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](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/](http://eserve.hr.tufts.edu/) and select PeopleSoft HRMS Login.

---

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.
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.
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)
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.

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.

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 Balance

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

Find an Existing Value

** Search Criteria

Enter the Employee ID number or Name

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

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