

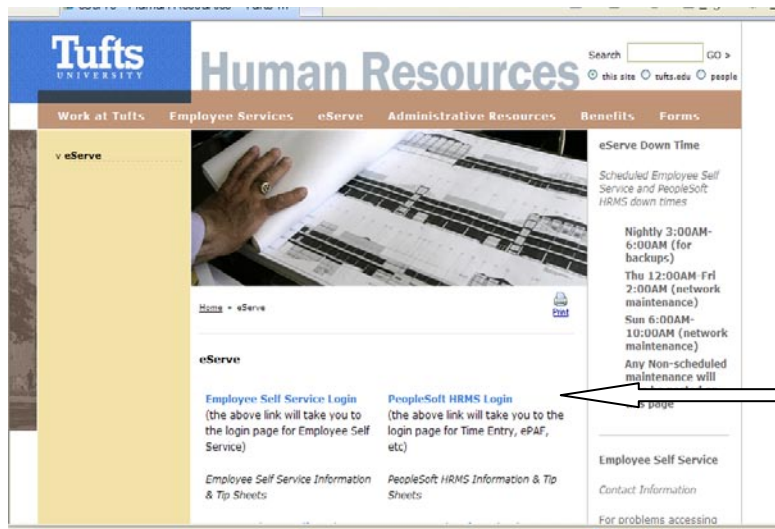
Time Off Tracking

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://www.tufts.edu/hr/webcm/docs/sc/psoneappl.pdf>. Fill this out and fax it to 617.627.3536 or mail it to the HR Service Center at 200 Boston Ave. on the Medford campus.

When your security has been created, you will receive a call with instructions for logging into Time Entry/Time Off Tracking. Use Internet Explorer or Mozilla Firefox for this application. To begin, go to: <http://eserve.hr.tufts.edu/> and select PeopleSoft HRMS Login

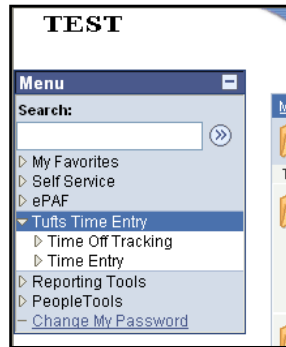


Enter your User ID and Password for PeopleSoft

If you do not know your User ID Or Password Please contact the University IT Support group at 617. 627.3376

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

Time Off Tracking Time Entry



Click on Time Off Tracking, then select Use and Select Employees

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.

Select Employee

Department Administrator: Edna C Gilreath

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 Find | View All First 1-9 of 9 Last

0000006	Dwarf,Bashful	Active	Hourly		Review Time	Review Balance
0000001	Dwarf,Doc	Active	Salaried	Record Time	Review Time	Review Balance
0000005	Dwarf,Dopey	Active	Hourly		Review Time	Review Balance
0000004	Dwarf,Grumpy	Active	Salaried	Record Time	Review Time	Review Balance
0000007	Dwarf,Happy	Active	Hourly		Review Time	Review Balance
0000003	Dwarf,Sleepy	Active	Hourly		Review Time	Review Balance
0000002	Dwarf,Sneezy	Active	Salaried	Record Time	Review Time	Review Balance
0000010	Queen,Evil	Active	Hourly		Review Time	Review Balance
0000008	White,Snow	Active	Salaried	Record Time	Review Time	Review Balance

Salaried employee’s 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. 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 Balances 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 15th of the month.

Click Record Time to enter employees’ time off.

Select Employee

Department Administrator: Edna C Gilreath

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: Find | View All | First | 1-4 of 4 | Last

0000001	Dwarf,Doc	Active	Salaried	Record Time	Review Time	Review Balance
0000004	Dwarf,Grumpy	Active	Salaried	Record Time	Review Time	Review Balance
0000002	Dwarf,Sneezy	Active	Salaried	Record Time	Review Time	Review Balance
0000008	White,Snow	Active	Salaried	Record Time	Review Time	Review Balance

EmpID: 0000012 Charming,Cinderella A

Record Time Off

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

Employee Vacation

Start Date: 01/01/2008 End Date: 01/04/2008 Default Hours: 7

7 Day Workweek

Record Time

Clear Record

Current Balance (hours)	Vacation 14.00	Sick -7.00	Pers -7.00	Maximum Accrual (hours)	Vacation 280.06	Sick 910.00
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Submit Time | Return to Employee List

Click on Record Time to enter 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.

EmpID: 0000012 Charming,Cinderella A

Record Time Off

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

Employee Vacation

Start Date: 01/01/2008 End Date: 01/04/2008 Default Hours: 7

7 Day Workweek

Record Time

Clear Record

Current Balance (hours)	Vacation 14.00	Sick -7.00	Pers -7.00	Maximum Accrual (hours)	Vacation 280.06	Sick 910.00
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Requested Dates: View All | First | 1-4 of 4 | Last

*Time Off Type	Day of Week	Date	Hours	Add	Delete
Employee Vacation	Tuesday	01/01/2008	7.00	Add	Delete
Employee Vacation	Wednesday	01/02/2008	7.00	Add	Delete
Employee Vacation	Thursday	01/03/2008	7.00	Add	Delete
Employee Vacation	Friday	01/04/2008	7.00	Add	Delete

Combined Total Hours for Request: 28.00

Submit Time | Return to Employee List

Done | Internet

When you review the time you have entered, you can:

- Change the Time Off type
- Delete a day
- Submit the information to update the employee's balances

EmpID: 0000004 Dwarf,Grumpy [Return to Employee List](#)

Employee Balance

*Select Year Select One or More

All Vacation Personal Days Sick Accrual/Award

Time Off View All First 1 of 1 Last

Type	Accrual Process	Date	Hours Taken	Hours Added	Entered by
Employee Vacation	Accrual Process	01/15/2008		11.67	

Balance (in hours)		Time Taken (in hours) current calendar year	
Vacation Balance:	36.67	Vacation Taken:	0.00
Personal Time Balance:	0.00	Personal Time Taken:	0.00
Sick Time Balance:	241.00	Sick Time Taken:	0.00

Done

EmpID: 0000012 Charming,Cinderella A

Record Time Off

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

Employee Vacation Start Date: 01/01/2008 End Date: 01/04/2008 Default Hours: 7

7 Day Workweek

	Vacation	Sick	Pers		Vacation	Sick
Current Balance (hours)	14.00		-7.00	Maximum Accrual (hours)	280.06	910.00

Requested Dates View All First 1-6 of 6 Last

*Time Off Type	Day of Week	Date	Hours	
Employee Vacation	Tuesday	01/01/2008	2.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Employee Sick	Tuesday	01/01/2008	3.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Employee Personal	Tuesday	01/01/2008	2.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Employee Vacation	Wednesday	01/02/2008	7.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Employee Vacation	Thursday	01/03/2008	7.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Employee Vacation	Friday	01/04/2008	7.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Combined Total Hours for Request: 28.00

You can also 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.

EmpID: 0000012 Charming, Cinderella A [Return to Employee List](#)

Employee Balance

*Select Year Select One or More
 All Vacation Personal Days Sick Accrual/Award

Time Off View All First 1-2 of 2 Last

Type	Date	Hours Taken	Hours Added	Entered by
Employee Personal	Tuesday 01/01/2008	7.00		HRSC
Employee Vacation	Update 12/15/2007		14.00	

Balance (in hours)		Time Taken (in hours) current calendar year	
Vacation Balance:	14.00	Vacation Taken:	0.00
Personal Time Balance:	-7.00	Personal Time Taken:	7.00
Sick Time Balance:	0.00	Sick Time Taken:	0.00

To review the employee's Balance Record, 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.

An additional way to review an employee's balances is to use the Inquire Panel

Go to

- Time Entry
- Inquire
- Time Off Balance

Main Menu > Tufts Time Entry >

Time Off Tracking Edit "Time Off Tracking" Folder

Tufts Time Off Tracking

<p>Use</p> <p>Tufts Time Off Tracking - Use</p> <ul style="list-style-type: none"> Select Employee HRSC Time Off Maintenance HRSC Accrual Maintenance 2 More... 	<p>Setup</p> <p>Tufts Time Office Tracking - Setup</p> <ul style="list-style-type: none"> Accrual Groups Accrual Action/Reasons 	<p>Process</p> <p>Tufts Time Entry - Time Off Tracking - Process</p> <ul style="list-style-type: none"> Accrual Calculation Maximum Calculation Calc Hours for RunID 4 More...
<p>Report</p> <p>Tufts Time Entry - Time Off Tracking</p> <ul style="list-style-type: none"> Leave Audit Report Time Taken Time Off Balance Summary 3 More... 	<p>Inquire</p> <p>Tufts Time Entry - Time Off Inquire</p> <ul style="list-style-type: none"> Time Off Balance 	

Enter the Employee ID number

Time Off Balance

EmpID: 0000012 Charming,Cinderella **Accrual Group:** STDE Exempt Employees
Current Status: 02/01/2009 Active **Maximum Vacation Accrual:** 280.00

Employee Balance

'Select Year: All Select One or More: Vacation Personal Days Sick Bonus Days Accrual/Award

Time Off		Date	Hours Taken	Hours Added	Entered by
Employee Vacation	Tuesday	09/08/2009	7.00		Edna C Gilreath
Employee Vacation	Monday	08/24/2009	7.00		Edna C Gilreath
Employee Vacation	Thursday	08/20/2009	7.00		Edna C Gilreath
Employee Vacation	Accrual Process	08/15/2009		11.67	
Employee Sick	Monday	08/10/2009	7.00		Edna C Gilreath
Employee Vacation	Monday	08/03/2009	7.00		Edna C Gilreath
Employee Vacation	Friday	07/24/2009	7.00		Edna C Gilreath
Employee Vacation	Accrual Process	07/15/2009		11.67	
Employee Vacation	Thursday	07/02/2009	7.00		Edna C Gilreath
Employee Vacation	Wednesday	07/01/2009	7.00		Edna C Gilreath

Balances below reflect all time - including future dated

Balance (in hours)		Time Taken (in hours) current calendar year	
Vacation Balance:	126.37	Vacation Taken:	133.00
Personal Time Balance:	14.00	Personal Time Taken:	7.00
Sick Time Balance:	889.00	Sick Time Taken:	21.00
Bonus Time:	0.00	Bonus Time:	0.00

You can review time taken and accrued for the employee.

Correcting an Entry.

As the Time Off Tracking user, you will be able to make a correction to all time entered, the current month and all past months. If you have questions regarding Time Off Tracking please contact the following staff at the HR Service Center:

edna.gilreath@tufts.edu - 7.5507

kim.hall@tufts.edu - 7.5508