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
Contents

NAVIGATION .................................................................................................................................. 3

ON-LINE TIME ENTRY .................................................................................................................... 5

OVERVIEW ................................................................................................................................... 6

ON LINE-TIME ENTRY .................................................................................................................. 6

ENTERING DATA FOR HOURLY EMPLOYEES ....................................................................... 9

TIME ENTRY FOR SALARIED NON-EXEMPT EMPLOYEES ............................................... 13

SAVING YOUR WORK ................................................................................................................. 16

TIME OFF ADJUSTMENTS FOR SALARIED AND HOURLY NON-EXEMPT ................... 17

ROSTER ............................................................................................................................................ 19

SUBMITTING YOUR TIME ENTRY ............................................................................................ 21

PRINTING REPORTS .................................................................................................................... 24

TIME KEEP GENERATE TIME SLIPS ......................................................................................... 30

TIME KEEP EXCEPTION REPORT ............................................................................................. 30

TIME KEEP EARNINGS AND HOURS REPORT ..................................................................... 31

EXITING THE PROGRAM............................................................................................................ 31

DONE ALREADY! .......................................................................................................................... 31

ePAF: STUDENT AND TEMPORARY EMPLOYEES ................................................................... 32

OVERVIEW .................................................................................................................................. 33

GETTING INTO ePAF ................................................................................................................... 33

EFFECTIVE DATES ........................................................................................................................ 34

CREATE STUDENT JOB ............................................................................................................... 34

CREATE TEMPORARY JOB (Including Non-Tufts Student) .................................................. 41

LABOR DISTRIBUTION CHANGE ............................................................................................ 47

PAY RATE CHANGE .................................................................................................................... 49

TERMINATION .............................................................................................................................. 50

INQUIRE DATA FROM PEOPLESOFT ...................................................................................... 51
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](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.
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.
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:

- 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.
• 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.
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 next section is where you input the data.
• 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.

![Image of Time Entry system]

• 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.

• 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:

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Earnings Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Non-Exempt</td>
<td>002</td>
<td>35</td>
</tr>
<tr>
<td>OT 1.0 up to 40</td>
<td>101</td>
<td>5</td>
</tr>
<tr>
<td>Overtime 1.5 After 40</td>
<td>102</td>
<td>4</td>
</tr>
<tr>
<td>Holiday Add to Regular</td>
<td>212</td>
<td>7</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td>51</td>
</tr>
</tbody>
</table>

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.

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.
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.
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.
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

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

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.

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
Enter the Time Keep you have access to

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

![Status change](image)

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.

• 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 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**

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.
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.
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

![Image showing the process scheduler request page with annotations: 1. Server Name is PSNT, 2. Select Box is checked, 3. Type is “Web” Format is “PDF”]

Step 6

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

Click on “Report Manager”

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.

Click on the link ending with “PDF”

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.

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.
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.

Choose the Time Keep Number

Choose the Pay Period End Date

Choose the Time Keep
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
EFFECTIVE DATES

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.
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.

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.
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.
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.

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.
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.

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:

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.

Click Start ePAF Guided Process
Step 1: Candidate Search

- 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
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.
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.

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.

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 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.
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.

Select the correct record and this page will open.

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.
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.

Select the correct record and this page will open.

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

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

**Current Pre-Plan Distribution**
- **Department**: C443500
- **Project/Grant**: 
- **Account Percent**: 100.00

**New Pay Rate**
- **Effective Date**: 11/24/2016
- **Comp Rate**: 

[Submit]  [Return To Search]
Fill in the effective date, and the new pay rate. Click Submit and you are done.

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.

Select the correct record and this page will open.
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

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emp ID:</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Emp Record:</strong></td>
<td>=</td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td>begins with</td>
</tr>
</tbody>
</table>

- Include History
- Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

### Search Results

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emp ID</strong></td>
<td><strong>Emp Record</strong></td>
<td><strong>Name</strong></td>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>123540</td>
<td>0</td>
<td>Montoya, Inigo</td>
<td>MONTOYA</td>
</tr>
</tbody>
</table>

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.
The PrePlan page will tell you the Account Distribution.

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Account</th>
<th>Project/Grant</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>C443500</td>
<td>5038</td>
<td>Staff Non-Benefits Eligible</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Total: 100.00

Click on either View All or use the arrows to see additional rows of job data.
The address page shows the Permanent (Home) and Local (Mailing) 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.
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)

<table>
<thead>
<tr>
<th>Last</th>
<th>First Name</th>
<th>Middle Name</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN:</td>
<td>Empl ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthdate:</td>
<td>Sex: Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Academic Details

<table>
<thead>
<tr>
<th>Career: MED</th>
<th>Program: MD Medicine</th>
<th>Admit Term: 2148</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Begin Date: 07/01/2014</td>
<td>Return Date:</td>
<td>With Draw Code:</td>
</tr>
</tbody>
</table>

#### Permanent Address

<table>
<thead>
<tr>
<th>Country: USA United States</th>
<th>Address 1:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Local Address

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>State: MA</td>
</tr>
</tbody>
</table>

[Return to Search] [Previous in List] [Next in List]