

Please Note: As of June 3, 2019, the appearance of eServe has changed. The steps in this process will mostly remain the same, but your screen may not match these images. We are working on updating this document.

Time Entry & ePAF

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Users of PeopleSoft HR gain access to this system by requesting a PeopleSoft account. To apply for an account, complete the *PeopleSoft Account Application* available on the **Forms** menu on the Human Resources homepage.

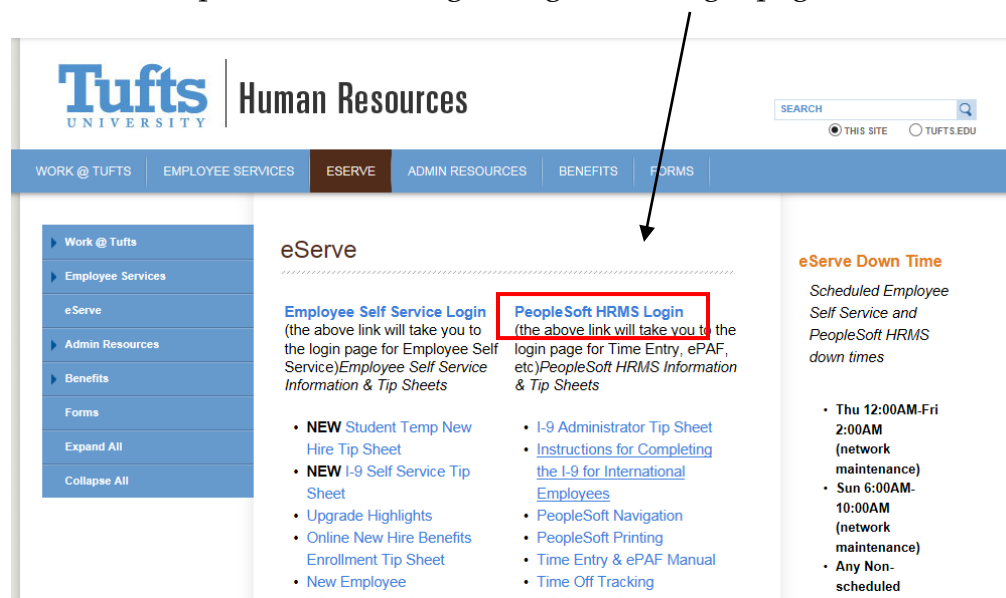
PeopleSoft Human Resources is a web-based application and users login by opening an internet browser and typing the following URL: <http://eserve.hr.tufts.edu> into the browser's address box. This will bring you to the page below. Recent versions of all browsers including Chrome, Mozilla, and Safari will work. Use Internet Explorer version 8 or above.

Save this page as a "favorite" for easy access to PeopleSoft.

This page precedes the PeopleSoft login page and HR posts messages to the user community here.

From this page you can access PeopleSoft (for Time Entry, ePAF, etc.), Employee Self Service, the HR Home Page or other HR pages, or the Tufts Home Page. "Tip sheets" with information about using the PeopleSoft HR system are posted on this page. .

Click on 'PeopleSoft HRMS Login' to go to the login page.



PeopleSoft HRMS

Tufts Username: [e.g. jsmith01]

Tufts Password:

[Log in](#)

[Forgot your Tufts Username or Password](#)

Need Help? Email it@tufts.edu

Enter your Tufts Username and Tufts Password. If either the username or password is invalid, the system will display an error message. If you have forgotten your Username or password click on the 'Forgot your Tufts Username or Password' link and you will be redirected to the Tufts Tools page where you can reset your password. If you have questions contact the University IT Support Center at 617-627-3376 or it@tufts.edu.

Once you have successfully signed on, the system will display the home page for your PeopleSoft access. The page will include access to Employee Self-Service and, depending on your security, access to the Department Administrators page (shown below).

From here you can hire student and temporary workers, enter time off such as vacation and sick time, and submit hours to Tufts Time Entry.

Department Administration		
Student and Temp Employees Hire, Terminate, and Modify Actions for Student and Temporary Employees <ul style="list-style-type: none"> Hire Employee Account Distribution Change Pay Rate Change Termination 	Student and Temp Inquiry View Detail about Student and Temporary Employees <ul style="list-style-type: none"> Student Employee Job Detail Temp Employee Job Detail Students from SIS (Employees) Students from SIS (Non-Empl) 	Tufts Time Entry Submit Time Entry for Tufts Hourly Workers <ul style="list-style-type: none"> Time Entry Time Off Adjustments Submit Time Entry Roster of Active Employees
Time Off Tracking Submit Time Off Requests for Tufts Employees <ul style="list-style-type: none"> Enter Time Off for an Employee Time Off Balance Inquiry 	Time Entry Reports Tufts Time Entry Reports <ul style="list-style-type: none"> Time Keep Generate Time Slips Time Keep Exception Report Time Keep Earnings and Hours YTD Hours by Time Keep 	Time Off Tracking Reports Tufts Time Off Tracking Reports <ul style="list-style-type: none"> Time Taken Time Off Balance Summary Time Off Requested Time Off Employee Detail

On-Line Time Entry

The Time Entry application was designed to meet the specific needs of the Tufts community. It allows for on-line entry of hours and allows for override of pay rate and Dept ID for non-exempt employees. This application is connected to PeopleSoft, the Human Resources/Payroll system. The system is designed to eliminate redundancies, increase speed, maintain a high level of security and reduce the opportunities for errors.

ON LINE-TIME ENTRY

Log into PeopleSoft and select:

- **Tufts Menus**
- **Tufts Time Entry**
- **Time Entry**
- **Use**
- **Time Entry**



The following screen will open:

A screenshot of the 'Time Entry' search criteria screen. At the top is a breadcrumb trail: 'Favorites | Main Menu > Tufts Menu > Tufts Time Entry > Time Entry > Use > Time Entry'. Below this is the title 'Time Entry' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with two input fields: 'Time Keep/Check Dist:' with a dropdown menu set to 'begins with' and a text input field, and 'Pay Period End Date:' with a dropdown menu set to '=' and a date input field. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- If you have access to only one Time Keep location you can hit enter and the program will default to that Time Keep number.
- If you have access to multiple Time Keeps, you will need to enter your Time Keep number.

- Enter the Pay Period End Date; this will always be a Saturday. There are three ways to input the date. You can: type in the date, i.e. 010100; you can click on the down arrow and bring up a calendar; or click on OK and bring up a list of all weeks of Time Entry, the most recent is on the top, click on the week you want to open

[Favorites](#)
[Main Menu](#)
[Tufts Menu](#)
[Tufts Time Entry](#)
[Time Entry](#)
[Use](#)
[Time Entry](#)

Time Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Time Keep/Check Dist: begins with 995

Pay Period End Date: =

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-15 of 15 Last

Time Keep/Check Dist	Pay Period End Date
995	02/28/2015
995	02/21/2015
995	02/14/2015
995	02/07/2015
995	01/31/2015
995	01/24/2015

- After selecting the week you want, you will see 2 tabs, one is named Time Entry the other is Roster of Employees. The Roster of Employees tab will list all the non-exempt employees in the Time Keep that was selected.

Human Resources

[Favorites](#) |
 [Main Menu](#) >
 [Tufts Menus](#) >
 [Tufts Time Entry](#) >
 [Time Entry](#) >
 [Use](#) >
 [Time Entry](#)

[Time Entry](#) |
 [Roster of Employees](#)

Pay Period End: 02/28/2015
 Timekeep: 995
 Test Department
 Status: Data Entry

[Find](#) | [View All](#)
 First 1 of 27 [Last](#)

ID 1003656	Empl Record 0	Name Apple, Amy M	Pay Begin 02/22/2015
Dept: Test Department		Paygroup: Non-Exempt Staff	
Regular Salary:	Work Study Award:	Used:	

*Earnings Code	*Hours	Over Ride Rate	Over Ride Dept	Acct	Proj/Grant
002 Regular Non-Exempt	35.00	<input type="checkbox"/>	<input type="checkbox"/>		

Total: 35.00 ☐ OK to Pay

[View Pre-Plan Labor Distribution](#)

I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.

[Save](#)
 [Return to Search](#)
 [Previous in List](#)
 [Next in List](#)
 [Notify](#)

ENTERING DATA FOR HOURLY EMPLOYEES

The top row of the Time Entry page has the Pay Period End Date, Time Keep number and the Status. The second row contains the ID number of the individual, Empl Rcd #, Name, and Pay Begin date. The next row has the department name and Pay Group. For student employees, the final row has the Regular Salary, Work Study Award and amount Used.

The screenshot shows the 'Time Entry' page for an hourly employee. The top navigation bar includes 'Favorites', 'Main Menu', 'Tufts Menus', 'Tufts Time Entry', 'Time Entry', 'Use', and 'Time Entry'. Below this, there are tabs for 'Time Entry' and 'Roster of Employees'. The main form area displays the following information:

- Pay Period End:** 02/28/2015
- Timekeep:** 995
- Test Department**
- Status:** Data Entry
- Find | View All** First 1 of 27 Last
- ID:** 1003656
- Empl Record:** 0
- Name:** Apple, Amy M
- Pay Begin:** 02/22/2015
- Dept:** Test Department
- Paygroup:** Non-Exempt Staff
- Regular Salary:**
- Work Study Award:**
- Used:**

Below this information is a table for earnings:

*Earnings Code	*Hours	Over Ride Rate	Over Ride Dept	Acct	Proj/Grant
002 Regular Non-Exempt	35.00	<input type="checkbox"/>	<input type="checkbox"/>		

At the bottom of the table, there is a 'Total: 35.00' and an 'OK to Pay' checkbox. Below the table is a button labeled 'View Pre-Plan Labor Distribution'. At the very bottom, there is a certification statement: 'I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.' Below the certification statement are five buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

The next section is where you input the data.

Human Resources

favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Use > Time Entry

Time Entry | Roster of Employees

Pay Period End: 02/28/2015 Timekeep: 995 Test Department Status: Data Entry

Find | View All First 1 of 1 Last

ID 1003656 Empl Record 0 Name Apple, Amy M Pay Begin 02/22/2015

Dept: Test Department Paygroup: Non-Exempt Staff

Regular Salary: Work Study Award: Used:

*Earnings Code	*Hours	Over Ride Rate	Over Ride Dept	Acct	Proj/Grant
002 Regular Non-Exempt	35.00	<input type="checkbox"/>	<input type="checkbox"/>		

Find First 1 of 1 Last

Verify hours


Be sure to click off OK to Pay



Total: 35.00 ☐ OK to Pay

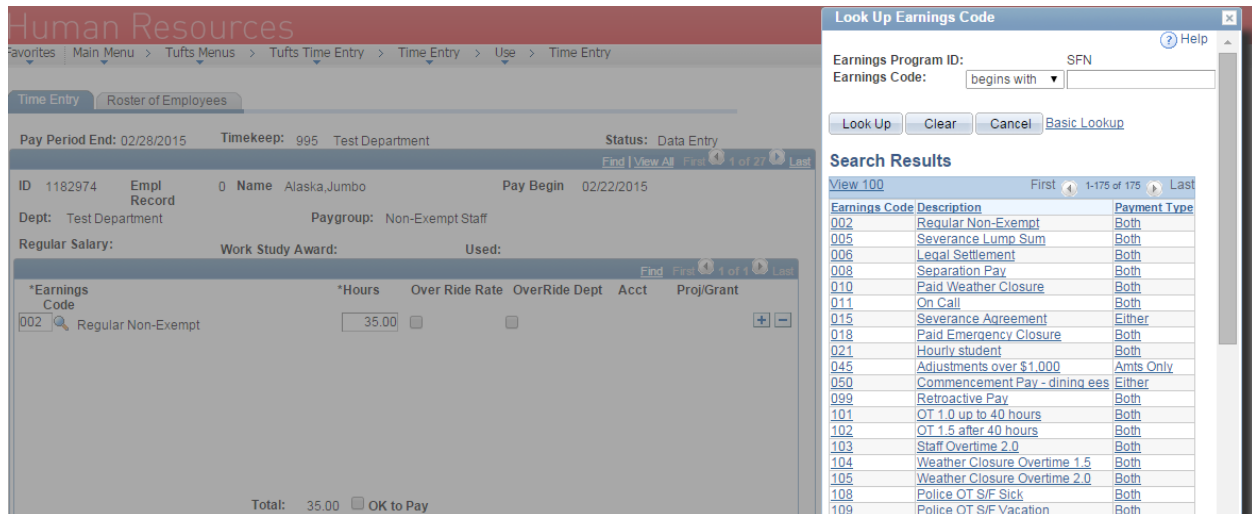
View Pre-Plan Labor Distribution

I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.

Save Return to Search Previous in List Next in List Notify

- The pre-planned distribution, Earnings Code, wages and hours are all defaulted. All hourly students are defaulted to 10 hours per week. Staff will be defaulted to the hours they are hired for each week, i.e. 21, 17.5, 35.
- To change the Earnings Code simply use the magnifying glass  and all the Earnings Codes appropriate for the pay group will appear. Click on the one you want. **Note:** you can only use Earnings Codes appropriate to the person you are trying to pay, i.e. you cannot pay a student vacation time or a temp holiday pay.
- To change the hours, place your cursor over the hours, highlight the hours and type in the new hours, **Note:** the total hours on the bottom of the page will change as you input hours.
- If you want to override either the pay rate or the dept id, click on the appropriate box and type in the override. This will only change for the hours attached to that row. Also, this will only override the one-week, if this is a permanent change you need to process a PAF for staff, or ePAF for students.
- Sometimes you need to have more than one Earnings Code on an individual, for example, if someone took one day of vacation, two sick days and the rest regular pay; or if the employee should receive overtime pay.

- To add another row you need to click on the plus sign 
- To get the list of the appropriate Earnings Code click on the magnifying glass  and a search box (see below) for the appropriate Pay Group will appear.



Human Resources

Time Entry | Roster of Employees

Pay Period End: 02/28/2015 | Timekeep: 995 | Test Department | Status: Data Entry

ID: 1182974 | Empl Record: 0 | Name: Alaska, Jumbo | Pay Begin: 02/22/2015

Dept: Test Department | Paygroup: Non-Exempt Staff

Regular Salary: | Work Study Award: | Used:

*Earnings Code	*Hours	Over Ride Rate	Over Ride Dept	Acct	Proj/Grant
002 Regular Non-Exempt	35.00				

Total: 35.00 ☐ OK to Pay

Look Up Earnings Code

Earnings Program ID: SFN


Earnings Code: begins with

Look Up | Clear | Cancel | Basic Lookup



Search Results

View 100 | First | 1-175 of 175 | Last

Earnings Code	Description	Payment Type
002	Regular Non-Exempt	Both
005	Severance Lump Sum	Both
006	Legal Settlement	Both
008	Separation Pay	Both
010	Paid Weather Closure	Both
011	On Call	Both
015	Severance Agreement	Either
018	Paid Emergency Closure	Both
021	Hourly student	Both
045	Adjustments over \$1,000	Arts Only
050	Commencement Pay - dining ees	Either
099	Retroactive Pay	Both
101	OT 1.0 up to 40 hours	Both
102	OT 1.5 after 40 hours	Both
103	Staff Overtime 2.0	Both
104	Weather Closure Overtime 1.5	Both
105	Weather Closure Overtime 2.0	Both
108	Police OT S/F Sick	Both
109	Police OT S/F Vacation	Both

- You can insert up to twenty rows of earnings codes, although for most of us two to three rows are enough. If you have more than three Earnings Codes, to scroll through all that you have entered, you will need to navigate to the next page of Earnings Codes using the 2nd row of arrows. See 2nd red box in diagram below.
- If you added a row in error, you can delete the row, similar to adding a row, by using the minus button. 

The only other thing you need to do is click on OK TO PAY.

- The key to Time Entry is the ok to pay button on the bottom of the page. **If you don't click on OK TO PAY, the employee will not get paid!**
- Once you have completed the first person, it is time to move on to the next. Use the scroll buttons, left and right arrows,   and move on to the next employee.

- Notice the Status is listed as Data Entry while you are entering time.

Human Resources

favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Use > Time Entry

Time Entry Roster of Employees

Pay Period End: 02/28/2015 Timekeep: 995 Test Department

Status: Data Entry
Find | View All First 1 of 27 Last

ID 1003656 Empl Record 0 Name Apple, Amy M Pay Begin 02/22/2015

Dept: Test Department Paygroup: Non-Exempt Staff

Regular Salary: Work Study Award: Used:

*Earnings Code *Hours Over Ride Rate Over Ride Dept Acct Proj/Grant

002 Regular Non-Exempt 35.00

Total: 35.00 OK to Pay

View Pre-Plan Labor Distribution

I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.

Save Return to Search Previous in List Next in List Notify

Move to next person

Move to next earnings code

- Clicking View All will bring up a list of all non-exempt individuals in the Time Keep so instead of using the arrows to scroll from one individual to the next, you can view all of the employees in list form.
- If an employee did not work and you are not paying them, you need to leave the row in; the system will not allow you to delete it. Do not click on OK TO PAY and they will not get paid.
- **REMEMBER:** The key to time entry is the ok to pay button on the bottom of the page. **If you don't click on OK TO PAY, the employee will not get paid!**

TIME ENTRY FOR SALARIED NON-EXEMPT EMPLOYEES

All hours worked must be entered into the PeopleSoft HR system for hourly and salaried non-exempt employees who are paid weekly. This is done through Time Entry for both groups.

This section outlines the differences in entering time entry for the salaried non-exempt employees.

Key considerations for the salaried non-exempt employees from a time entry perspective include:

1. These employees will be identified in time entry through a setting on their job code in the HR system.
2. Any extra hours worked between their standard hours and 40 hours per week will be paid at their current hourly rate as it is with hourly employees.
3. They will be compensated on the weekly payroll for any hours they worked in excess of 40 hours at the rate of 1.5 times their hourly rate as it is with hourly employees.
4. The key difference for the overtime calculation for the salaried non-exempt employees is only hours actually worked during the week are considered for the overtime calculation. Therefore, paid time off (e.g., personal, sick, vacation, etc.) and other hours paid but not actually worked (e.g., early closing) are not included.

Overtime example:

Hours Type	Earnings Code	Hours
Regular Non-Exempt	002	35
OT 1.0 up to 40	101	5
Overtime 1.5 After 40	102	4
Holiday Add to Regular	212	7
Total Hours		51

In this example, the salaried non-exempt employee is only paid 4 hours of overtime. The holiday hours are not included in the overtime calculation. Only hours actually worked are included.

1. When time entry is open for the week, salaried nonexempt employees will have the **“OK to Pay”** flag already selected. This will ensure that the employee is paid their regular standard hours for the week. No further action is required by the Timekeeper if the employee is only to be paid their standard regular hours.
2. You will still need to make adjustments if they work less than their standard hours and substitute paid time off as you would with hourly employees.

ENTERING HOURS IN TIME ENTRY

Text will display at the bottom of the screen to indicate they are salaried non-exempt.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts Time Entry](#) > [Time Entry](#) > [Use](#) > [Time Entry](#)

[Time Entry](#) | [Roster of Employees](#)

Pay Period End: 10/15/2016 **Timekeep:** 052 Mary's Birthday Timekeep **Status:** Data Entry

[Find](#) | [View All](#) First 1 of 1 Last

ID 1235392 **Empl Record** 0 **Name** Roberts,Buttercup **Pay Begin** 10/09/2016

Dept: Biochemistry-Basic Sci/Medical **Paygroup:** Non-Exempt Staff

Regular Salary:

*Earnings Code	*Hours	Over Ride Rate	Over Ride Dept	Acct	Proj/Grant
002 Regular Non-Exempt	35.00	<input type="checkbox"/>	<input type="checkbox"/>		+ -

Total: 35.00 ☒ OK to Pay

[View Pre-Plan Labor Distribution](#)

I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.

This is a salaried non exempt employee with special rules for overtime based on hours worked.

[Save](#) [Return to Search](#) [Notify](#)

When saving the hours, if the employee does not have the required 40 hours of ACTUAL work time and there are hours assigned to an OT earnings code, an error message will display. It is only a warning message and once they hit OK, the hours will save. This check is only performed on Salaried Non-Exempt employees.

The screenshot displays a web-based Time Entry system interface. At the top, there are tabs for 'Time Entry' and 'Roster of Employees'. Below the tabs, a header section contains the following information: 'Pay Period End: 10/15/2016', 'Timekeep: 052 Mary's Birthday Timekeep', and 'Status: Data Entry'. A search bar with 'Find' and navigation buttons is also present. The main content area shows employee details for ID 1235392, Name Roberts, Buttercup, and Dept: Biochemistry-Basic Sci/Medical. A modal window titled 'Message' is open in the center, displaying a warning: 'Warning -- Overtime Hours' and 'This salaried non-exempt employee does not have the required 40 hours of regular work time in order to be eligible for overtime.' The modal has 'OK' and 'Cancel' buttons. In the background, the 'Regular Salary' section is visible, showing two earnings codes: '002 Regular Non-Exempt' and '105 Weather Closure Overtime 2.0'. At the bottom of the main area, there is a 'Total: 42.00' and a checked 'OK to Pay' checkbox. A 'View Pre-Plan Labor Distribution' button is located below the total. A certification statement is at the bottom: 'I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.' Below this, a red italicized note states: 'This is a salaried non exempt employee with special rules for overtime based on hours worked.' At the very bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Time Entry Roster of Employees

Pay Period End: 10/15/2016 Timekeep: 052 Mary's Birthday Timekeep Status: Data Entry

ID 1235392 Empl Record 0 Name Roberts, Buttercup Pay Begin 10/09/2016

Dept: Biochemistry-Basic Sci/Medical Paygroup: Non-Exempt Staff

Regular Salary:

*Earnings Code

002 Regular Non-Exempt

105 Weather Closure Overtime 2.0


Total: 42.00 ☒ OK to Pay

View Pre-Plan Labor Distribution

I certify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the spaces provided.

This is a salaried non exempt employee with special rules for overtime based on hours worked.

Save Return to Search Notify

You can save your Time Entry at any stage during the data entry. Click on the save button  at the bottom of the page.

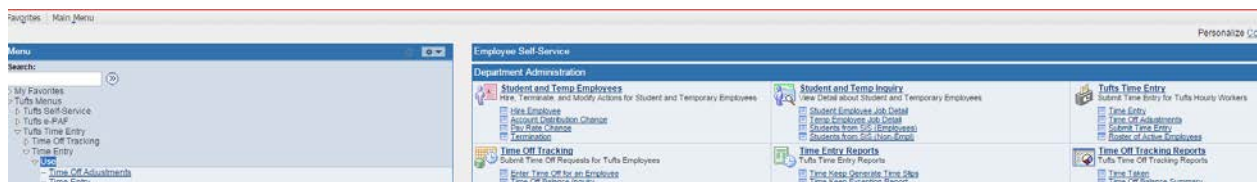
If the Time Keep is still in the Data Entry status you can go in and out as many times as you like. Save your changes each time you go in and out of the Time Entry System. The status will change to Submitted or Loaded later in the process and once in these statuses, you will not be able to make any changes through Time Entry.

TIME OFF ADJUSTMENTS FOR SALARIED AND HOURLY NON-EXEMPT

From time to time you may need to adjust the Earnings Code you submitted for employees in prior weeks. You can make these changes through the Time Off Adjustments panel only when the Time Keep is open. To make these changes you will need the following information: Employee ID number, incorrect Earnings Code, correct Earnings Code, number of hours to change, and the week the hours were originally entered. These changes will be processed with the next payroll.

Log into PeopleSoft and select:

- Tufts Menus
- Tufts Time Entry
- Time Entry
- Use
- Time Off Adjustments



Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Use > Time Off Adjustments

Time Off Adjustments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Time Keep/Check Dist: begins with

Pay Period End Date: =

[Basic Search](#) [Save Search Criteria](#)

Enter your Time Keep Number and the current Pay Period End Date. The following panel will open up.

Human Resources

Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Use > Time Off Adjustments

Time Off Adjustments

Pay Period End: 02/28/2015 Timekeep: 995 Test Department Status: Data Entry

Time Off Adjustments Personalize | Find | View All | First 1 of 1 Last

Employee Data Reason (optional) [...]

Empl ID	Name	Earnings Code to Subtract	Earnings Code to Add	*Hours to Adjust	*Adjustment Date (Pay Period Ending)
1					

Save Return to Search

- Enter the Empl ID for the person you need to correct
- Enter the Earnings Code you entered incorrectly and want to reverse
- Enter the Earnings Code you should have entered and want the hours charged to
- Enter the number of hours to correct
- Enter the Pay Period ending day of the week that these hours were incorrectly reported to payroll.
- Use the magnifying glass to search any of these fields

Human Resources

Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Use > Time Off Adjustments

Time Off Adjustments

Pay Period End: 02/28/2015 Timekeep: 995 Test Department Status: Data Entry

Time Off Adjustments Personalize | Find | View All | First 1 of 1 Last

Employee Data Reason (optional) [...]

Empl ID	Name	Earnings Code to Subtract	Earnings Code to Add	*Hours to Adjust	*Adjustment Date (Pay Period Ending)
1	1003656 Apple, Amy M	002 Regular Non-Exempt	202 Vacation Add to Regular	14.00	01/31/2015

Save Return to Search Previous in List Next in List

The above example will switch 14 hours that were originally entered as regular pay and should have been entered as vacation time. Vacation time will appear in Time Off Tracking and subtract from the employee's balance.

- As mentioned earlier, within Time Entry, after you have entered your Time Keep and the Pay End date, there is a tab called Roster of Employees that lists the non-exempt employees in the Time Keep you are viewing.
- Once you have begun Time Entry and saved your work it will give you an overview of those employees marked off ok to pay.
- Individuals are listed alphabetically regardless of the Pay Group.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts Time Entry](#) > [Time Entry](#) > [Use](#) > [Time Entry](#)

[Time Entry](#) | **Roster of Employees**

Pay Period 02/28/2015 **Timekeep:** 995 **Test Department** **Status:** Data Entry

End:

These employees are currently in this timekeep:

Empl ID	Name	Pay Group	OK to Pay
1 1182974	Alaska,Jumbo	SFN	<input type="checkbox"/>
2 1003656	Apple,Amy M	SFN	<input type="checkbox"/>
3 1003170	Armstrong,Hopalong J	SFN	<input type="checkbox"/>
4 1183070	Balloon,Margaret	SFN	<input type="checkbox"/>

You can also view all the employees in a Time Keep, including exempt employees, through the Inquire panel in Time Entry when you are not actually entering time for a week. Below is the path that will bring you to the Roster of Active Employees via Inquire.

- **Tufts Menus**
- **Tufts Time Entry**
- **Time Entry**
- **Inquire**
- **Roster of Active Employees**

[Favorites](#) | [Main Menu](#)

Menu

Search:

- My Favorites
- Tufts Menus
- Tufts Self Service
- Tufts e-PAY
- Tufts Time Entry
- Time Off Tracking
- Time Entry
- Use
- Report
- Inquire**
 - Roster of Active Employees
- Tufts Roster

Employee Self Service

Department Administration

- Student and Temp Employees**
 - Hire, Terminate, and Modify Actions for Student and Temporary Employees
 - Hire Employee
 - Accept Offer/Reject Change
 - Pay Rate Change
 - Termination
- Time Off Tracking**
 - Submit Time Off Requests for Tufts Employees
 - Enter Time Off for an Employee
 - Time Off Balance Inquiry

Student and Temp Inquiry

- View Detail about Student and Temporary Employees
- Student Employee Job Detail
- Temp Employee Job Detail
- Students from SPS (Employees)
- Students from SPS (Non-Emp)

Time Entry Reports

- Tufts Time Entry Reports
- Time Keep Calendar Time File
- Time Keep Exception Report
- Time Keep Summary and Hours
- YTD Hours by Time Keep

Tufts Time Entry

- Submit Time Entry for Tufts Hourly Workers
- Time Entry
- Time Off Adjustments
- Submit Time Entry
- Roster of Active Employees

Time Off Tracking Reports

- Tufts Time Off Tracking Reports
- Time Entry
- Time Off Balance Summary
- Time Off Requested
- Time Off Employee Detail

Roster of Active Employees

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Time Keep/Check Dist begins with

Enter the Time Keep
you have access to

Search [Advanced Search](#)

Employee Roster

Time Keep/Check Dist: 995 Test Department

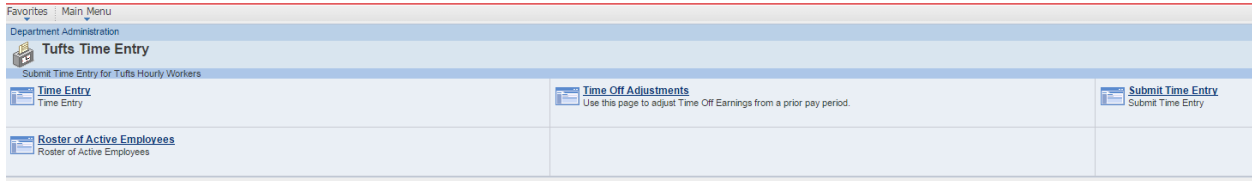
Personalize Find View All First Last				
Empl ID	Empl Rcd#	Name	Pay Group	Department
1182974	0	Alaska,Jumbo	SFN	C145001
1003656	0	Apple,Amy M	SFN	C145001
1003170	0	Armstrong,Hopalong J	SFN	C145001
1183070	0	Balloon,Margaret	SFN	C145001

- This is a list of all employees in this Time Keep, exempt and non-exempt.

SUBMITTING YOUR TIME ENTRY

Once you have completed all your Time Entry and verified your entry, you need to submit it to Tufts Support Center (TSS).

- Go back to the Menu and select Tufts Time Entry
 - **Submit Time Entry**



- Enter the Time Keep you want to submit and click on Search

A screenshot of the 'Submit Time Entry' search form. At the top, a breadcrumb trail reads: 'Favorites | Main Menu > Tufts Menu > Tufts Time Entry > Time Entry'. Below this, the title 'Submit Time Entry' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There's a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with two rows: 'Time Keep/Check Dist:' with a dropdown set to 'begins with' and an empty text field; and 'Pay Period End Date:' with a dropdown set to '=' and an empty text field. At the bottom, there are four buttons: 'Search' (with a red arrow pointing to it), 'Clear', 'Basic Search', and 'Save Search Criteria'.

A list of those employees not marked OK to pay will appear. Scan this list to verify that you have marked off people appropriately.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts Time Entry](#) > [Time Entry](#)

Submit Time Entry

Pay Period End: 02/28/2015 Timekeep: 995 Test Department Status: Data Entry

Status will change to Submitted once the Time Entry is submitted. This puts it in a ready state for the payroll system. Once it is put into the Payroll system, the status will say Loaded.

 All Employees are marked as OK to Pay - Submit Time Entry

- If this is okay Click on **Submit Time Entry**, the following dialog box will appear to tell you your time has been submitted to TSS.

Message

Time Keep has been Submitted (21000,10)

The hours for your TimeKeep have been submitted to the HR service Center.

Thank You.

- If there are people you should be paying you need to **Cancel Time Submission** go back to USE and correct the employee(s). Then save and submit again.
- **If you need to make changes to your Time Entry after you have submitted it, call TSS, 7-000 and we can run a process to "unsubmit".**
- During the payroll process TSS will load the time entry into the payroll system. You will see the status change again to Loaded.
- On-line Time Entry is due into the TSS by 3:00 p.m. on Tuesday. Departments will be notified of any changes in the deadlines due to holidays, the Monday holidays do not affect the deadlines.
- Due to Department of Labor requirements, the department is responsible for maintaining the internal, original time records for three years.

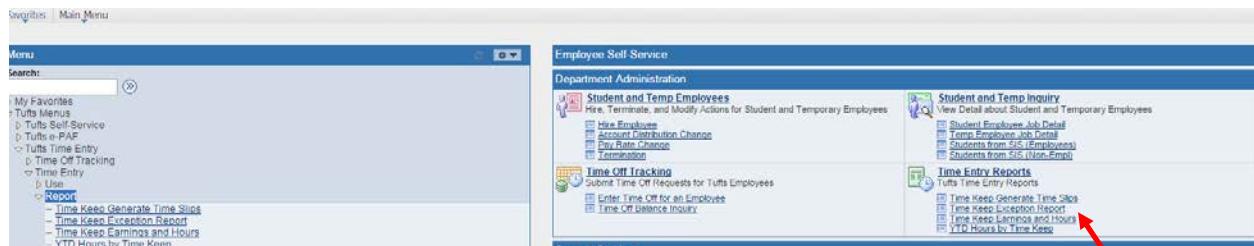
- No timesheets are sent to TSS unless there is a new hire that has completed an I-9 but is not yet in the On-line Time Entry system (due to timing).
- There are timesheets available on the on the **Forms** menu on the Human Resources homepage: <http://hr.tufts.edu/forms/>

Printing in PeopleSoft

To use this method, you will need to have Adobe Acrobat Reader installed on your computer.

Step 1

After you have logged into PeopleSoft HRMS 8.0, navigate to Time Entry and click on the link called Report.



Step 2

Click on Report you need (Step 2)

You will be presented with a list of reports available to you (you might not have all the reports in this sample). Choose the report you want to print simply by clicking on the report name.

For example: Time Keep Generate Time Slips

Step 3

At this point, a page will appear asking for a Run Control ID. The first time you run a report, you will need to create a Run Control ID, at that time, you will select Add a New Value to create the new Run Control ID. Many users will use their initials or name as their Run Control ID. You can use the same Run Control ID for all your reports.

If you already have a Run Control ID, you can use the search button to find it.

Time Keep Generate Time Slips

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Run Control ID: begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Enter your Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

Step 4

After you enter your Run Control ID (and hit Enter). The page for your specific report will appear. To generate time slips you will need to enter the Pay Run ID. To find the appropriate Pay Run ID, you can use the magnifying glass to find the right week. You will also have to enter your Time Keep number. Click Run to continue

Create Time Slips

Run Control ID TST

[Report Manager](#)

[Process Monitor](#)

Run

Click Run

Report Request Parameters

*Pay Run ID:

Time Keep/Check Dist:

Enter Time Keep

Enter Pay Run

Save

Notify

Add

Update/E

Step 5

The Process Scheduler Request page will appear. Do the following:

1. Make sure that the Server Name is PSNT
2. Make sure the box under Select is checked
3. Make sure Type is Web and Format is PDF
4. Click OK when done

The screenshot shows the 'Process Scheduler Request' page. At the top, a breadcrumb trail reads: Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Report > Time Keep Generate Time Slips. The page title is 'Process Scheduler Request'. Below the title, the 'User ID' is 'MFOLEY07' and the 'Run Control ID' is 'TST'. There are three input fields: 'Server Name' (set to 'PSNT'), 'Run Date' (set to '04/08/2015'), and 'Run Time' (set to '6:10:21PM'). A 'Recurrence' dropdown is empty, and a 'Time Zone' field is also empty. A 'Reset to Current Date/Time' button is to the right of the 'Run Time' field. Below these fields is a 'Process List' table. The table has columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The first row is selected, with a checked checkbox in the 'Select' column. The row details are: Description 'TE - Generate Time Slips', Process Name 'ZTESLIP', Process Type 'SQR Report', *Type 'Web', *Format 'PDF', and Distribution 'Distribution'. At the bottom left are 'OK' and 'Cancel' buttons. Red boxes and arrows highlight specific elements: a box around 'PSNT' with an arrow pointing to it labeled '1. Server Name is PSNT'; a box around the checked checkbox with an arrow pointing to it labeled '2. Select Box is checked'; a box around the 'Web' and 'PDF' dropdowns labeled '3. Type is "Web" Format is "PDF"'; and a box around the 'OK' button labeled '4. Click "OK" when done'.

1. Server Name is PSNT

2. Select Box is checked

3. Type is "Web"
Format is "PDF"

4. Click "OK" when done

Step 6

When you click OK, this page will appear. Click on Report Manager to continue.

Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Report > Time Keep Generate Time Slips

Create Time Slips

Run Control ID TST [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 579241

Report Request Parameters

*Pay Run ID: 001 Weekly 12-26 - 01/01/00

Time Keep/Check Dist: 119 Human Resources

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Click on "Report Manager"

Step 7

Go to the Administration tab. If the status does not say Posted, click on the Refresh button every few minutes until it does. Once the status says Posted, click on the View link and a new browser window, called the Report/Log View, will open.

Favorites | Main Menu > Tufts Menus > Tufts Time Entry > Time Entry > Report > Time Keep Generate Time Slips >

List | Explorer | **Administration** | Archives

View Reports For

User ID: MFOLEY07 Type: Last Days

Status: Folder: Instance: to:

Report List [Personalize](#) [Find](#) [View All](#) First 1 of 1 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	197630	579241	TE - Generate Time Slips	04/08/2015 6:12:27PM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Time Keep Generate Time Slips](#)

[Save](#)

List | Explorer | Administration | Archives

Click on the Administrator Tab

When Status says "Posted" click on "Details"

Step 8

Click on the link that ends in .PDF to open the report in Adobe Acrobat reader. The report should then appear (see step 9) and you now should be able to print your report using your browser's default printer.

Report Detail

Report

Report ID: 197630 Process Instance: 579241 [Message Log](#)

Name: ZTESLIP Process Type: SQR Report

Run Status: Success

TE - Generate Time Slips

Distribution Details

Distribution Node: httpsreports Expiration Date: 04/15/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_ZTESLIP_579241.log	1,845	04/08/2015 6:12:47.291915PM EDT
ZTESLIP_579241.PDF	8,279	04/08/2015 6:12:47.291915PM EDT
ZTESLIP_579241.out		04/08/2015 6:12:47.291915PM EDT

Distribute To

Distribution ID Type

User: [text field]

OK Cancel

Step 9

Click to print as you normally would. It should print to your default printer, or select any other printer you have access to.

https://hrmtest.tccs.tufts.edu:10000/servlets/poreports/hrqa/9520/zteslip_148982.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hrmtest.tccs.tufts.edu:10000/servlets/poreports/

Click on the printer icon to print the reports

There are several reports you can print:

- **Time Keep Generate Time Slips:** Enables you to print time slips each week. Time slips allow department to manually track the daily hours of each employee; the Time Entry system stores the weekly record. Each department is responsible for maintaining their own time slips for three years. This is a legal record.
- **Time Keep Exception Report:** Lists all employees who were paid for overtime, sick time, or any time other than regular hours. It also lists employees who did not work in a given pay period.
- **Time Keep Earnings and Hours:** lists all employees who were paid in a given pay period, including their hours and wages. It also includes any overrides of dept id or salary. Only employees not being paid are excluded from this report

The following section outlines the specific information needed for each report.

TIME KEEP GENERATE TIME SLIPS

Create Time Slips

Run Control ID TST [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Pay Run ID: 001 Weekly 12-26 - 01/01/00

Time Keep/Check Dist: 119 Human Resources

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update](#)

Choose the Time Keep number you want to run time slips for.

Fill in the appropriate Pay Run Id. Use the magnifying glass to pick the appropriate week.

TIME KEEP EXCEPTION REPORT

Choose the Time Keep Number

Exception Report

Run Control ID TST [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Pay Period End Date: 01/01/2000

Time Keep/Check Dist: 119 Human Resources

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Choose the Pay Period End Date


Choose the Time Keep


TIME KEEP EARNINGS AND HOURS REPORT


Time Keep Earnings/Hours Rpt

Run Control ID TST [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Pay Period End Date: 01/01/2000 

Time Keep/Check Dist: 119  Human Resources

Report Sort Order: N  Sort by Employee Name

[Save](#) [Return to Search](#) [Notify](#) [Add](#)

Annotations:

- A red box around the date field "01/01/2000" with an arrow pointing to it and the text "Pick the Pay Period End".
- A red box around the "N" in the "Report Sort Order" field with an arrow pointing to it and the text "Pick the sort order".

EXITING THE PROGRAM

You exit the PeopleSoft program the same way you would any web-based application.

- Click on Sign Out

DONE ALREADY!

If you have any questions please call TSS at 7-7000.

ePAF: Student and Temporary Employees

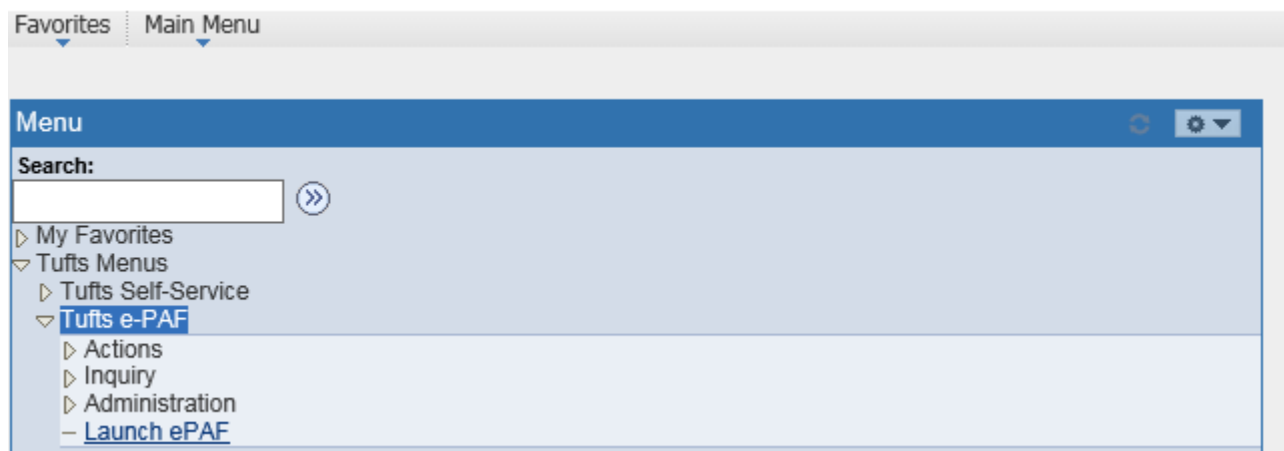
The Student and Temp ePAF was designed to meet the specific needs of the Tufts community. It allows for on-line entry of everything from hire to termination of **Student employees and Temporary workers, including non-Tufts students**. The application is a component of the PeopleSoft HR/Payroll system and is accessed through your Tufts Username and password. The system is designed to maintain a high level of security as well as for ease of use and efficiency therefore reducing errors.

Please note all student names and identifying information have been removed from this document.

GETTING INTO ePAF

Click on

- Tufts Menus
- Tufts ePAF
- Launch ePAF – to hire employees
- Actions – for other ePAF actions



Under the ePAF menu is a list of the actions that you can select

- Labor Distribution Change
- Pay Rate Change
- Termination

For all instances, today's date forward can be used.

You can enter retroactive Hires up to 30 days prior to today's date. If they are paid Semi-monthly you must notify TSS that retro pay is needed or else they will not receive back pay.

You can enter retroactive Labor Distribution for Semi-monthly employees only if within the currently open payroll (i.e. if it is November 17th, you can go back to November 16th).

You cannot enter retroactive Terminations or Pay Rate changes.

To complete other retroactive transactions, notify TSS by email (tss@tufts.edu) with the specific information for the retroactive request.

CREATE STUDENT JOB (New hire or additional job)

Click on

- Tufts ePAF
- Launch ePAF

Selection: Employment Type

Use the question prompts to decide the type of Employee you are hiring.

Favorites > Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF

Welcome, to the Employee Hire Process

The Employee Hire Guided Process is used to guide you through the steps necessary to employ a person at Tufts University. Its main goal is to simplify data entry of all required information to be processed by PeopleSoft within Tufts University's policies and guidelines.

Please select the type of employee you wish to hire:

Is this person an active Tufts Student? ☐ Yes ☐ No

Favorites Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF

Welcome, , to the Employee Hire Process

The Employee Hire Guided Process is used to guide you through the steps necessary to employ a person at Tufts University. Its main goal is to simplify data entry of all required information to be processed by PeopleSoft within Tufts University's policies and guidelines.

Please select the type of employee you wish to hire:

Is this person an active Tufts Student? ☒ Yes ☐ No

Based on the answers you provided you will be adding a Student Employee.

Please click on the "Start ePAF Guided Process" button to launch the ePAF guided process.

[Start ePAF Guided Process](#)

There are two employee types: Student, or Temporary Worker (including Non-Tufts Student Employees). Tufts Student is a student in SIS (Tufts' Student Information System), who may or may not already be hired into PeopleSoft. Temporary is used for Non-Student Temporary workers or students from another institution.

Step 1: Candidate Search

Enter the Tufts Student Employee ID number (begins with 1xxxxxx) or the employee first and last name, then Search.

Favorites Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF > Hire Employee

Candidate Search Person Data Job Data Result

[Restart](#) [Next](#)

Candidate Search - Step 1 of 4

Please enter the student's Tufts University Emplid number or Name and click the search button to see if they already exist in the Tufts Human Resources database.

A student hire must be an active Tufts University student. If you enter an Emplid or Name that yields no match then please contact the student and verify that they provided you with the correct Emplid.

Empl ID:

Last Name: First Name: [Search](#)

Match Parameter	HR Person	ePAF Person	Active Employee	Job Record	Active Student	SIS Person	EMPLID	Name	SSN	Date of Birth
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

The system will list the results that are potential matches to your Search and checkmarks will indicate the factors matched on: HR Person, ePAF Person, Active Employee, Job Record, Active Student, or SIS Person. Select the correct result and click Next.

HR Person - means there is a Personal Data record for the person with biographical/ demographic data but no job record. This is when the Empl ID gets assigned.

ePAF Person - means an ePAF has been started and progressed as far as the biographical data. The ePAF may have been submitted and is pending, or the user may have exited the ePAF process before entering a job.

Active Employee - means that the person has a job record and they are currently active.

Job Record - means the person has a job record but is not currently active. They are currently in a terminated status.

Active Student - means the person is an active student in SIS and taking courses

SIS Person - means the person has biographical/demographic information in SIS and may have student information

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF > Hire Employee

Candidate Search

Person Data

Job Data

Result

Restart | Next

Candidate Search - Step 1 of 4

Please enter the student's Tufts University Emplid number or Name and click the search button to see if they already exist in the Tufts Human Resources database.

A student hire must be an active Tufts University student. If you enter an Emplid or Name that yields no match then please contact the student and verify that they provided you with the correct Emplid.

Empl ID:

Last Name: First Name:

Match Parameter	HR Person	ePAF Person	Active Employee	Job Record	Active Student	SIS Person	EMPLID	Name	SSN	Date of Birth
<input checked="" type="radio"/> Student Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="radio"/> Student Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="radio"/> Student Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="radio"/> Student Name Similarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="radio"/> Student Name Similarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="radio"/> Student Name Similarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="radio"/> Student Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Restart | Next

Step 2: Person Data

The Person Data page will open with almost all of the information completed. For a Tufts student who has never had a job at Tufts you will receive an information message, “The person you selected is an active student in the Student Information System. Student Services may update their personal information or ask the student to correct their information through Student Self Service.”

If the individual has a record in the HR system you will receive the message, “The person you selected has a record in the HR system. If they are a student they should update their personal information via Student Services or Student Self Service. Other employees should correct their information through eServe once all required new hire steps are complete.”

The student will need to go into SIS to make any address changes. You should complete any missing fields and then click Next.

If the student is not yet in the HR system, you will be able to edit the address information, however, the student must update their address in SIS as the information from SIS will overwrite the address in PeopleSoft.

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF > Hire Employee

Candidate Search | **Person Data** | Job Data | Result

Restart | Previous | Next

Person Data - Step 2 of 4

The person you selected is an active student in the Student Information System. Student Services may update their personal information or ask the student to correct their information through Student Self Service.

Empl ID: National ID: *Birthdate:

*Last Name: *First Name: Middle Name:

*Contact Phone: *Phone Type: Mobile

*Primary Email: Other Email: Taleo ID:

Home or Permanent Address

*Country:

*Address 1:

Address 2:

Address 3:

*City: State: *Postal:

USA Mailing Address

Address 1:

Address 2:

Address 3:

City: State: Postal:

Restart | Previous | Next

Step 3: Job Data

Regardless of whether or not the student selected is already in either PeopleSoft HRMS or SIS, a page with multiple blank fields will appear and you will need to complete all of the information indicated with an asterisk.

Favorites | Main Menu > Tufts Menu > Tufts e-PAF > Launch ePAF > Hire Employee

Candidate Search | Person Data | **Job Data** | Result

Restart | Previous | Next

Job Data - Step 3 of 4

Please enter the job information for []

Employee Data

Employee ID: []

Job Data

*Effective Date: [] Expected Job End Date [] *Academic Career: []

*Home Dept: [] *Location: []

*Job Code: [] *Time Keep: []

*Supervisor ID: []

Compensation Data

*Standard Hours: [] Work Periods: [] *Compensation Rate: []

Account Distribution View All First 1 of 1 Last

*Department: [] Project: [] %: []

PrePlanned Percent Total:

Restart | Previous | Next

You need to fill out all fields marked with an asterisk.

Effective Date – this can be up to 30 days in the past, or 180 days in the future

Academic Career – the school the individual is a student in

Home Dept – the department you are hiring the student to

Location – this will default based on the academic career but can be changed

Job Code – selections will be based on the Academic Career chosen

Expected Job End Date – the date the job is expected to end for semi-monthly students.

This should be the last day of the pay period, i.e. the 15th or the last day of the month

Time Keep

Supervisor – this is the employee's supervisor. If you are unsure select the ePAF user entering the hire. The supervisor must be a Tufts employee, they cannot be a Person of Interest

Standard Hours – hours default to 10 for weekly paid students and 15 for semi-monthly paid students. This does not need to be updated

Work Periods – the number of work periods a semi-monthly student works in a calendar year. Work periods for hourly students will always be 52

Compensation Rate – the field will be labeled as hourly or semi-monthly based on the Job Code selected.

Department and % - DeptID distribution. There can be multiple DeptID distributions, but the % must equal 100%

After you have entered all of the data, click Next.

The student can have multiple hourly or contract jobs but cannot have the same job code multiple times within the same Home Department. If you receive the below error message stating the student already has this Job Code in this Home Department, contact TSS.

Message

Employee currently has an active job or has a future dated rehire job row for jobcode 9000 in department A780001 using employee record 0. Please contact TSS.

The PeopleCode program executed an Error statement, which has produced this message.

OK

Step 4: Result

You will receive a message that you have successfully hired the student. If the student has not worked for Tufts yet they will need to complete the I-9 verification, Direct Deposit, and Tax Forms on eServe. If they have worked for Tufts previously and have not had their I-9 verified in over 3 years and are not a current employee, the student will need to recomplete the I-9 verification and should review their Direct Deposit and Tax Forms on eServe.

The screenshot shows the 'Hire Employee' process in the Tufts ePAF system. The breadcrumb trail at the top is: Favorites > Main Menu > Tufts Menu > Tufts e-PAF > Launch ePAF > Hire Employee. A progress bar at the top indicates four steps: Candidate Search, Person Data, Job Data, and Result (the final step, highlighted with an orange square). A 'Restart' button is located on the right side of the progress bar.

Result - Step 4 of 4

Congratulations, Siobhan Ramos, you have successfully completed the ePAF guided process.

You have created an ePAF to hire an employee named: working as **Tufts Hourly Student Job** for the **English - A&S** department starting on **2017-04-01**.

Attention!
The job data you saved for this employee is pending the completion of direct deposit, federal and state tax forms **and** I-9 verification.

These forms must be completed within three days of the date of hire, not including the date of hire. Otherwise they will not be permitted to work or be paid after the 4th day until the I-9 has been completed.

Please contact Tufts Support Services at 617.627.7000 or via email at TSS@tufts.edu with any questions.

If there is already an I-9 on file and it is less than three years old, or the student is currently employed by Tufts, the message will appear as follows:

This screenshot shows the same 'Hire Employee' process, but with a different message. The breadcrumb trail and progress bar are identical to the previous screenshot.

Result - Step 4 of 4

Congratulations, Siobhan Ramos, you have successfully completed the ePAF guided process.

You have created an ePAF to hire an employee named: working as **Tufts Hourly Student Job** for the **Mathematics - A&S** department starting on **2017-03-01**.

This ePAF was immediately processed because an I-9 is not required.

Please ask the student to verify their Direct Deposit and Tax Forms on eServe.

CREATE TEMPORARY JOB (Including Non-Tufts Student) (New hire or additional job)

Click on

- Tufts ePAF
- Launch ePAF

Selection: Employment Type

Use the question prompts to decide the type of Employee you are hiring.

Favorites Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF

Welcome, [redacted], to the Employee Hire Process

The Employee Hire Guided Process is used to guide you through the steps necessary to employ a person at Tufts University. Its main goal is to simplify data entry of all required information to be processed by PeopleSoft within Tufts University's policies and guidelines.

Please select the type of employee you wish to hire:

Is this person an active Tufts Student? ☐ Yes ☐ No

Favorites Main Menu > Tufts Menus > Tufts e-PAF > Actions > Student & Temporary Employees > Hire Employee > Launch ePAF

Welcome, [redacted], to the Employee Hire Process

The Employee Hire Guided Process is used to guide you through the steps necessary to employ a person at Tufts University. Its main goal is to simplify data entry of all required information to be processed by PeopleSoft within Tufts University's policies and guidelines.

Please select the type of employee you wish to hire:

Is this person an active Tufts Student? ☐ Yes ☒ No

Based on the answers you provided you will be adding a Temporary Worker.

Please click on the "Start ePAF Guided Process" button to launch the ePAF guided process.

Start ePAF Guided Process

Click Start ePAF Guided Process

Step 1: Candidate Search

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF > Hire Employee

☒

☐

☐

☐

Candidate SearchPerson DataJob DataResult

RestartNext

Candidate Search - Step 1 of 4

Please enter the person's SSN number and click the search button to see if they already exist in the Tufts Human Resources database.
You may also search by name to perform the search on more than just the Emplid or SSN.

Be aware that searches on name **will** take several seconds.

Empl ID: Social Security #:

Last Name: First Name:

Match Parameter	HR Person	ePAF Person	Active Employee	Job Record	Active Student	SIS Person	EMPLID	Name	SSN	Date of Birth
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

- Search by Employee ID (current or former employees)
- Search by SSN
- Search by Name Only (longer search and more results)

Search by SSN or name, or the employee ID if the individual is a current or former employee. The system will validate the social security number to establish if this employee already exists in the PeopleSoft HR system.

If there is a match in the system, you will need to determine if this is the same person you are hiring. The system will list the results that are potential matches to your Search and checkmarks will indicate the factors matched on: HR Person, ePAF Person, Active Employee, Job Record, Active Student, or SIS Person. Select the correct result and click Next. If the individual does not already exist in the system you will need to select “Add new employee” and then click Next.

HR Person - means there is a Personal Data record for the person with biographical/demographic data but no job record. This is when the Empl ID gets assigned.

ePAF Person - means an ePAF has been started and progressed as far as the biographical data. The ePAF may have been submitted and is pending, or the user may have exited the ePAF process before entering a job.

Active Employee - means that the person has a job record and they are currently active.

Job Record - means the person has a job record but is not currently active. They are currently in a terminated status.

Active Student - means the person is an active student in SIS and taking courses

SIS Person - means the person has biographical/demographic information in SIS and may have student information

[Favorites](#) |
 [Main Menu](#) >
 [Tufts Menus](#) >
 [Tufts e-PAF](#) >
 [Launch ePAF](#) >
 [Hire Employee](#)

Candidate Search
 Person Data
 Job Data
 Result

[Restart](#) | [Next](#)

Candidate Search - Step 1 of 4

Please enter the person's SSN number and click the search button to see if they already exist in the Tufts Human Resources database.

You may also search by name to perform the search on more than just the Emplid or SSN.

Be aware that searches on name **will** take several seconds.

Empl ID: Social Security #:

Last Name: First Name:

Match Parameter	HR Person	ePAF Person	Active Employee	Job Record	Active Student	SIS Person	EMPLID	Name	SSN	Date of Birth
<input type="radio"/> Add new employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NEW			
<input type="radio"/> Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1235678	Bumblebee,Princess	XXXXX8788	04/19/1973
<input type="radio"/> Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1235679	Buttercup,Princess	XXXXX8645	
<input type="radio"/> Name Similarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1235677	Buttercream,Princess	XXXXX8887	06/14/1946
<input type="radio"/> Name Similarity ePAF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1235672	Butterfly,Princess	XXXXX7889	05/07/1984

Step 2: Person Data

For a Temp/Non-Tufts student who is already in the system the Person Data page will open with all information completed. You will be prompted to complete any missing information.

A Temp/Non-Tufts student who has not worked for Tufts in over three years can have their personal information edited on this screen. A Temp/Non-Tufts student who has worked for Tufts within the last three years will need to make changes to their Personal Data once they have an active employment record. Their employment record will be active the day after completing the ePAF process unless they require I-9 verification.

Regardless of the length of time between employment periods, at this stage you should complete any missing information, such as phone number (including country code) or email address. After completing any missing information, click Next.

If the individual is a new employee, you will need to fill out all the information with an asterisk.

A Foreign National should have both a Home or Permanent Address and a USA Mailing Address.

[Favorites](#) |
 [Main Menu](#) >
 [Tufts Menu](#) >
 [Tufts e-PAF](#) >
 [Launch ePAF](#) >
 Hire Employee

Candidate Search
Person Data
Job Data
Result

[Restart](#) |
 [Previous](#) |
 [Next](#)

Person Data - Step 2 of 4

You selected to create a new person in the PeopleSoft HR Database.

Please enter all required information which are identified by an asterisk. As of January 1, 2017, all new hires must provide their personal email address and primary phone number.

Empl ID: NEW

National ID:

*Birthdate:

*Last Name:

*First Name:

Middle Name:

*Contact Phone:

*Phone Type: Mobile

*Primary Email:

Other Email:

Taleo ID:

Home or Permanent Address

 *Country:
 *Address 1:
 Address 2:
 Address 3:
 *City: State: *Postal:

USA Mailing Address

 Address 1:
 Address 2:
 Address 3:
 City: State: Postal:

[Restart](#) |
 [Previous](#) |
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WARNING: If you are searching SS # under the Temp/Non-Tufts student hire option, and it matches an active student in SIS, you should not hire the student as a Temp/Non-Tufts student. There are different tax implications for temporary/non-Tufts students and students enrolled at the university. You should not hire a Tufts student as a TEMPORARY/NON-TUFTS STUDENT.

Step 3: Job Data

Note that a *Temp* can only be hired as Hourly so there is no Job Code for Temp Contract. You do have the option for *Non-Tufts Hourly Student* and *Non-Tufts Contract Student*.

Favorites | Main Menu > Tufts Menu > Tufts e-PAF > Launch ePAF > Hire Employee

Candidate Search | Person Data | **Job Data** | Result

Restart | Previous | Next

Job Data - Step 3 of 4

Please enter the job information for Princess Buttercup.

Employee Data	
Employee ID: 1235679	Princess Buttercup

Job Data	
*Effective Date: 03/01/2017	Expected Job End Date
*Home Dept: A300001	Political Science - A&S
*Job Code: 0109	Temp Job
*Supervisor ID: 1183032	Melanie Foley
*Academic Career: NAPP	
*Location: M000	Medford Campus
*Time Keep: 736	Political Science

Compensation Data	
*Standard Hours: 15.00	Work Periods: 52
*Hourly Rate: 23.000000	

Account Distribution	
*Department: A000900	Royal Academy
*Department: A300200	Political Science
Project:	
Project:	
%:	50.00
%:	50.00

PrePlanned Percent Total: 100.00

Restart | Previous | Next

For a *Non-Tufts Contract Student* you must add an Expected Job End Date, and you can edit the Work Periods field. This should be the number of work periods they will work in a calendar year.

Step 4: Result

You will receive a message that you have successfully hired the Temp/Non-Tufts student. If the employee has not worked for Tufts yet they will need to complete the I-9 verification, Direct Deposit, and Tax Forms on eServe. If they have worked for Tufts previously and have not had their I-9 verified in over 3 years and are not a current employee, they will need to recomplete the I-9 verification and should review their Direct Deposit and Tax Forms on eServe.

The screenshot shows a web application interface for the ePAF Hire Employee process. At the top, a breadcrumb trail reads: Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF > Hire Employee. Below this is a progress bar with four steps: Candidate Search, Person Data, Job Data, and Result. The 'Result' step is highlighted with a yellow square icon. To the right of the progress bar is a 'Restart' button. The main content area is titled 'Result - Step 4 of 4'. It contains a congratulatory message: 'Congratulations, Siobhan Ramos, you have successfully completed the ePAF guided process.' followed by a summary: 'You have created an ePAF to hire an employee 1235679 named: Princess Buttercup working as Temp Job for the Political Science - A&S department starting on 2017-03-01.' Below this is an 'Attention!' section in red text: 'The job data you saved for this employee is pending the completion of direct deposit, federal and state tax forms and I-9 verification. These forms must be completed within three days of the date of hire, not including the date of hire. Otherwise they will not be permitted to work or be paid after the 4th day until the I-9 has been completed.' At the bottom of the main content area, it says: 'Please contact Tufts Support Services at 617.627.7000 or via email at TSS@tufts.edu with any questions.' A second 'Restart' button is located at the bottom right of the page.

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Launch ePAF > Hire Employee

Candidate Search Person Data Job Data **Result**

Result - Step 4 of 4 Restart

Congratulations, Siobhan Ramos, you have successfully completed the ePAF guided process.

You have created an ePAF to hire an employee 1235679 named: Princess Buttercup working as Temp Job for the Political Science - A&S department starting on 2017-03-01.

Attention!
The job data you saved for this employee is pending the completion of direct deposit, federal and state tax forms and I-9 verification.

These forms must be completed within three days of the date of hire, not including the date of hire. Otherwise they will not be permitted to work or be paid after the 4th day until the I-9 has been completed.

Please contact Tufts Support Services at 617.627.7000 or via email at TSS@tufts.edu with any questions.

Restart

LABOR DISTRIBUTION CHANGE

Open the ePAF menu options, then select Labor Distribution Change.

Enter the Empl ID or First Name + Last Name. Filter further by the Tufts Home Department and Employee Type.

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Actions > Student & Temporary Employees > Labor Distribution Change

ePAF Search

Empl ID: OR First Name:
Last Name:

Tufts Home Department:

Employee Type:

Search

Search Results

Select	Empl ID	Name	Job Code	Employee Type	Department	Home Dept Descr
Select	1235402	Montoya, Inigo	Temp Job	Hourly	D700001	Administration-Dental

Select the correct record and this page will open.

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Actions > Student & Temporary Employees > Labor Distribution Change

Labor Distribution Change

Empl ID:

Name: Montoya, Inigo

Job Code: 0109 Temp Job

Employee Type: **Hourly**

Department: D700001 Administration-Dental

Time Keep/Check: 105 Dental/Sackler Plant

Compensation

Hourly Temporary Employee

Comp Rate: \$15.00

Eff Date: 11/01/2016

[View Past and Future Distributions](#)

Current Pre-Plan Distribution

Find	First	1 of 1	Last
Department: C443500	Account Percent: 100.00		

New Labor Distribution

*Effective Date: 11/21/2016

PrePlanned Percent Total:


New Pre-Plan Distribution

Find	First	1 of 1	Last
*Department: <input type="text"/>	Account Percent: <input type="text"/>		

Submit **Return To Search**

Click to insert an additional row

Fill in the effective date and the new DeptID and percent. If it is for a prior time period you will need to contact TSS to make the change.

To split your labor among several DeptIDs, fill in the first row and then insert another row. Use the plus sign button  to insert a row.

Click Submit and you are done.

PAY RATE CHANGE

Open the ePAF menu options then select Pay Rate Change.

Enter the Empl ID or First Name + Last Name. Filter further by the Tufts Home Department and Employee Type.

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Actions > Student & Temporary Employees > Pay Rate Change

ePAF Search

Empl ID: OR First Name:
Last Name:

Tufts Home Department:

Employee Type:

Search

Search Results

Select	Empl ID	Name	Job Code	Employee Type	Department	Home Dept Descr
Select	1235402	Montoya, Inigo	Temp Job	Hourly	D700001	Administration-Dental

Select the correct record and this page will open.

Favorites | Main Menu > Tufts Menus > Tufts e-PAF > Actions > Student & Temporary Employees > Pay Rate Change

Pay Rate Change

Empl ID: 1235402
Name: Montoya, Inigo
Job Code: 0109 Temp Job
Employee Type: **Hourly**
Department: D700001 Administration-Dental
Time Keep/Check: 105 Dental/Sackler Plant

Compensation
Hourly Temporary Employee
Comp Rate: \$15.00
Eff Date: 11/01/2016

Current Pre-Plan Distribution

Department	Project/Grant	Account Percent
C443500		100.00

New Pay Rate

*Effective Date:

Comp Rate:

Submit **Return To Search**

Fill in the effective date, and the new pay rate. Click Submit and you are done.

TERMINATION

Open the ePAF menu options, then select Termination.

Enter the Empl ID or First Name + Last Name. Filter further by the Tufts Home Department and Employee Type.

The screenshot shows the 'Termination' search interface. At the top is a breadcrumb trail: Favorites > Main Menu > Tufts Menus > Tufts e-PAF > Actions > Student & Temporary Employees > Termination. The main search area contains a form with the following fields: 'Empl ID:' with the value '1235402', 'OR', 'First Name:', and 'Last Name:'. Below these are 'Tufts Home Department:' and 'Employee Type:'. A 'Search' button is centered below the form. The 'Search Results' section at the bottom displays a table with one record.

Select	Empl ID	Name	Job Code	Employee Type	Department	Home Dept Descr
Select	1235402	Montoya, Inigo	Temp Job	Hourly	D700001	Administration-Dental

Select the correct record and this page will open.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts e-PAF](#) > [Actions](#) > [Student & Temporary Employees](#) > [Termination](#)

Empl ID: 1235402

Name: Montoya, Inigo

Job Code: 0109 Temp Job

Employee Type: **Hourly**

Department: D700001 Administration-Dental

Time Keep/Check: 105 Dental/Sackler Plant

Compensation

Hourly Temporary Employee

Comp Rate: \$15.00

Eff Date: 11/01/2016

Current Pre-Plan Distribution

Find First 1 of 1 Last

Department: C443500	Project/Grant:	Account Percent: 100.00
----------------------------	-----------------------	--------------------------------

Termination Information

Fill in the last day of work. This can be done for the current date or any day in the future. Click Submit.

INQUIRE DATA FROM PEOPLESOFT

There are four ways to view data that exists in PeopleSoft:

- Student Employee Job Detail and Temp Employee Job Detail show Job Detail, Account Distribution and Address.
- Students from SIS (Employees) and Students from SIS (Non Empl) are very basic overviews of student information from SIS. One is for those students who are employed and the other is ALL Tufts students.

The example below is for a Temporary employee. The Student Employee Job Detail pages are very similar. Search by either the Name or the Empl ID.

Temp Job Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with ▼	123540
Empl Record:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	

☐ Include History ☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Click on a job, if it is not the one you are looking for you can use NEXT IN LIST or RETURN TO SEARCH

Search Results

View All	First	1 of 1	Last
Empl ID	Empl Record	Name	Last Name
1235402	0	Montoya, Inigo	MONTROYA

Click on one of the search results and the Job Detail Page will appear.

The Job Detail page will provide job information as indicated in the example below.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts e-PAF](#) > [Inquiry](#) > [Temp Employee Job Detail](#)

Job Detail | **PrePlan Distribution** | **Address**

Montoya, Inigo ID: 1235402 Empl Record: 0

Job Data Find | View All First 1 of 1 Last

Payroll Status: Active

Effective Date: 11/01/2016 **Current**

Action: Hire **Reason:** Student new hire thru ePAF **Action Date:** 11/21/2016

Job Title: Temp Job

Pay Group: TMP Temporary Employees

Employee Type: Hourly **Rate:** 15.00

Department: D700001 Administration-Dental

Location: Dent/NWood

[Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Job Detail](#) | [PrePlan Distribution](#) | [Address](#)

Click on either View All or use the arrows to see additional rows of job data

The PrePlan page will tell you the Account Distribution.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts e-PAF](#) > [Inquiry](#) > [Temp Employee Job Detail](#)

Job Detail | **PrePlan Distribution** | **Address**

Montoya, Inigo ID: 1235402 Empl Record: 0

Effective Date: 11/01/2016 **Current**

Account Distribution Find | View All First 1 of 1 Last

Dept ID	Account	Project/Grant	Percent
C443500	5008		100.00
Dental Tufts Fund	Staff-Non-Benefits Eligible		

Total: 100.00

[Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Job Detail](#) | [PrePlan Distribution](#) | [Address](#)

The address page shows the Permanent (Home) and Local (Mailing) Address.

[Favorites](#) | [Main Menu](#) > [Tufts Menus](#) > [Tufts e-PAF](#) > [Inquiry](#) > [Temp Employee Job Detail](#)

[Job Detail](#) | [PrePlan Distribution](#) | [Address](#)

Employee Name: Montoya, Inigo **Empl ID:** 1235402

[Find](#) | [View All](#) | First 1 of 1 Last

Effective Date: 04/25/2016 Current [+](#) [-](#)

Permanent Address

Country: USA United States		
Address 1: 62r Talbot Ave		
Address 2:	City: Medford	
Address 3:	State: MA	Zip: 02155

Local Address

Country: USA United States		
Address 1: 62r Talbot Ave		
Address 2:	City: Medford	
Address 3:	State: MA	Zip: 02155

[Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Job Detail](#) | [PrePlan Distribution](#) | [Address](#)

You can also search all students in SIS, whether employees or not.

Students from SIS (Employees) can be used if they already are Employees. These students can also be found in Student Employee Job Detail, but the Student Employee Inquiry will show Academic Program.

Student Employee Inquiry

Name:

Empl ID:


SSN:


Academic Details


Career: DENT **Program:** DNDSP Dentistry (DMD) **Admit Term:** 2128
Term Begin Date: 09/04/2012 **Return Date:** **With Draw Code:**

Email Address
From SIS:

Career Description: School of Dental Medicine

 Return to Search

 Previous in List

 Next in List

Students from SIS (Non-Employees) are students who are not employees. You can use this function to find an EMPL ID in order to hire someone.

Student Inquiry(Non-Empl)

Last: _____ **First Name:** _____ **Middle Name:** M
SSN: _____ **Empl ID:** _____

Birthdate: _____ **Sex:** Female

Email: _____

Academic Details

Career: MED **Program:** MD Medicine **Admit Term:** 2148
Term Begin Date: 07/01/2014 **Return Date:** _____ **With Draw Code:** _____

Permanent Address

Country:  United States
Address 1: **City:**
Address 2: **State:** **Zip:**

Local Address

Address 1: **City:**
Address 2: **State:** **Zip:**

[Return to Search](#)
[Previous in List](#)
[Next in List](#)