Enter &quot;Oki&quot;.</td>
</tr>
</tbody>
</table>
### Step 37
- Click the **Get Employees** button.

![PeopleSoft interface](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.</td>
<td><strong>Click the Get Employees button.</strong></td>
</tr>
</tbody>
</table>

![Selected Employees](image)
38. Click the Name link.

Action: Click the Name link.
39. Always remember to change the date to set up the Timesheet for the current pay period. The date entered here is the first date of the pay period. Click the **Choose a date** button.
Step 40. Select the year and month and then click the date that corresponds to the first day of the reporting period.
Step | Action
--- | ---
41. | You must refresh the timesheet page to see the correct dates. Click the **Refresh** button.
Step | Action
--- | ---
42. | Enter the 4 hours worked on May 28. Enter the desired information into the field. Enter "4".
Step | Action
---|---
43. | Enter the 4 hours worked on May 29. Enter the desired information into the field. Enter "4".
Step | Action
---|---
44 | Enter the 4 hours worked on May 30.<br>Enter the desired information into the field. Enter "4".
45. Enter the 4 hours worked on May 31. Enter the desired information into the field. Enter "4".
Step 46. Enter the 4 hours worked on June 1.
Enter the desired information into the field. Enter "4".
Step 47. Select the Time Reporting Code for Regular hours taken. Click the **Time Reporting Code** dropdown button to activate the menu.
48. Click SEPT - HUSEP Taken.

REG - Regular
Step | Action
--- | ---
49. | Time entry is complete for the first week and ready to submit. Click the **Submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>

![PeopleSoft interface showing a Timesheet with a submit confirmation message.](image)
Step | Action
---|---
51. | You are now ready to enter time for the second week. Click the **Next Week** >> link.
52. Enter the Regular time on the first line.

In this example, enter the 4 hours that the student worked on Monday, June 4. Enter the desired information into the field. Enter "4".
53. Select the appropriate Time Reporting Code. Click the **Time Reporting Code** list.
### Step 54.
Select the code for **REG-Regular**.

In this exercise, the additional days that the student worked have already been entered.
55. Submit the time for the second week. Click the Submit button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>56.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
### Step 57.
Return to the *Select Employee* page to enter hours for additional personnel. Click the **Return to Select Employee** link.

**Return to Select Employee**

### Step 58.
Click the **Home** link to return to the **Home** page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 59.  | Congratulations! You have successfully completed the process to enter time for a student.  
**End of Procedure.** |