

TIME OFF TRACKING

ACCESS TO TIME ENTRY & TIME OFF TRACKING

All time off must be entered into the PeopleSoft HR system. For hourly employees (paid weekly), this is done through Time Entry. For exempt employees (paid semi-monthly) this is done through the Time Off Tracking System.

To access Time Entry and the Time Off Tracking systems, you must have security access to the timekeep location for your department. Generally, an employee who uses Time Entry will also need access to the Time Off Tracking application. An employee who needs, but does not have, access will need to fill out an application which is available on the HR website:

http://hr.tufts.edu/wp-content/uploads/SC_psoneappl.pdf.

Fax the form to 617.627.3725 or mail it to Human Resources at 200 Boston Avenue on the Medford campus.

When your security has been created go to: <http://eserve.hr.tufts.edu/> and select PeopleSoft HRMS Login.

eServe

Employee Self Service Login

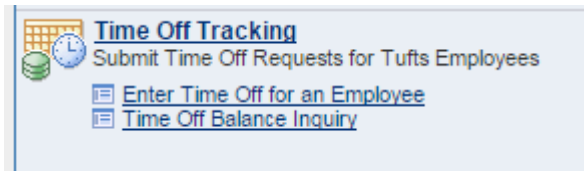
(the above link will take you to the login page for Employee Self Service) *Employee Self Service Information & Tip Sheets*

PeopleSoft HRMS Login

(the above link will take you to the login page for Time Entry, ePAF, etc) *PeopleSoft HRMS Information & Tip Sheets*

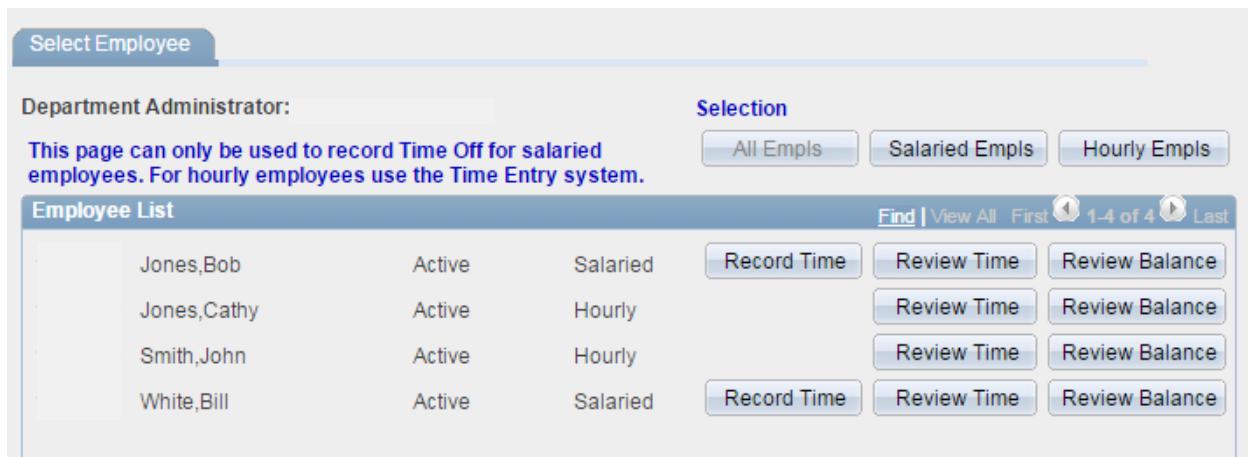
The screenshot shows the PeopleSoft HRMS login interface. On the left, a blue box with the text "Enter your Tufts Username and Password" has two arrows pointing to the "Tufts Username" and "Tufts Password" input fields. On the right, a green box contains the text: "If you do not know your User ID or Password please contact the University IT Support group at 617. 627.3376 or at IT@tufts.edu". The login page itself includes a "Log in" button, a link for "Forgot your Tufts Username or Password", and a note "Need Help? Email it@tufts.edu".

Once you have logged into PS and selected Time Off Tracking, your menu choices will be:



Click on Time Off Tracking, then select 'Enter Time Off for an Employee'

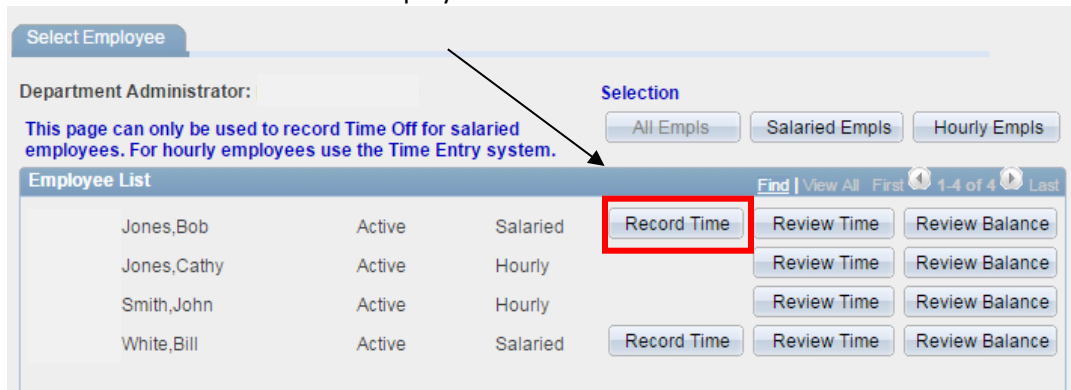
From here you have the ability to see all of the employees in your Timekeep location. Notice the three tabs "All Employees – Salaried Employees – Hourly Employees". The system defaults to a list of Salaried Employees but you can select All Employees or Hourly Employees.



Salaried employees time will be recorded here. For Hourly employees, you will be able to review time off (e.g., vacation, sick, etc.) information entered through Time Entry instead. It is critical that non-exempt time is entered in Time Entry with the correct earnings code since this is the time off record.

The Review Balance button allows you to see the current balance for the employee. Please remember the accrual process and award process will update the employees' balances around the 20th of the month (but will show as credited on the 15th).

Click Record Time to enter an employee's time off.



Empl ID: Jones, Bob

Record Time Off

Time-Off Type (select from list)
Int FMLA = Intermittent FMLA
Employee Vacation

Start Date: End Date: Default Hours: 7.00

7 Day Workweek

Record Time
Clear Record

	Vacation	Sick	Pers	Maximum Accrual (hours)	Vacation	Sick
Current Balance (hours)	280.00	854.00	14.00		280.00	910.00

Submit Time
Return to Employee List

Select the type of Time Off, then enter the date or dates the employee either took time or is planning to take time off. Then click Record Time. Note the Time Off reasons are only Personal, Sick, Vacation, Family Illness, Intermittent FMLA, and Well Time. Other Time Off, such as Sympathy, does not need to be entered since it does not carry a balance/accrue. ****You can only choose one type of Time Off at a time from the dropdown, so if you have multiple types of Time Off in the same week, enter them all as the same type, and you will be able to make the change in the next step!***

When you review the time you have entered, before you Submit Time, you can:

- *Change the Time Off Type in the dropdown
- Delete a day
- Add another type of time for the same day (see next step)

Empl ID: Jones, Bob

Record Time Off

Time-Off Type (select from list)
Int FMLA = Intermittent FMLA
Employee Vacation

Start Date: 04/01/2015 End Date: 04/03/2015 Default Hours: 7.00

7 Day Workweek

Record Time
Clear Record

	Vacation	Sick	Pers	Maximum Accrual (hours)	Vacation	Sick
Current Balance (hours)	280.00	854.00	14.00		280.00	910.00

Requested Dates

*Time Off Type	Day of Week	Date	Hours		
Employee Vacation	Wednesday	04/01/2015	7.00	Add	Delete
Employee Vacation	Thursday	04/02/2015	7.00	Add	Delete
Employee Vacation	Friday	04/03/2015	7.00	Add	Delete

Combined Total Hours for Request: 21.00

Submit Time
Return to Employee List

To use different types of Time Off for the same day, click on the day you want to have an additional type of Time Off. Click Add, pick the type of Time Off and then enter the hours. If you do not want to record a day, you can delete the day by just clicking on delete for that day.

Empl ID: 1012315 Jones, Bob

Record Time Off

Time-Off Type (select from list)
 Int FMLA = Intermittent FMLA
 Employee Vacation Start Date: 04/01/2015 End Date: 04/03/2015 Default Hours: 7.00
 7 Day Workweek

Record Time Clear Record

	Vacation	Sick	Pers		Vacation	Sick
Current Balance (hours)	280.00	854.00	14.00	Maximum Accrual (hours)	280.00	910.00

Requested Dates

Time Off Type	Day of Week	Date	Hours		
Employee Vacation	Wednesday	04/01/2015	2.00	Add	Delete
Employee Personal	Wednesday	04/01/2015	2.00	Add	Delete
Employee Sick	Wednesday	04/01/2015	3.00	Add	Delete
Employee Vacation	Thursday	04/02/2015	7.00	Add	Delete
Employee Vacation	Friday	04/03/2015	7.00	Add	Delete

Combined Total Hours for Request: 21.00

Submit Time Return to Employee List

After you have completed entering the Time Off for the employee, you must “Submit Time” at the bottom of the page. The employee’s time off will be recorded and the balances will be updated.

To review the employee’s Balance Record, from the Employee List, click on Review Balances.

Select Employee

Department Administrator: Dana L Christensen

This page can only be used to record Time Off for salaried employees. For hourly employees use the Time Entry system.

Selection: All Empls Salaried Empls Hourly Empls

Employee List

Empl ID	Name	Status	Employee Type	Record Time	Review Time	Review Balance
1012315	Jones, Bob	Active	Salaried	Record Time	Review Time	Review Balance
1183149	Jones, Cathy	Active	Hourly		Review Time	Review Balance
1001930	Smith, John	Active	Hourly		Review Time	Review Balance
1149711	White, Bill	Active	Salaried	Record Time	Review Time	Review Balance

The employee will see the same information through Employee Self Service. The employee will be able to see their balances, time used and who updated the information. If you only want to see time taken and not balances and accruals, use Review Time instead.

An additional way to review an employee’s balances is to use the Inquire page.

Go to

- Time Off Tracking/Time Off Balance Inquiry

Time Off Tracking
 Submit Time Off Requests for Tufts Employees

- [Enter Time Off for an Employee](#)
- [Time Off Balance Inquiry](#)

Time Off Balance

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Search Criteria

Empl ID:

Name:

Case Sensitive

[Basic Search](#)

Enter the Employee ID number or Name

You can review time taken and accrued for the employee. Click the checkmarks to view specific categories one at a time or grouped.

Empl ID: 1012315 Jones, Bob [Return to Employee List](#)

Maximum Vacation Accrual: 280.00 Service Date: 02/22/1999 FTE: 1.00

Employee Balance

*Select Year: Select One or More

Vacation Personal Days Sick Bonus Days Accrual/Award

Time Off					
Type	Date	Hours Taken	Hours Added	Entered by	
Employee Vacation	Friday 04/03/2015	7.00		Dana L Christensen	
Employee Vacation	Thursday 04/02/2015	7.00		Dana L Christensen	
Employee Personal	Wednesday 04/01/2015	2.00		Dana L Christensen	
Employee Sick	Wednesday 04/01/2015	3.00		Dana L Christensen	
Employee Vacation	Wednesday 04/01/2015	2.00		Dana L Christensen	
Employee Vacation	No Accrual-Over Max 02/15/2015				
Employee Sick	Friday 01/16/2015	7.00		Kimberly A Hall	
Employee Vacation	No Accrual-Over Max 01/15/2015				
Employee Sick	Award Process 01/01/2015		7.00		
Employee Vacation	No Accrual-Over Max 12/15/2014				

Balance (in hours)		Time Taken (in hours) current calendar year	
Vacation:	264.00	Vacation:	16.00
Personal Time:	12.00	Personal Time:	2.00
Sick Time:	851.00	Sick Time:	10.00
Bonus Time:	0.00	Bonus Time:	0.00

Correcting an Entry

As the Time Off Tracking user, you will be able to make a correction to all time entered for the current month and all past months for exempt (semi-monthly) employees. You can make changes at any time, regardless of whether or not Payroll is open. Balances will update immediately. If you are making a change to previously entered time (i.e., switching from Vacation to Personal or deleting a Vacation day entered in error), you will make the adjustment from the Review Time button and either change the Time Off Type in the Dropdown or Delete any Time Off entered in error.

If it is a new entry, process from the Record Time button (see beginning of this document).

If you have questions regarding Time Off Tracking, please contact Tufts Support Services at 617.627.7000 or at TSS@tufts.edu