eSERVE@HR

Time Entry & ePAF

Brought to you by the
HR Service Center &
UIT

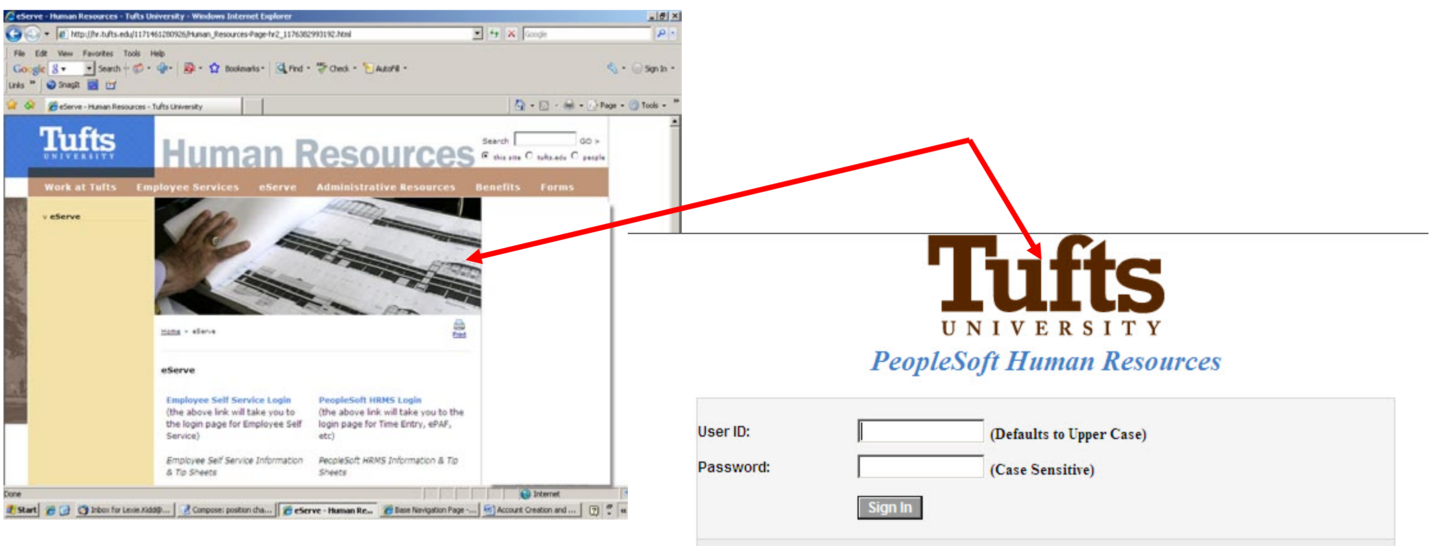
Users of PeopleSoft HR gain access to this system by requesting a PeopleSoft account. To apply for an account, complete the ***PeopleSoft Account Application*** available on the Web on the HR Forms page.

PeopleSoft 9.0 is a web-based application and users log on by opening **Internet Explorer** and typing the following URL: http://eserve.hr.tufts.edu into the browser window's address box. **Internet Explorer** is the preferred web browser for use with PeopleSoft.

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

The eServe home page precedes the PeopleSoft login page. HR will post messages to the user community here. From this page you can log into PeopleSoft, the HR Home Page, the Tufts Home Page, or the HR Service Center's page. There are also "quick links" to web information about the ePAF and Time Entry.

Click on the picture or "PeopleSoft login" to go to the login page:



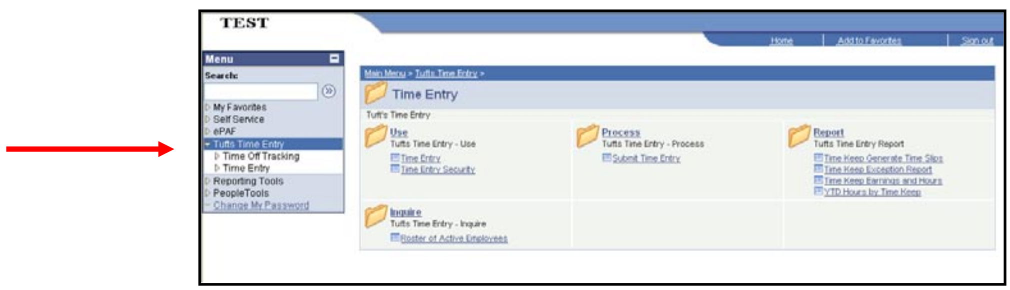
After completing your application for access to PeopleSoft, you will receive a user ID and temporary password. Type your **User ID** (will default to UPPERCASE) in the box. Type in your PeopleSoft **Password.** Like User ID, password is case sensitive.

Now, click on the "**Sign In**" button and the PeopleSoft system will validate your User ID and password. If either the ID or password is invalid, the system will display an error message just below the "Sign In" button. You will need to reenter the ID and password or contact the security administrator for assistance.

You will be required to change your temporary password to your own personal password. Password requirements are explained on page 5.

PeopleSoft Home:
Once you have successfully signed on, the system will display the home page for your PeopleSoft access. The main column pictured below, known as Home, contains a list of all the areas that you can link to in the application. This list will be different for different users.

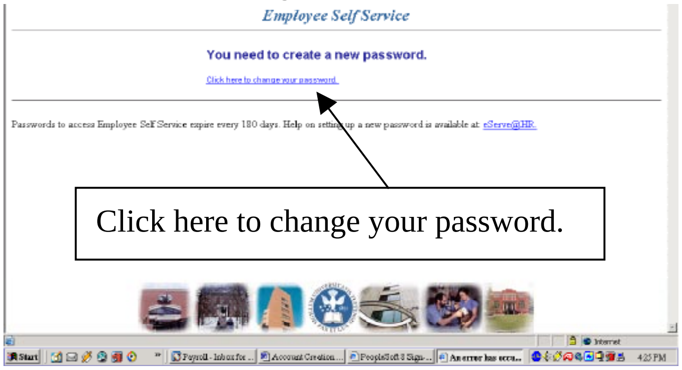
From "Home", click on one of the menu group choices. Time Entry has been selected in the example below:



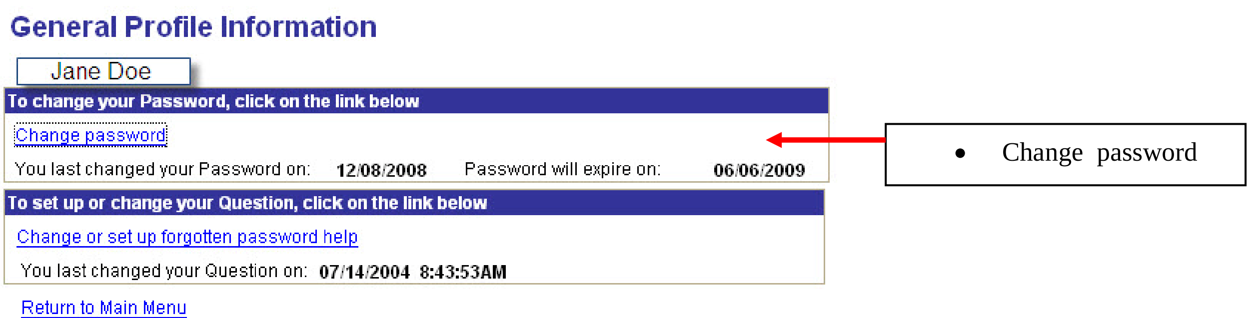
The menu will expand to display the available options.

Background:
PeopleSoft 9.0 provides the ability to implement enhanced password controls.

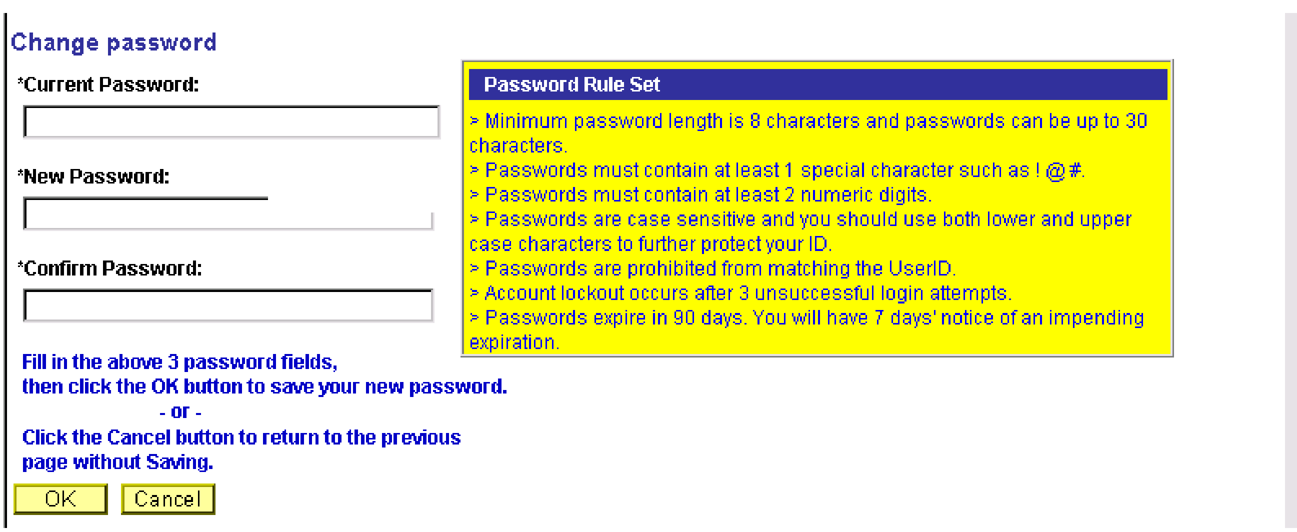
A user may change his/her password at any time. However, once the following screen appears, the password must be changed.



The page for changing a password can be reached from the General Profile screen (see the path below to reach this screen) as well as from the password expiry screen shown above.



From the Profile Screen click on Change Password. Passwords can be changed from the panel below. Enter the requested information and click on OK to complete the transaction.



The new password will take effect immediately.

Rules for Constructing a Password:

A number of rules governing password construction and use have been implemented with PeopleSoft 9.0. They are as follows:

- Passwords must be between 8 and 30 characters long.
- Passwords must include at least 1 special character such as !@#$%&*.
- Passwords must include at least 2 digits.
- Passwords are case sensitive. Using a mix of upper and lower case characters is recommended.
- Passwords may not match your PeopleSoft User ID.
- Passwords may not be reused.
- Passwords expire in 90 days.
- Accounts are locked after three unsuccessful login attempts. If you become locked out of your account, contact the Voice Communications Call Center by telephone at 74357 or email at Teldesk@tufts.edu. A Call Center member will coordinate the password reset.

Password Support:
Occasionally a user will forget his/her password or see a message that the password and User ID are invalid. The Voice Communications Call Center provides password support for these situations.

Contact the Call Center by telephone at 74357 or by email at Teldesk@tufts.edu. A Call Center staff member will coordinate the password reset.

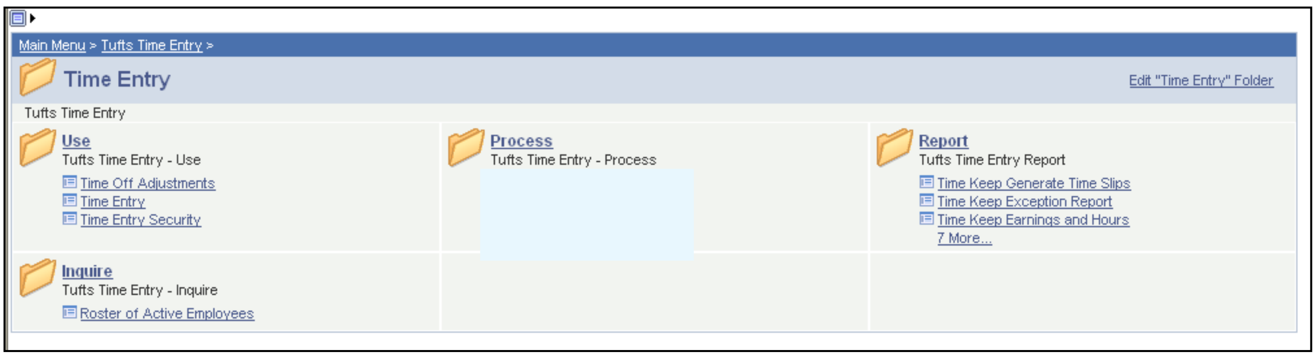
On-Line time entry

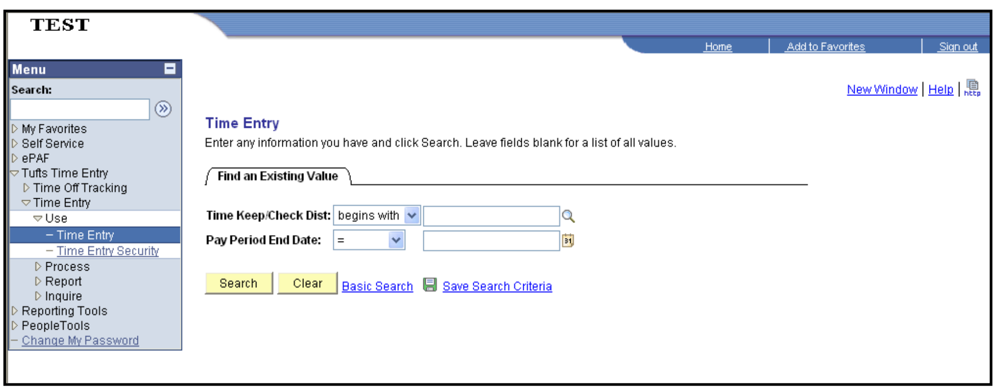
The time entry application was designed to meet the specific needs of the Tufts community. It allows for on-line entry of hours and allows for override of pay rate and Dept ID for non-exempt employees. This application is connected to PeopleSoft the Human Resources/Payroll system. The system is designed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

ON LINE-TIME ENTRY

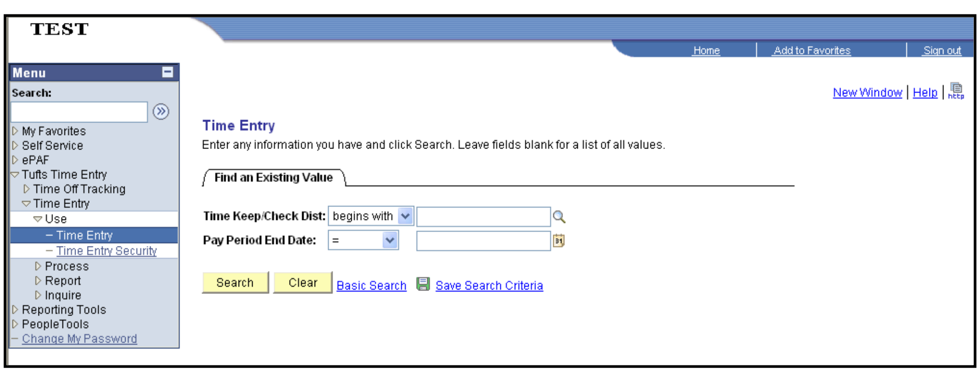
Log into PeopleSoft and select:

- **Time Entry**
- **Time Entry**
- **Use**
- **Time Entry**





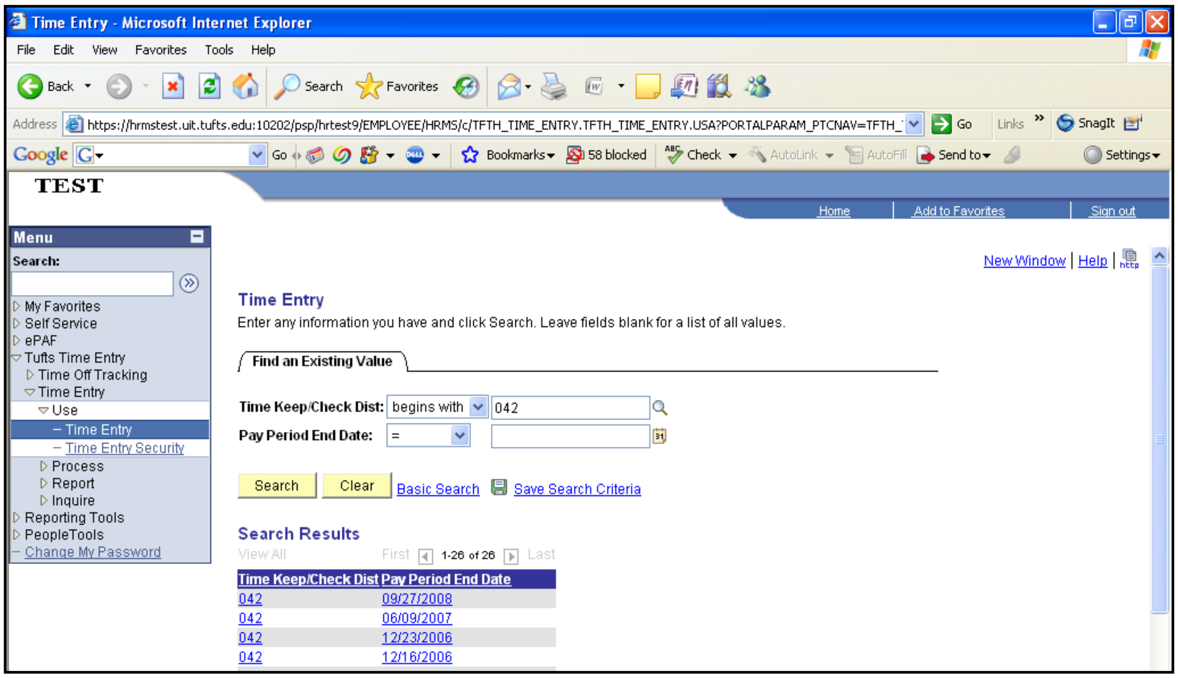
The following screen will open:



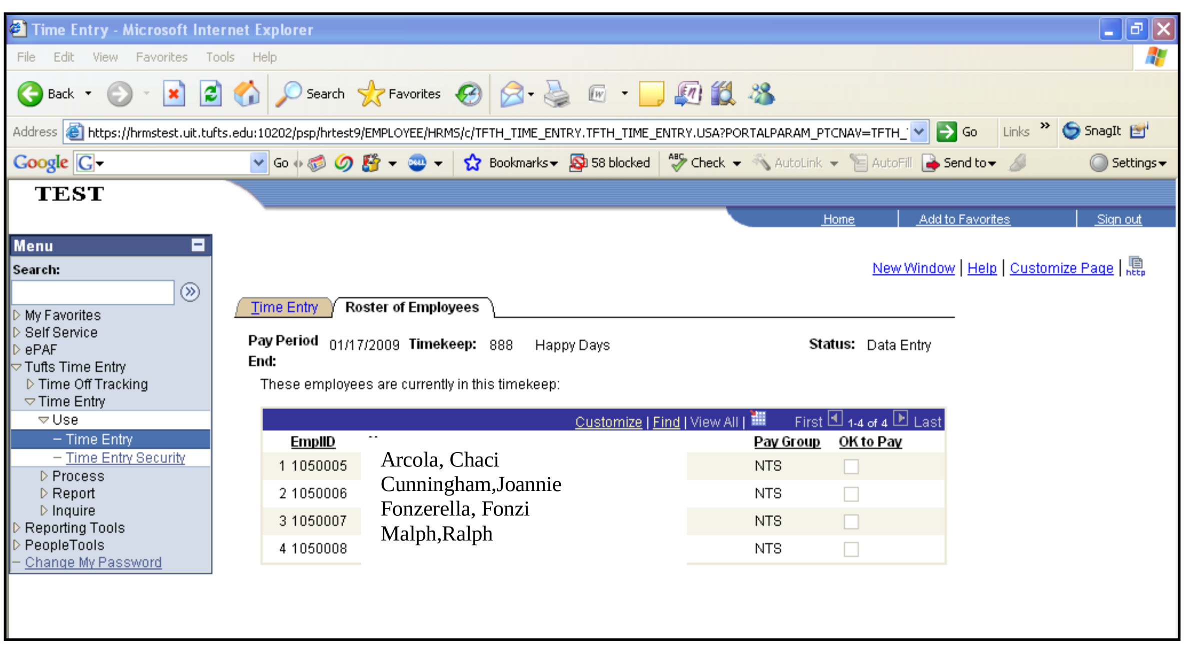
- If you have access to only one timekeep location you can hit enter and the program will default to that timekeep number.

- If you have access to multiple timekeeps, you will need to enter your timekeep number.

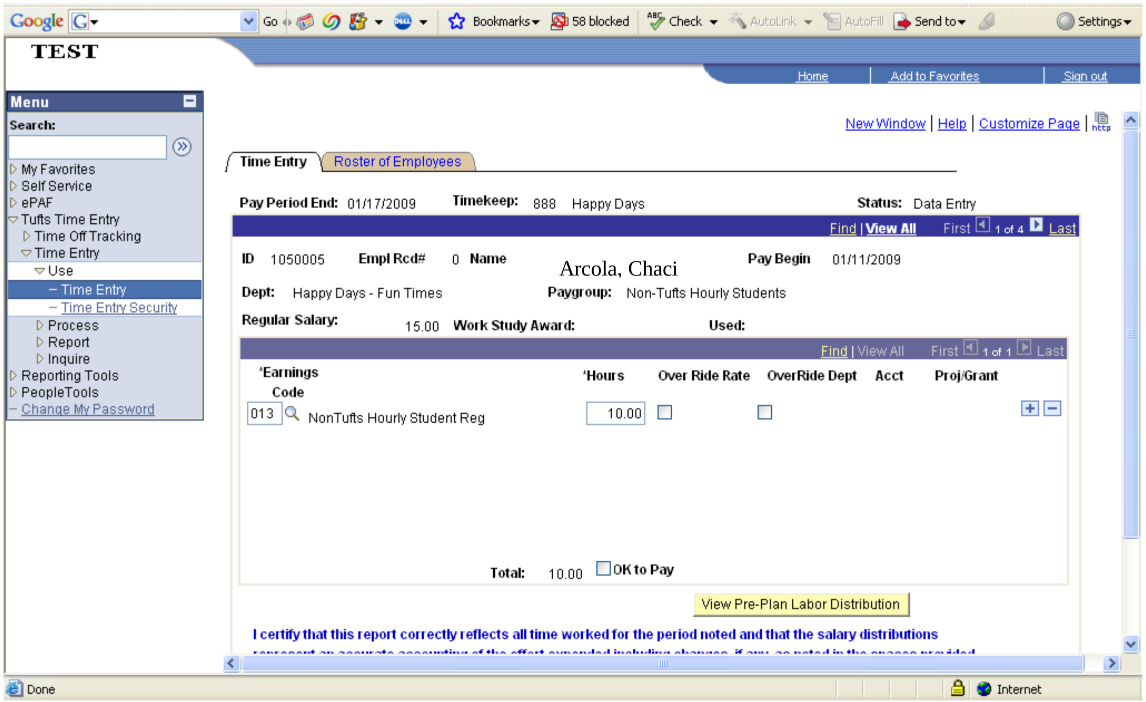
- Enter the pay period end date; this will always be a Saturday. There are three ways to input the date. You can: type in the date, i.e. 010100; you can click on the down arrow and bring up a calendar; or click on OK and bring up a list of all weeks of time entry, the most recent is on the top, click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



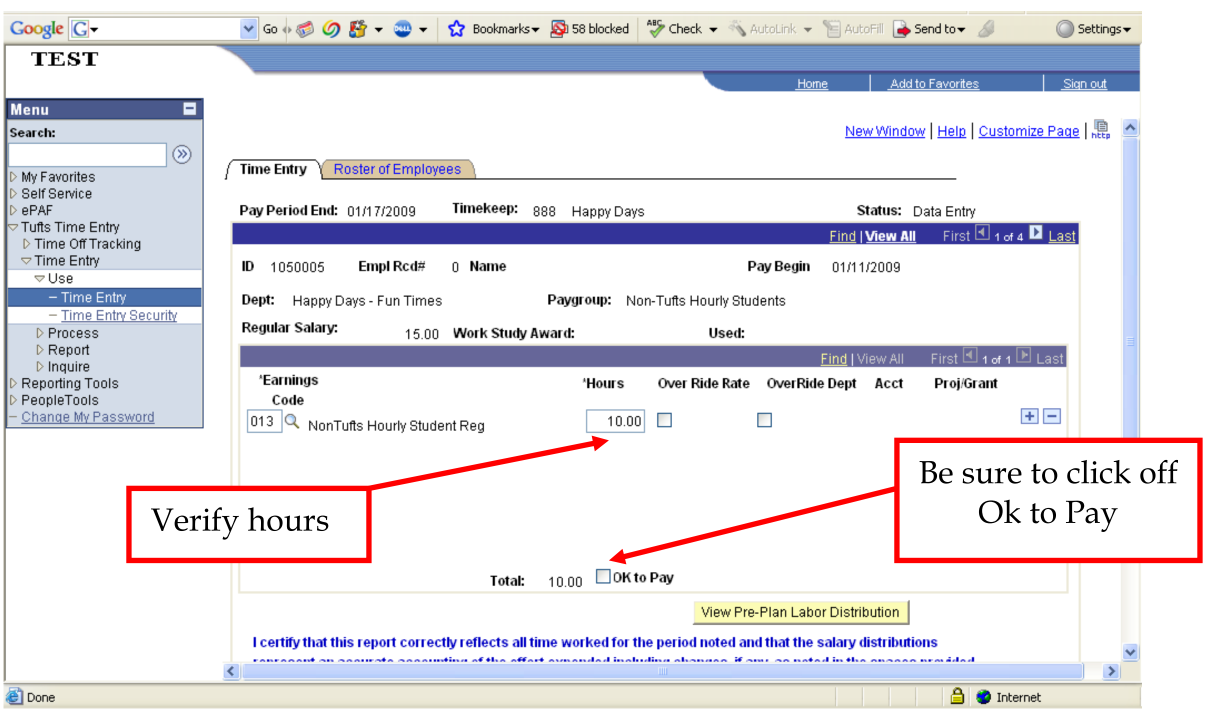
- After selecting the week you want, you will see 2 tabs, one is named Time Entry the other is Roster of Employees. The Roster of Employees tab will list all the non-exempt employees in the time keep that was selected.



The top row of the Time Entry page has the Pay Period End Date, Timekeep 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 do the inputting.



- 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 sick time.

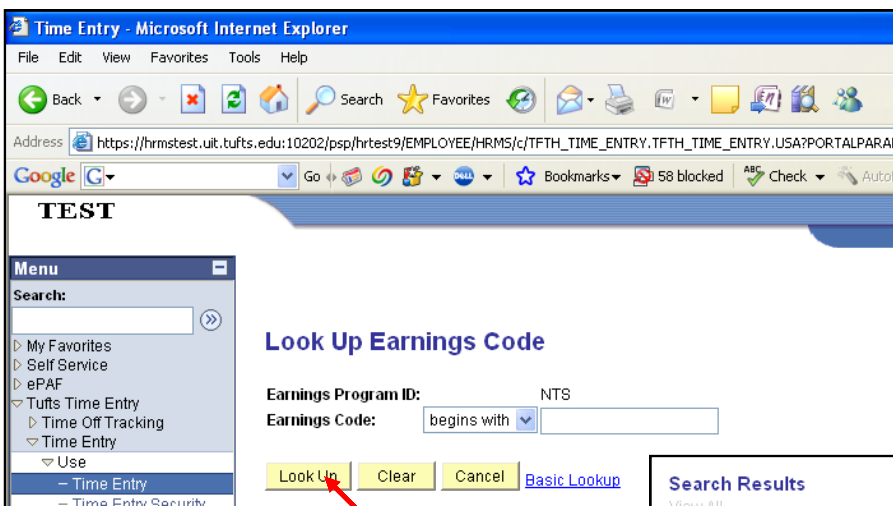
- To change the hours, place your cursor over the hours, highlight the hours and type in the new hours, **Note:** the total hours on the bottom of the page will change as you input hours.

- 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.

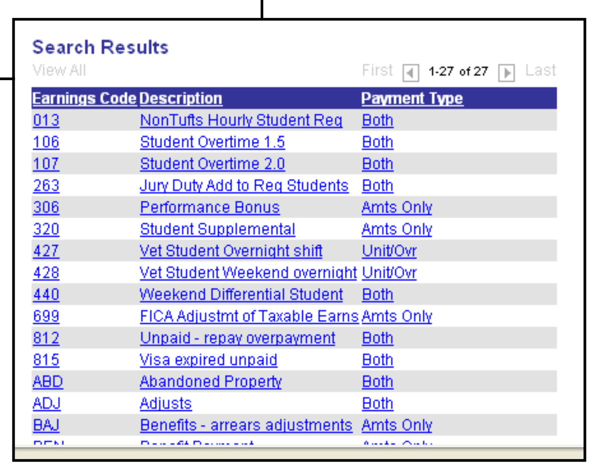
- Sometimes you need to have more than one earnings code on an individual, for example, if someone took one day of vacation, two sick days and the rest regular pay; or if the employee should receive overtime pay.

- 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.



Click on Lookup and a list will appear.



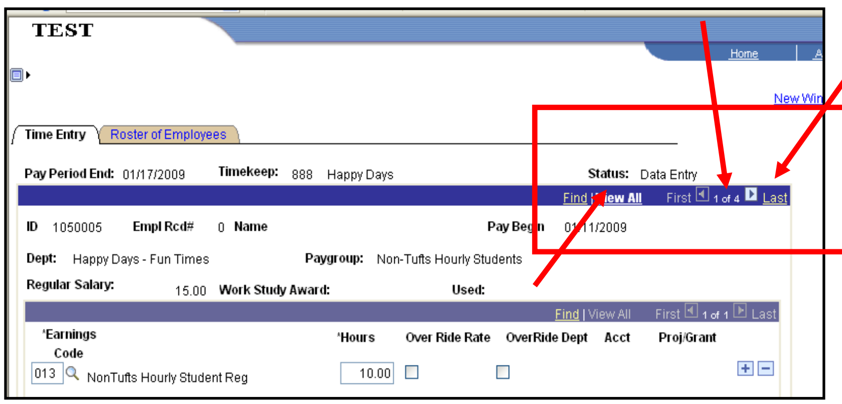
- You can insert up to twenty rows of earnings codes, although for most of us two to three rows are enough.

- If you added a row in error, you can delete the row, similar to adding a row, by using the minus butt

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.



- Clicking View All will bring up a list of all non-exempt individuals in the time keep.

- 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!**

SAVING YOUR WORK

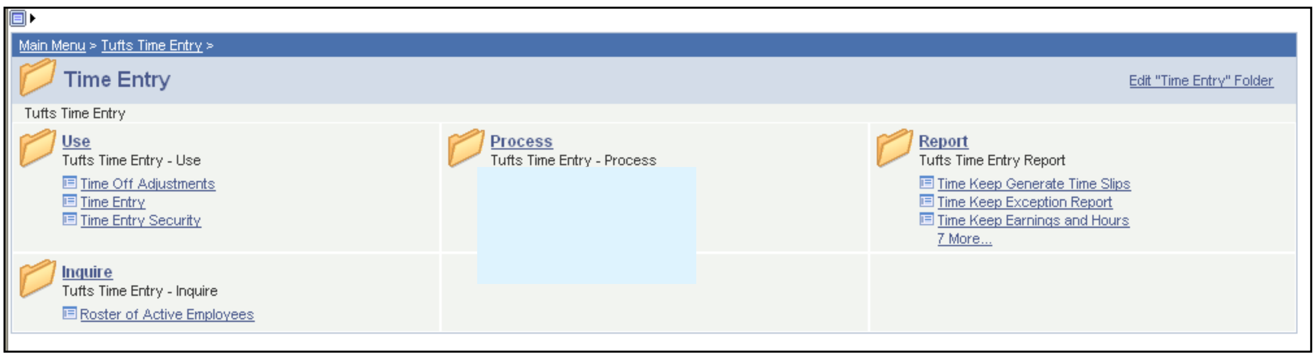
You can save your time entry at any stage during the data entry. Click on the save button at the bottom of the page.

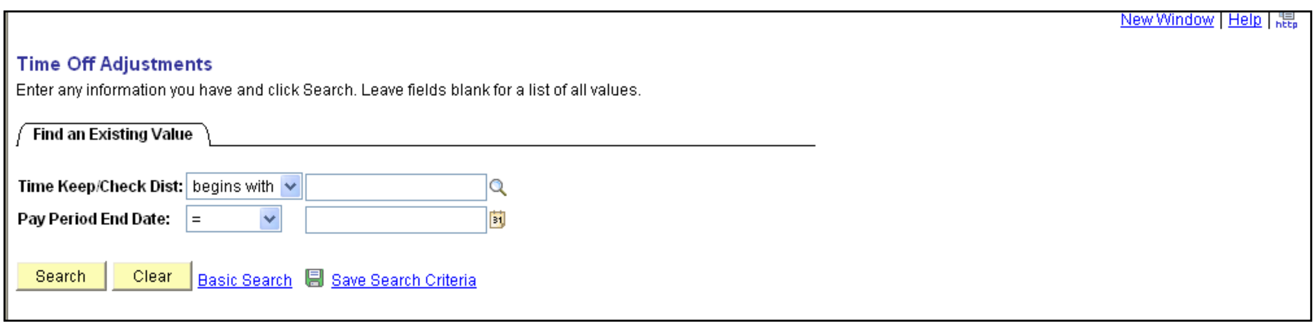
If the time keep is still in the Data Entry status you can go in and out as many times as you like. Save your changes each time you go in and out of the Time Entry System.

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 Adjustment panel. To make these changes you will need the following information: Employee Id number, incorrect Earning code, correct earnings code, number of hours to change, and the week the hours were originally entered.

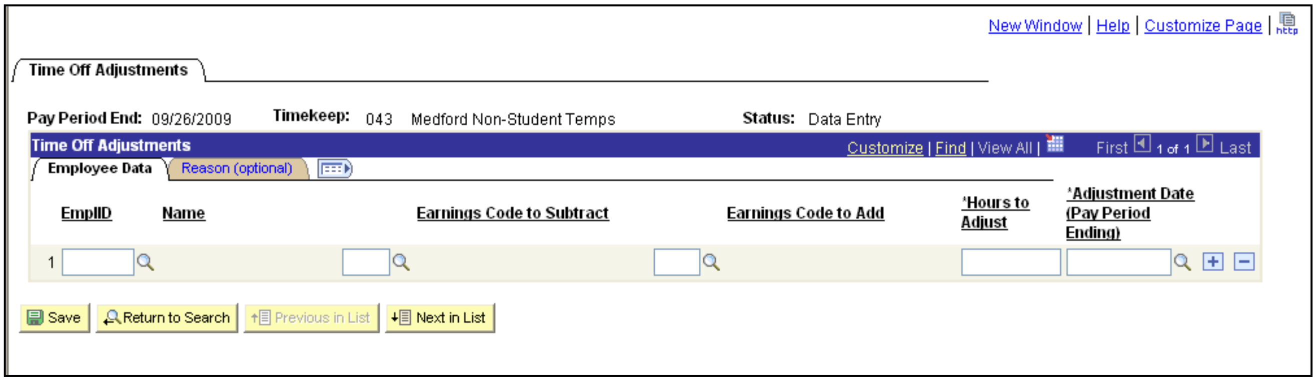
Log into PeopleSoft and select:

- **Time Entry**
- **Time Entry**
- **Use**
- **Time Off Adjustments**

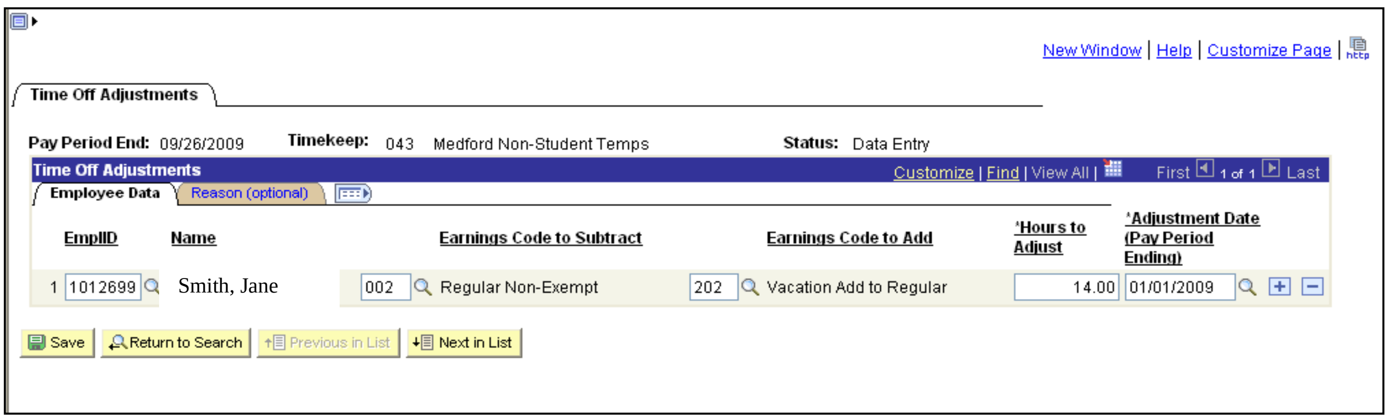




Enter your time keep number and the current Pay Period End Date. The following panel will open up.

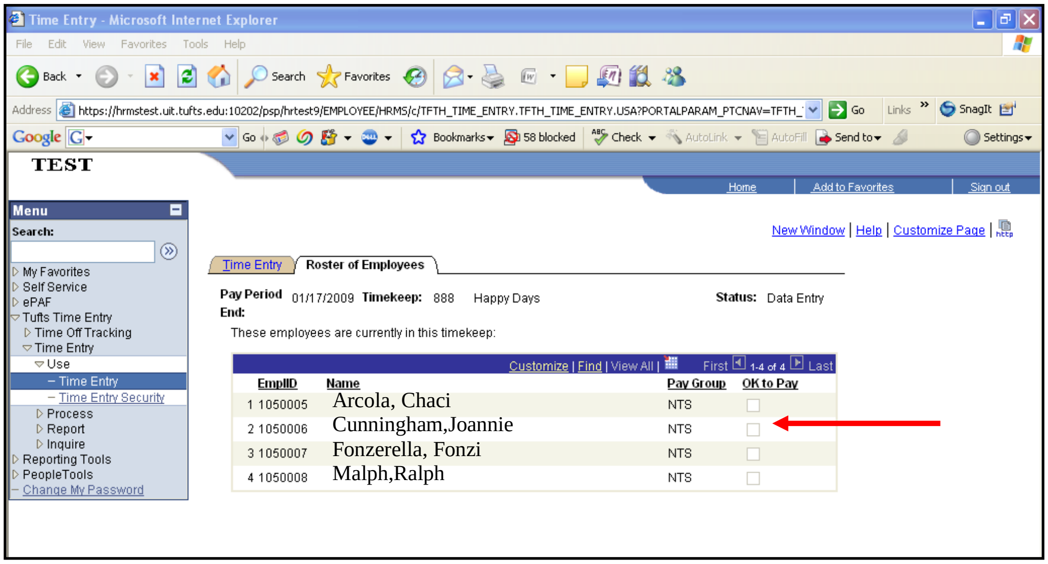


- Enter the Empl Id for the person you need to correct
- Enter the earnings code you entered incorrectly and want to reverse
- Enter the earnings code you should have entered and want the hours charged to
- Enter the hours to correct
- Enter the week that these hours were incorrectly reported to payroll.



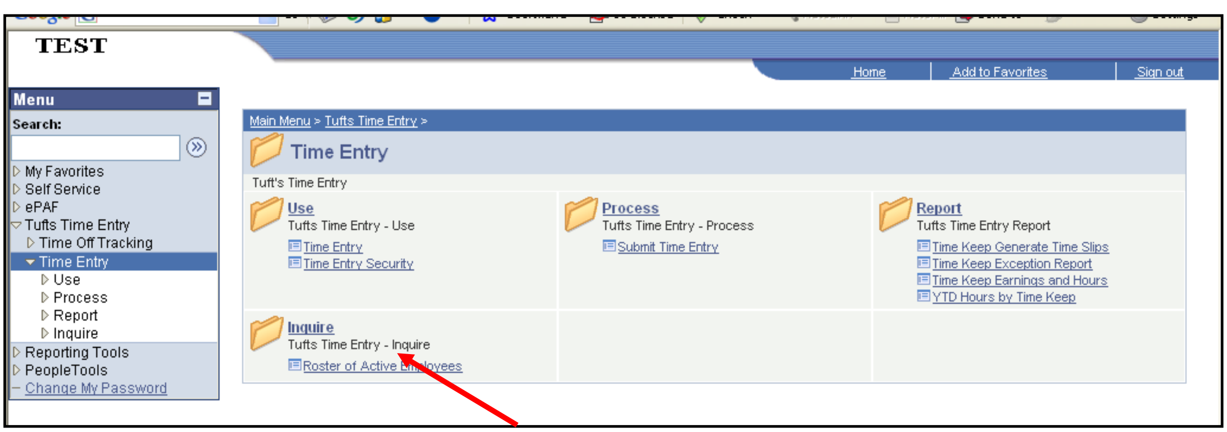
This example will switch 14 hours that was originally entered as regular pay and should have been entered as vacation time. Vacation time will appear on in Time Off Tracking and subtract from the employees balance.

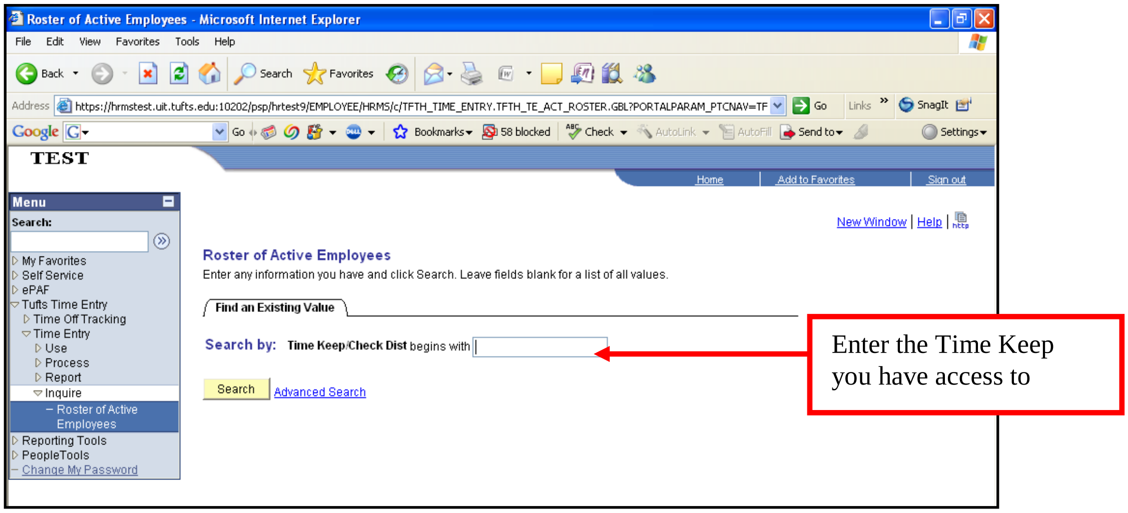
- As mentioned earlier, there is a tab called Roster of Employees that lists the non-exempt employees in the time keep you are viewing.
- Once you have begun time entry and saved your work it will give you an overview of those employees marked off ok to pay.
- Individuals are listed alphabetically regardless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

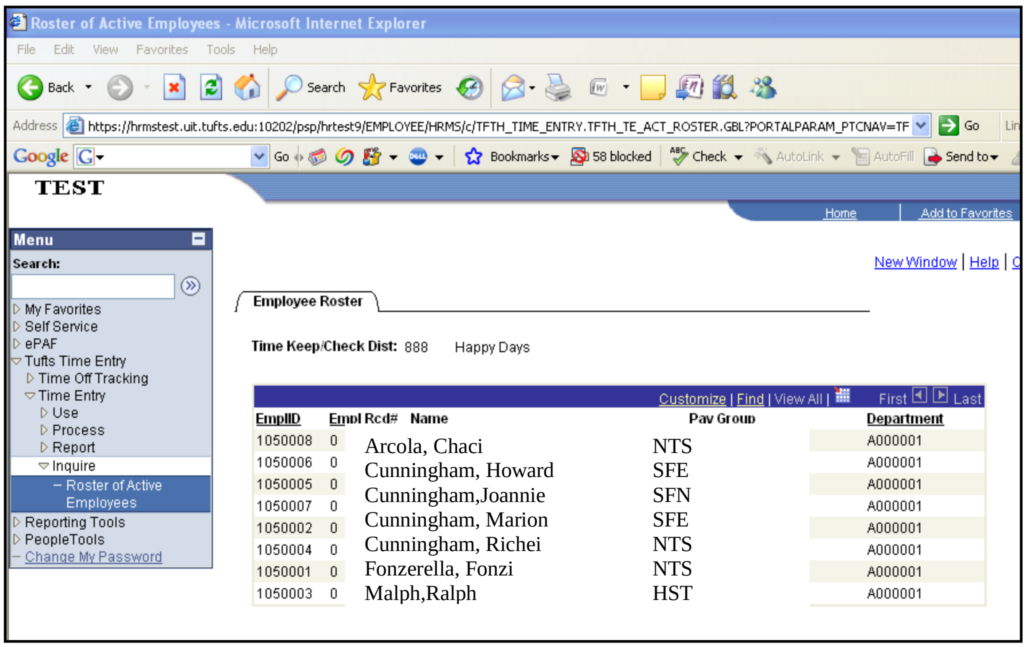


You can also view all the employees in a time keep, including exempt employees, through the inquire panel in Time Entry. Below is the path that will bring you to the <u>Roster of Active Employees</u>.

- Time Entry
- Time Entry
- Inquire
- <u>Roster of Active Employees</u>



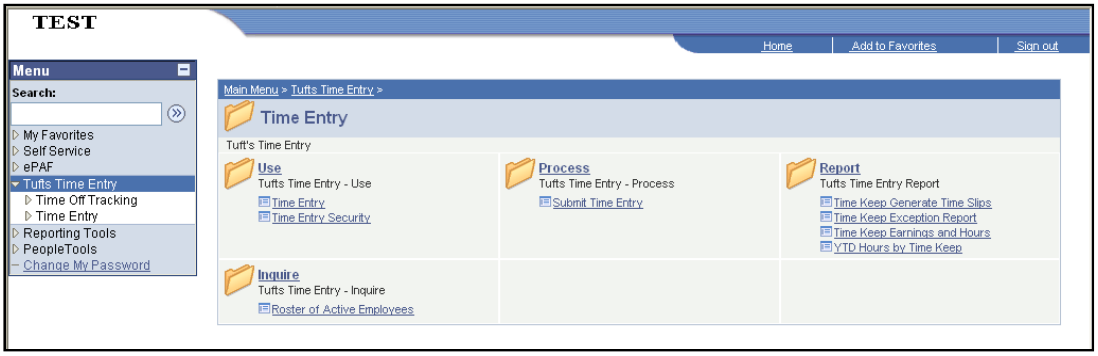




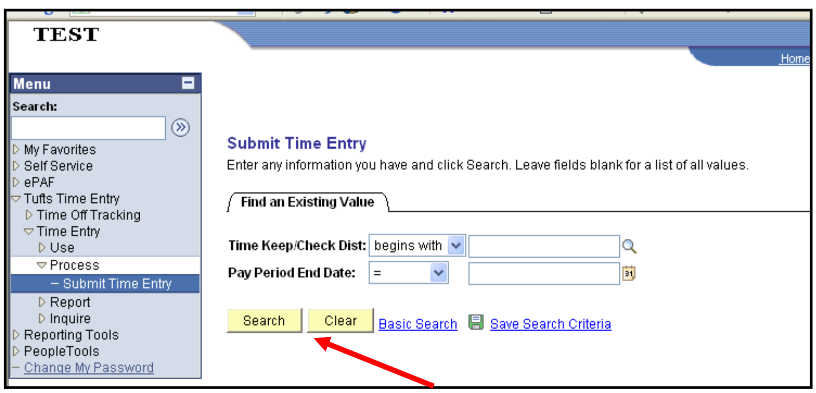
- This is a list of all employees in this time keep, exempt and non-exempt.

Once you have completed all your time entry and verified your entry, you need to submit it to the HR Service Center.

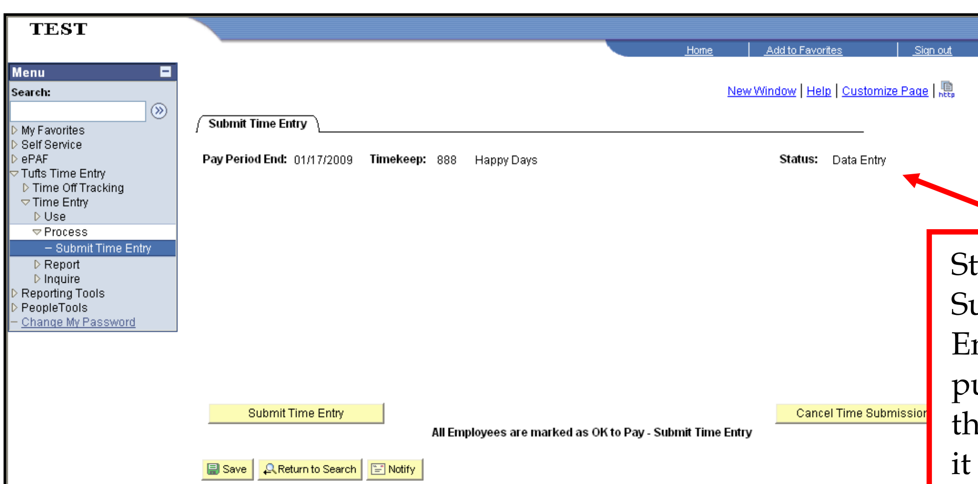
- Go back to the breadcrumbs and select Time Entry
  - **Process**
    - **Submit Time Entry**



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

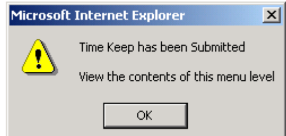


- A list of those employees not marked okay to pay will appear. Scan this list to verify that you have marked off people appropriately.



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



- 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 the HR Service Center, 7-3075 and we can run a process to "unsubmit".**

- During the payroll process the HR Service Center 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 HR Service Center 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.

- The department is responsible for maintaining the timesheets for three years.

- No time reports are sent to the HR Service Center.

- There are timesheets available out on the web on the forms page,

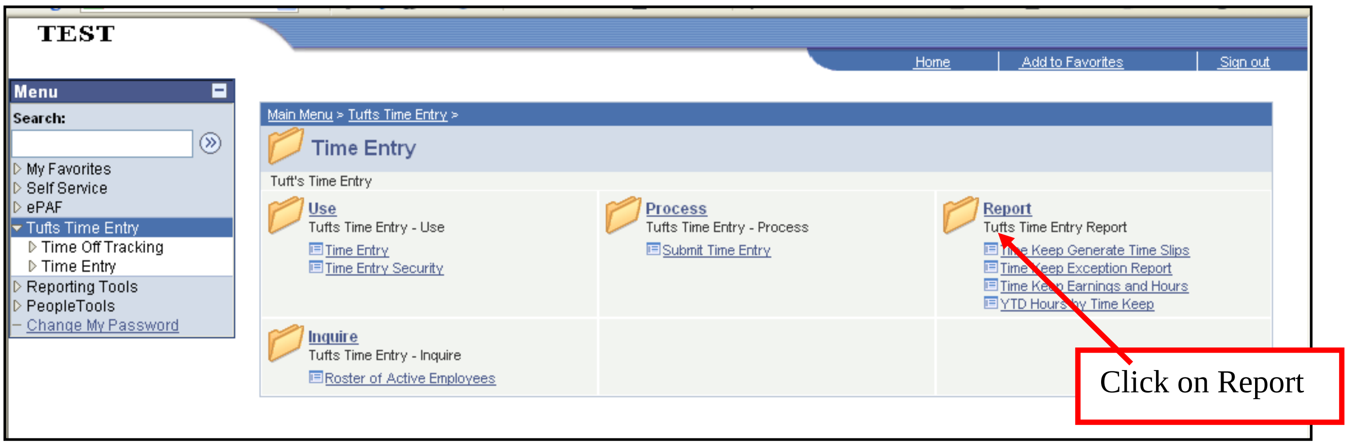
http://www.tufts.edu/hr/forms/timesheet.doc

Printing in PeopleSoft

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

Step 1

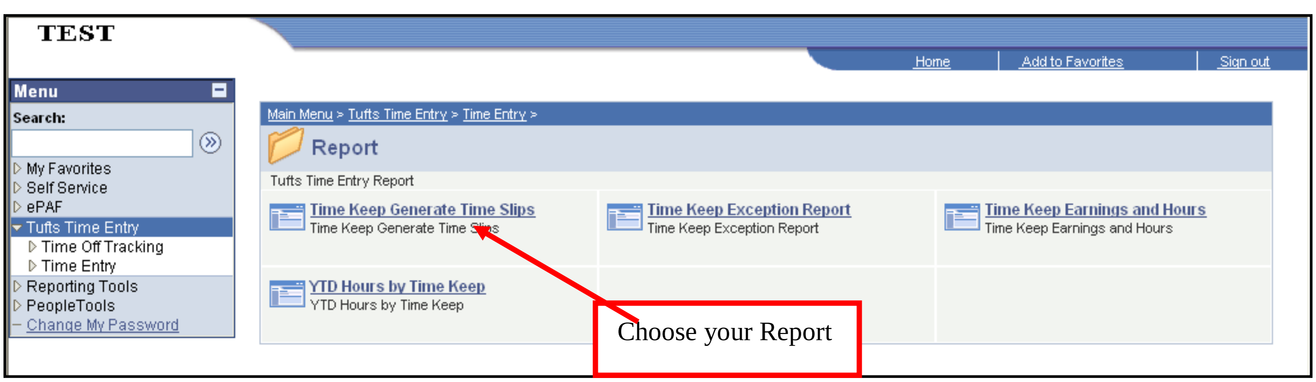
After you have logged into PeopleSoft HRMS 8.0, navigate to Time Entry and click on the link called Report.



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.

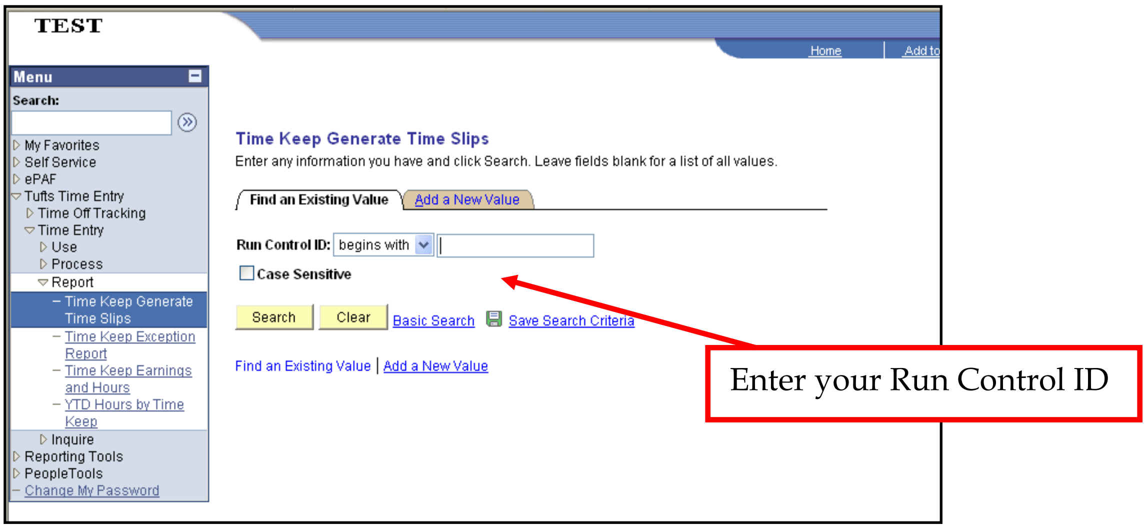
For example: Time Keep Generate Time Slips



Step 3

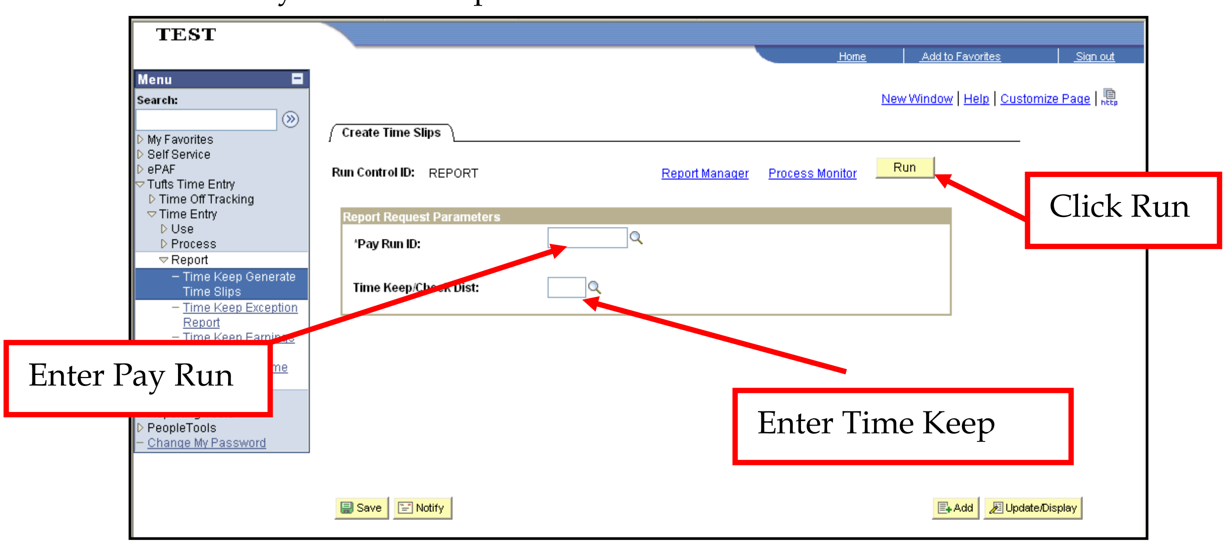
At this point, a page will appear asking for a Run Control ID. The first time you run a report, you will need to create a Run Control ID, at that time, you will select Add a New Value to create the new Run Control ID. Many users will use their initials or name as their Run Control ID. You can use the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

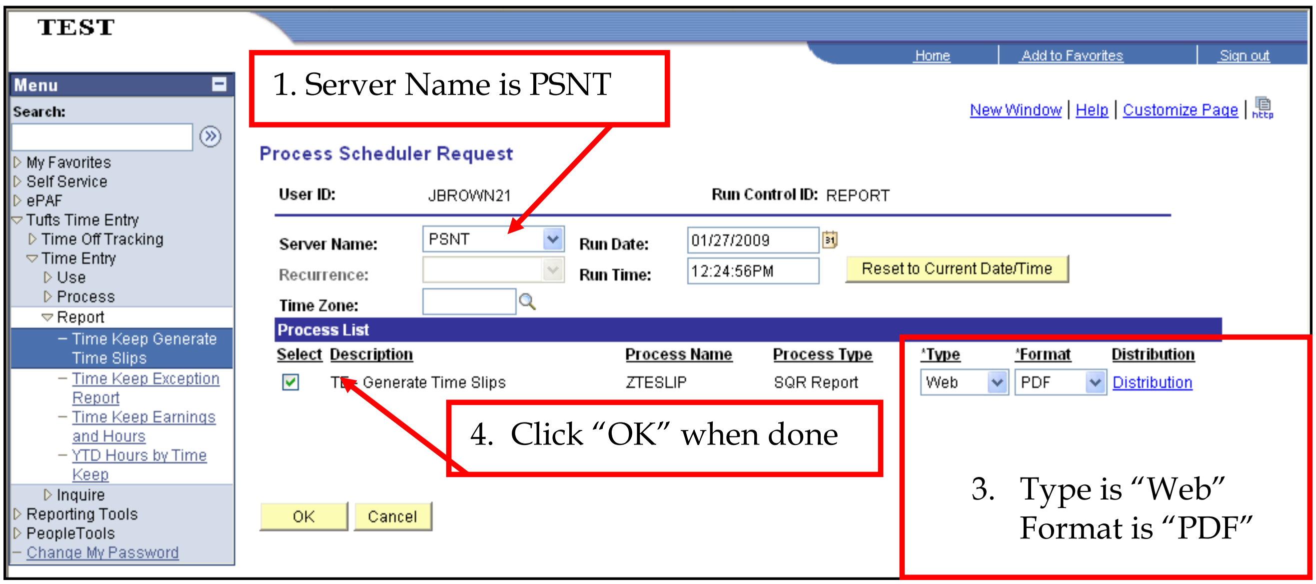
After you enter your Run Control ID (and hit Enter). The page for your specific report will appear. To generate time slips you will need to enter the Pay Run ID. To find the appropriate Pay Run ID, you can use the magnifying glass to find the right week. You will also have to enter your Timekeep number.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



Step 5

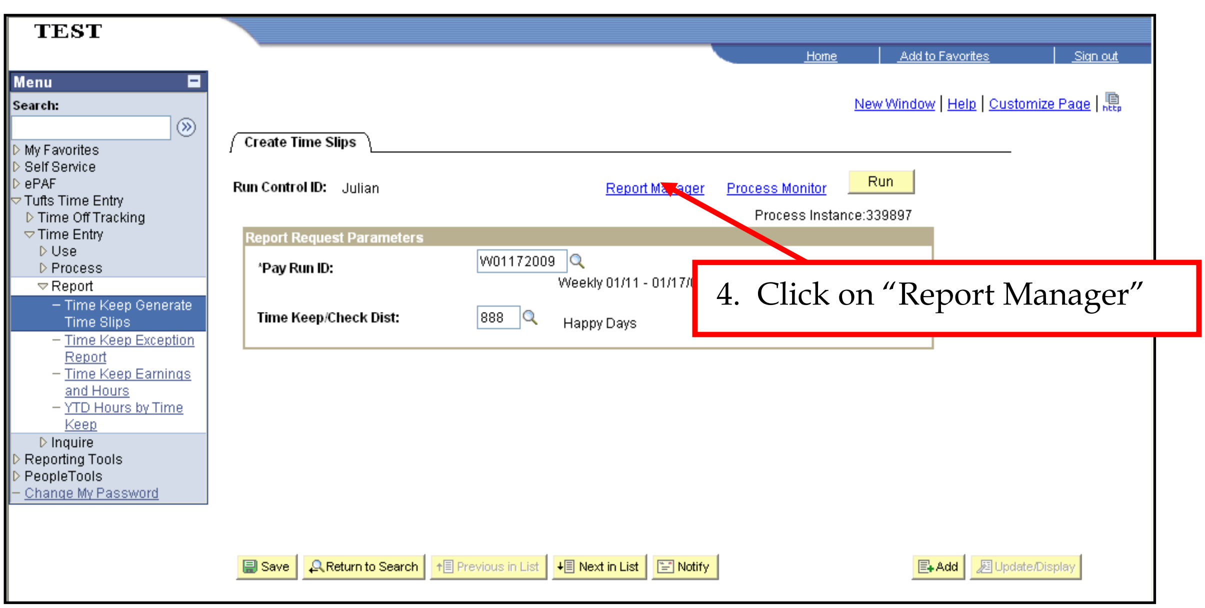
The Process Scheduler Request page will appear. Do the following:

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



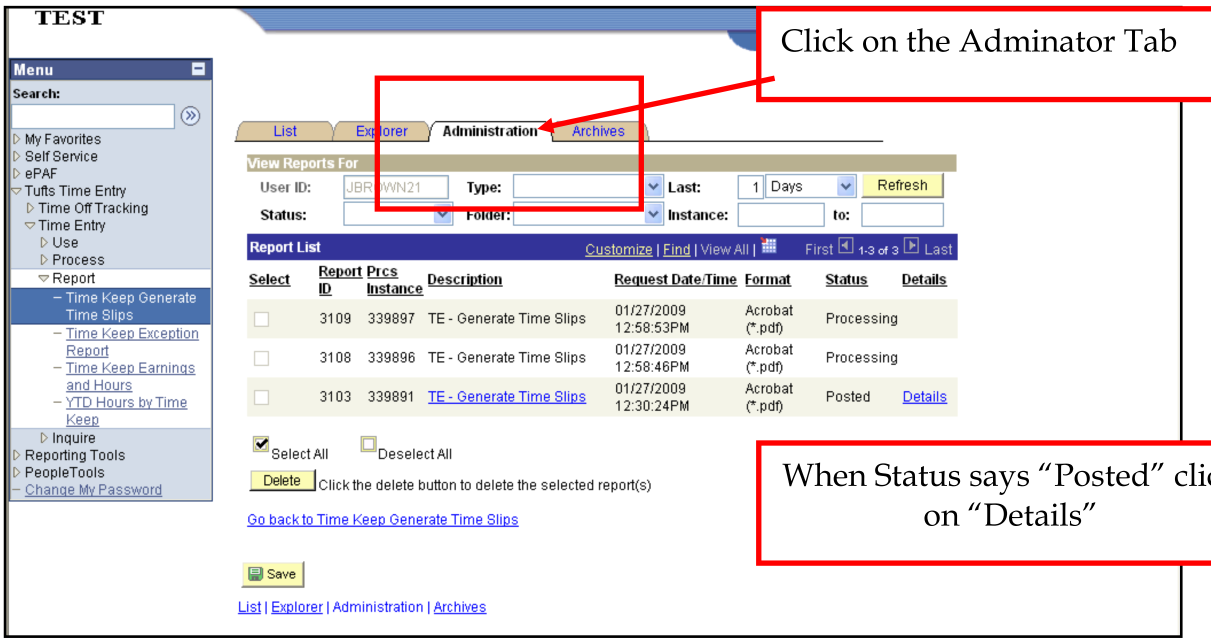
Step 6

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



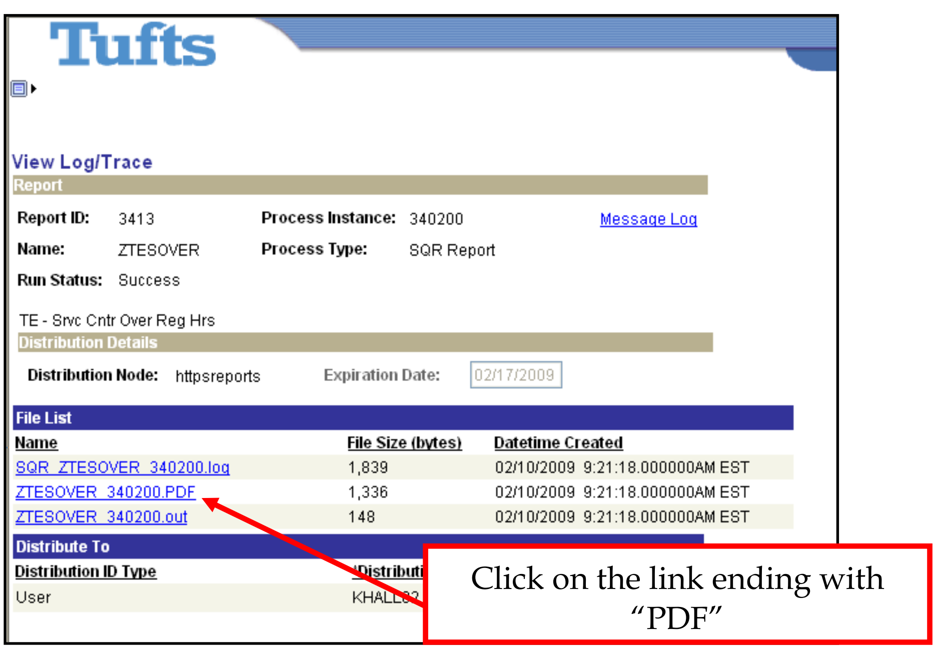
Step 7

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.



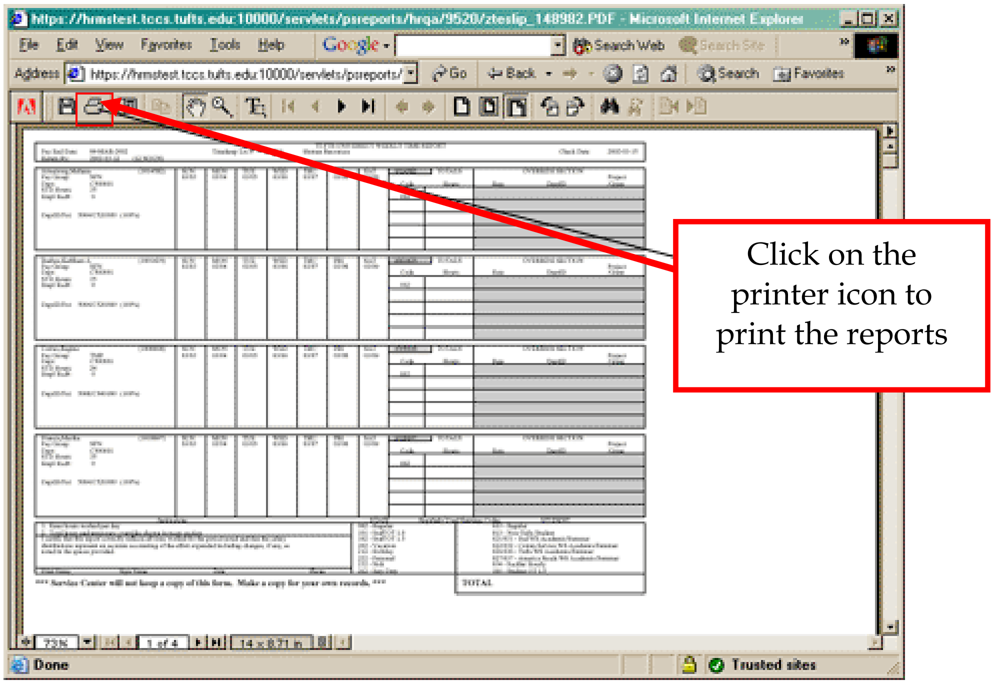
Step 8

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.



Step 9

Just click the Printer icon to print your report. It should print to your default printer, or select any other printer you have access to.

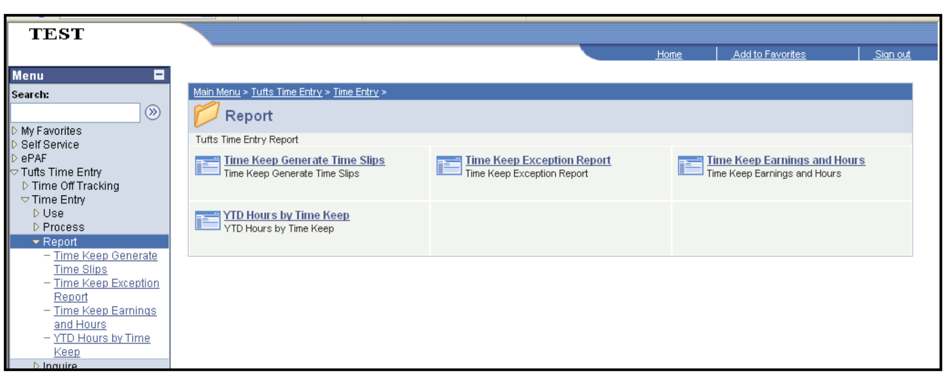


There are several reports you can print:

- **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.

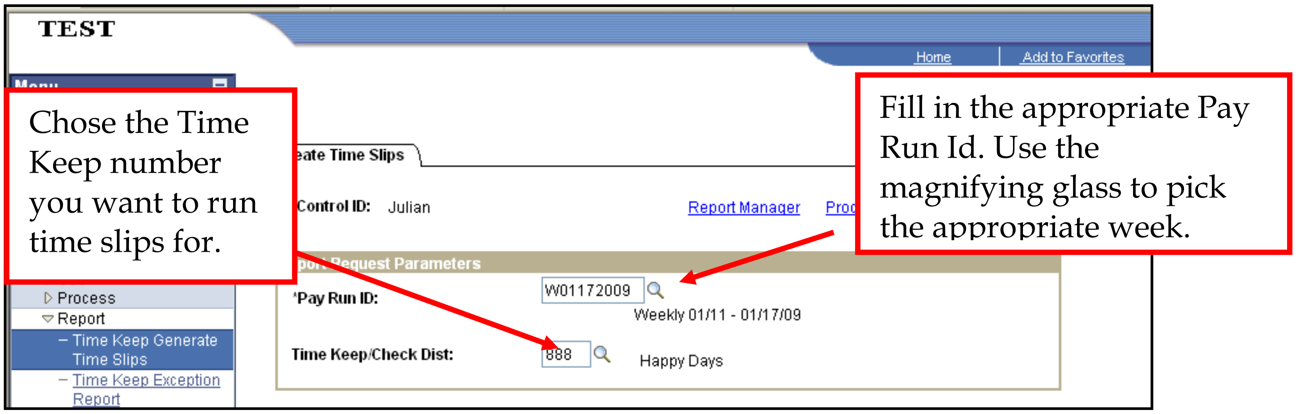
- **Time Keep Exception Report:** Lists all employees who were paid for overtime, sick time, or any time other than regular hours. It also lists employees who did not work in a given pay period.

- **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

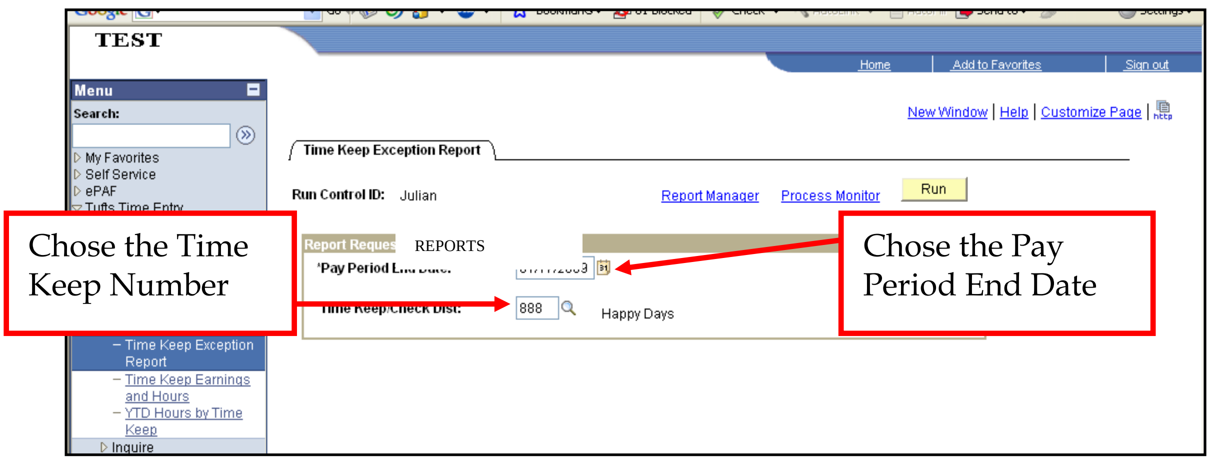


The following screen shots outline the specific information you will need to input for each report:

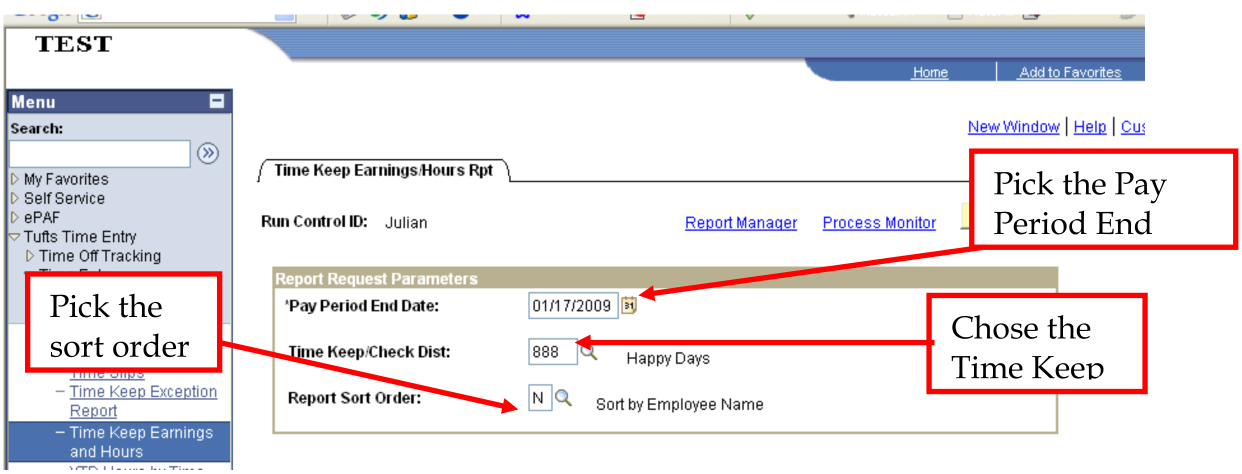
TIME KEEP GENERATE TIME SLIPS



TIME KEEP EXCEPTION REPORT



TIME KEEP EARNINGS AND HOURS REPORT



EXITING THE PROGRAM

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

- Click on Sign Out

DONE ALREADY!

We are confident that after a little practice you will love the time entry system. If will save you time and allows for more flexibility. If you have any questions please call the HR Service Center 7-3075.

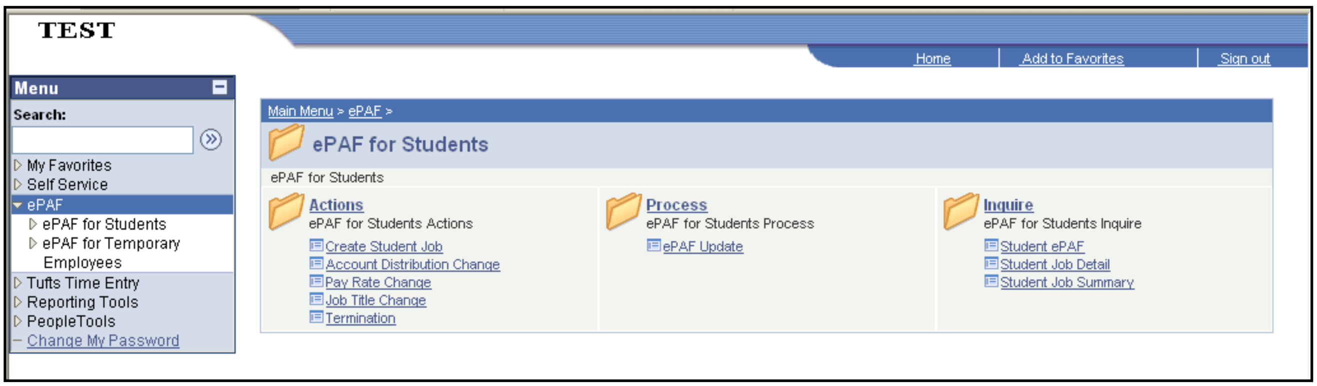
ePAF For Student Employees

OVERVIEW

The student 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**. The application is a component of the PeopleSoft HR/Payroll system and is accessed through your PeopleSoft Id and password. The system is designed to maintain a high level of security and for ease of use and efficiency therefore reducing errors.

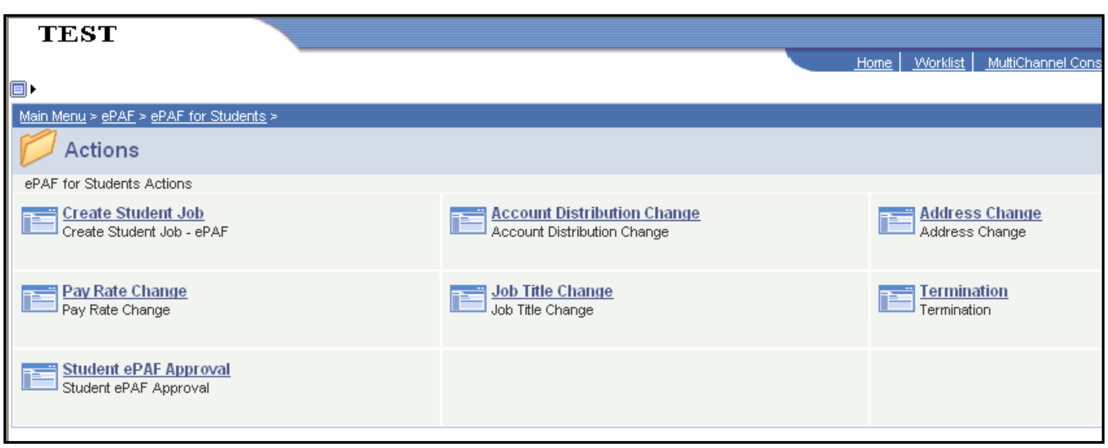
GETTING INTO ePAF

- Click on ePAF
- ePAF
- ePAF



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

- Create Student Job
- Account Distribution Change
- Address Change
- Pay Rate Change
- Termination



Transactions can be entered retroactively for up to 30 days prior to the date you are entering the information. This means you can "hire" a student in your department who started last week, using the correct hire date. The exception to this would be if a student has already been hired by another department; you cannot hire the student in your department prior to the original hire date. You are able to process all transactions retroactively, however, remember that a retroactive pay increase will not automatically pay a student all the money owed to them. Additionally, retroactive Labor Distributions will not reallocate funds.

To complete retroactive transactions, notify the HR Service Center by email (**HR-ServiceCenter@tufts.edu**) with the specific information for the retroactive request.

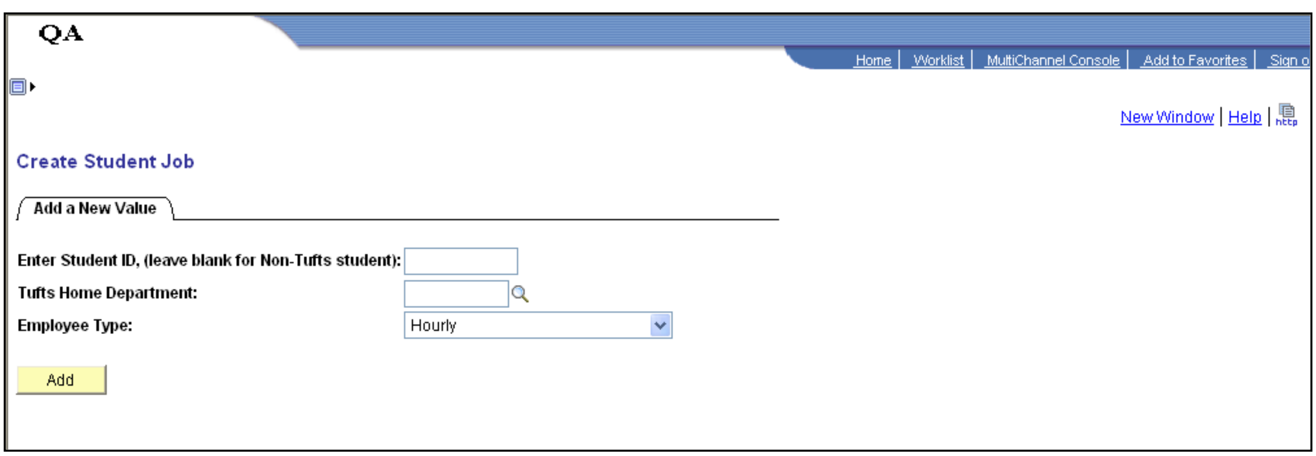
CREATE STUDENT JOB
(Either new hire or additional job)

Click on

- Create Student Job
- Student Data

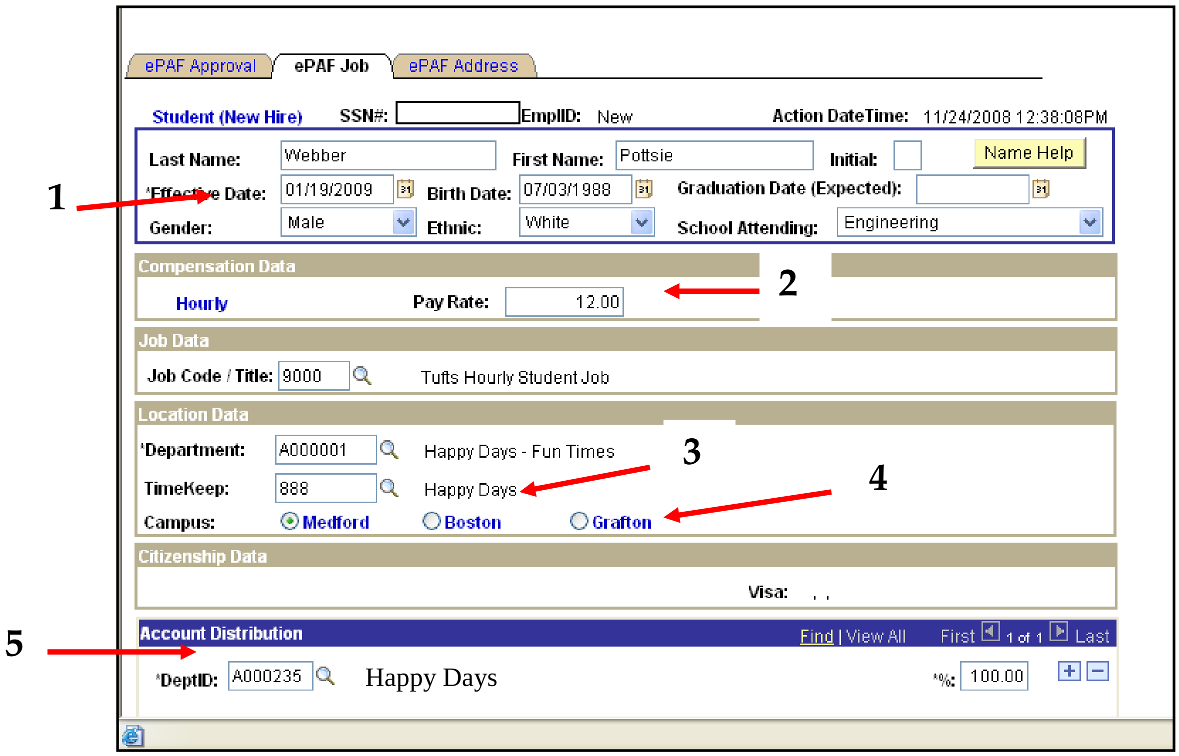
There are three statuses: Employee, Student, or Non-Tufts Student. *Employee* is a student who is already in the PeopleSoft system. *Student* is a Tufts student in SIS(Student Information System) but not yet hired into PeopleSoft. *Non-Tufts Student* is a student from another institution, high school or college. If you get results that are not what you expect please call the HR Service Center, 7-3075.

Enter the student's Tufts Student Id number, begins with 991….. and the home department number, select employee type (hourly or salaried (semi-monthly)), then Add Add



For a Tufts student or a non-Tufts student who is already in the system the page will open with almost all of the information completed.

If the student selected is in either HRS or SIS, a page will appear. Since this student is already in the system, any future jobs are additional jobs. The system will know this. You only need to enter your department information.

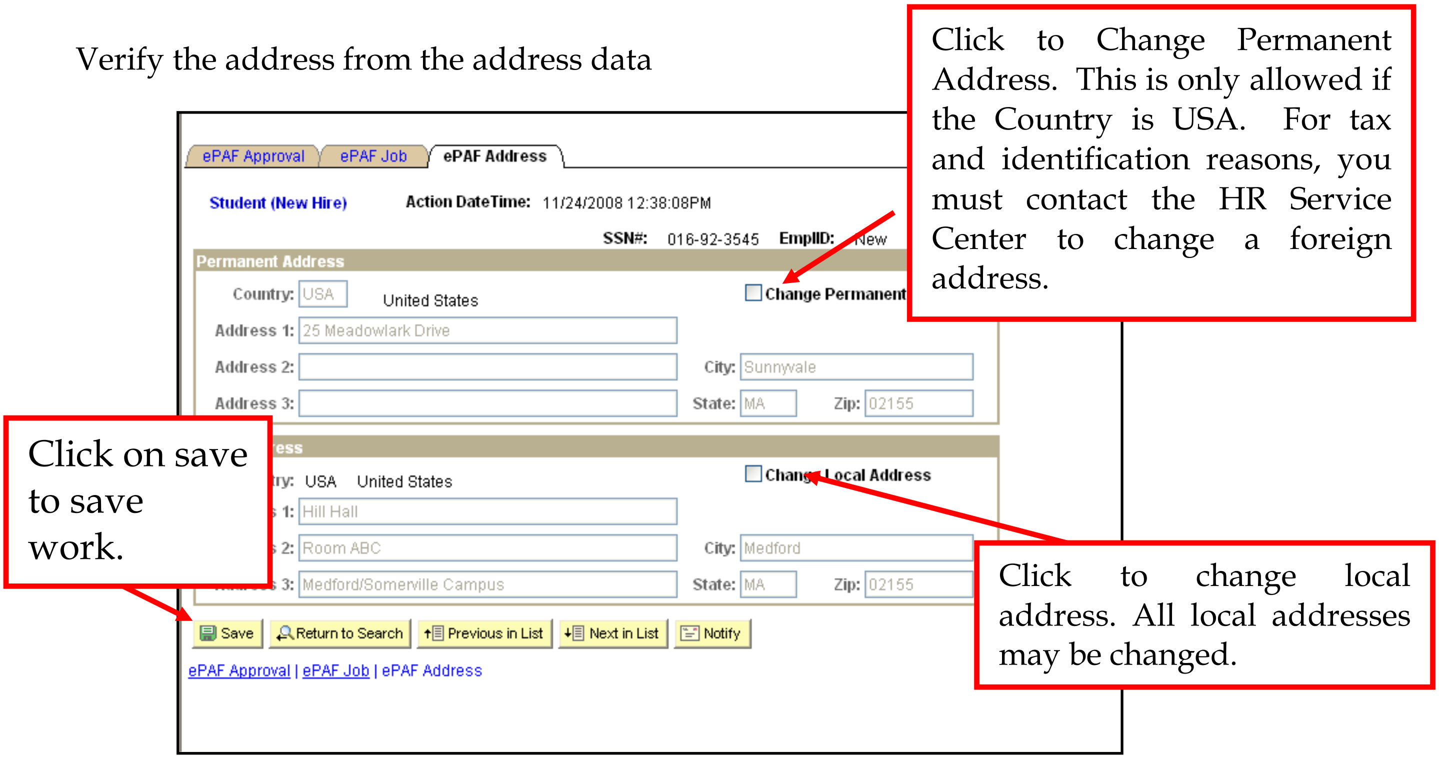


You only need to fill out:

1. Effective Date (within the last 30 days)
2. Pay Rate
3. Timekeep
4. Campus
5. DeptId (Account distribution) with %

If the student already exists in the PeopleSoft system, this job is an additional job. Remember, only one job per payroll per home department.

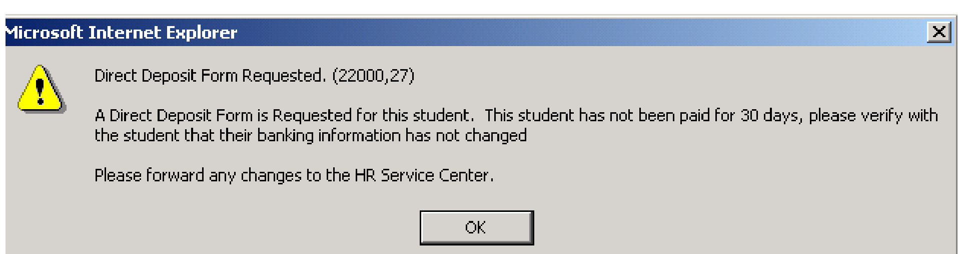
Verify the address from the address data



Save the page and you are done. Be sure to save your work. Click on the SAVE button at the bottom of the page 

The system will flash PROCESSING in the upper right hand corner for a few moments, then it will say SAVED for a couple of seconds. Your data is saved. The student has been added to your department. If you want to add another student job click on add 

If the student has not had a direct deposit in the last 30 days the following message will appear:

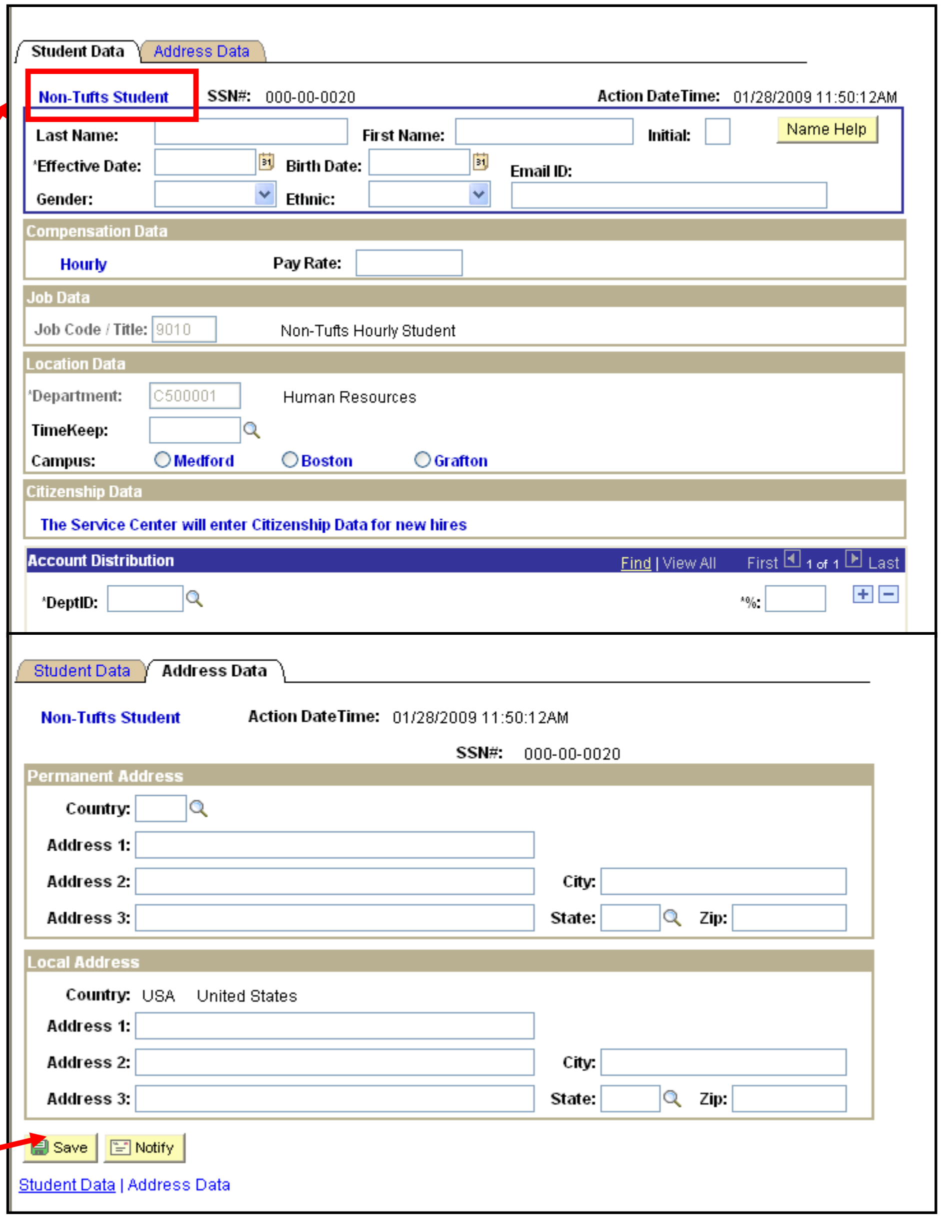


Please check with the student to verify banking information has not changed. If there has been a change, have the student fill out new direct deposit information.

For a Non-Tufts student you will need to fill out **all the information**.

Last Name	Gender	TimeKeep
First Name	Ethnic	Campus
Effective Date	Email Address if they have one	Dept Id (Account Distribution)
Birth Date	Pay Rate	

Save your data!



Student Data | Address Data

Non-Tufts Student SSN#: 000-00-0020 Action DateTime: 01/28/2009 11:50:12AM

Last Name: First Name: Initial: Name Help

*Effective Date: Birth Date: Email ID:

Gender: Ethnic:

Compensation Data

Hourly Pay Rate:

Job Data

Job Code / Title: 9010 Non-Tufts Hourly Student

Location Data

*Department: C500001 Human Resources

TimeKeep:

Campus: Medford Boston Grafton

Citizenship Data

The Service Center will enter Citizenship Data for new hires

Account Distribution Find | View All First 1 of 1 Last

*DeptID: *%:

Student Data | Address Data

Non-Tufts Student Action DateTime: 01/28/2009 11:50:12AM

SSN#: 000-00-0020

Permanent Address

Country:

Address 1:

Address 2: City:

Address 3: State: Zip:

Local Address

Country: USA United States

Address 1:

Address 2: City:

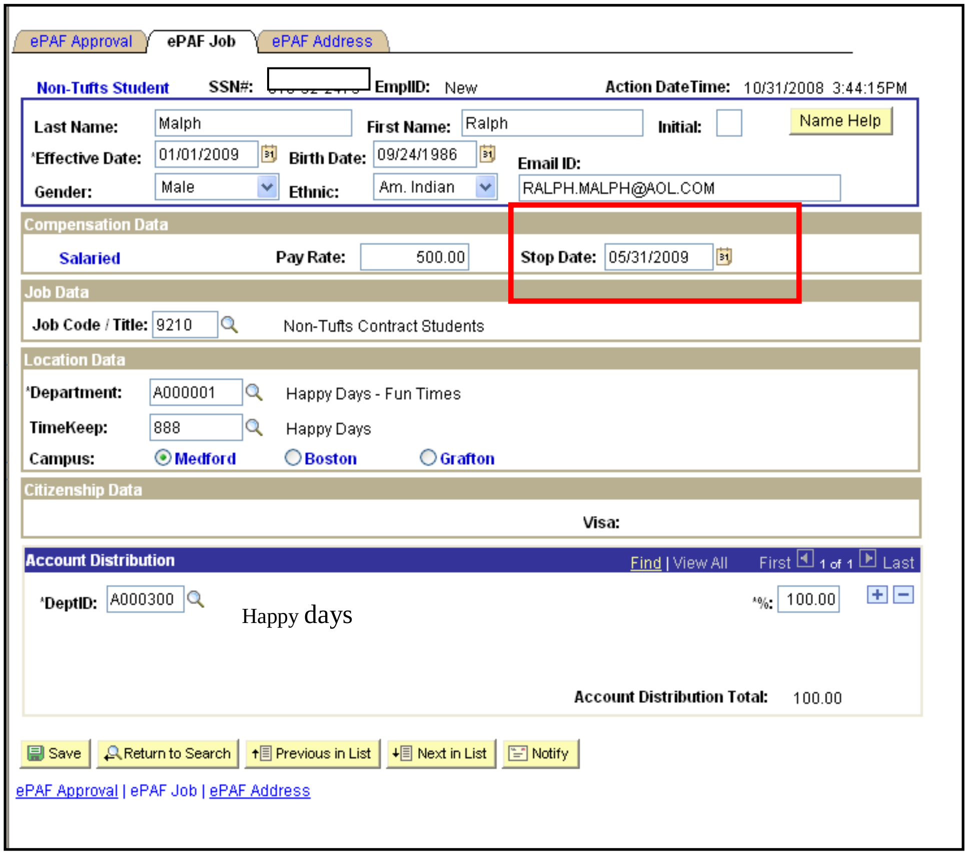
Address 3: State: Zip:

Save Notify

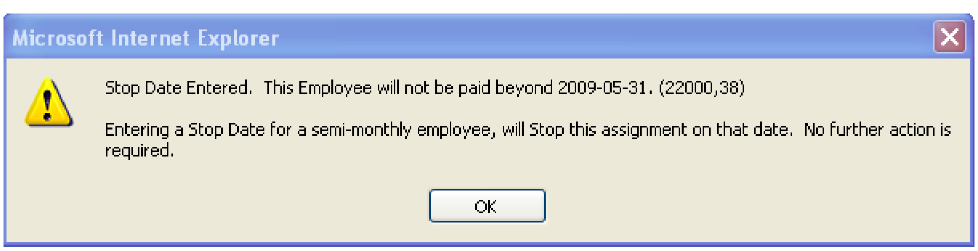
Student Data | Address Data

WARNING: If SIS or PeopleSoft cannot find a match on the social security number the system defaults to hire a NON-TUFTS STUDENT. There are different tax implications for non-Tufts students and students enrolled at the university. If you know that the student you are hiring is a Tufts University student, DO NOT hire them as a NON-TUFTS STUDENT. Have them check with their Registrar's Office to be sure that the correct Social Security# is in SIS.

For a semi monthly student you have the option of filling in the stop date or leaving it blank when you hire the student. Remember that semi monthly students are paid automatically you do not submit hours for them. Completing a stop date terminates or ends the job; no further information is needed by the HR Service Center. If you choose not to enter a stop date, it is your responsibility to process a termination ePAF in a timely fashion.

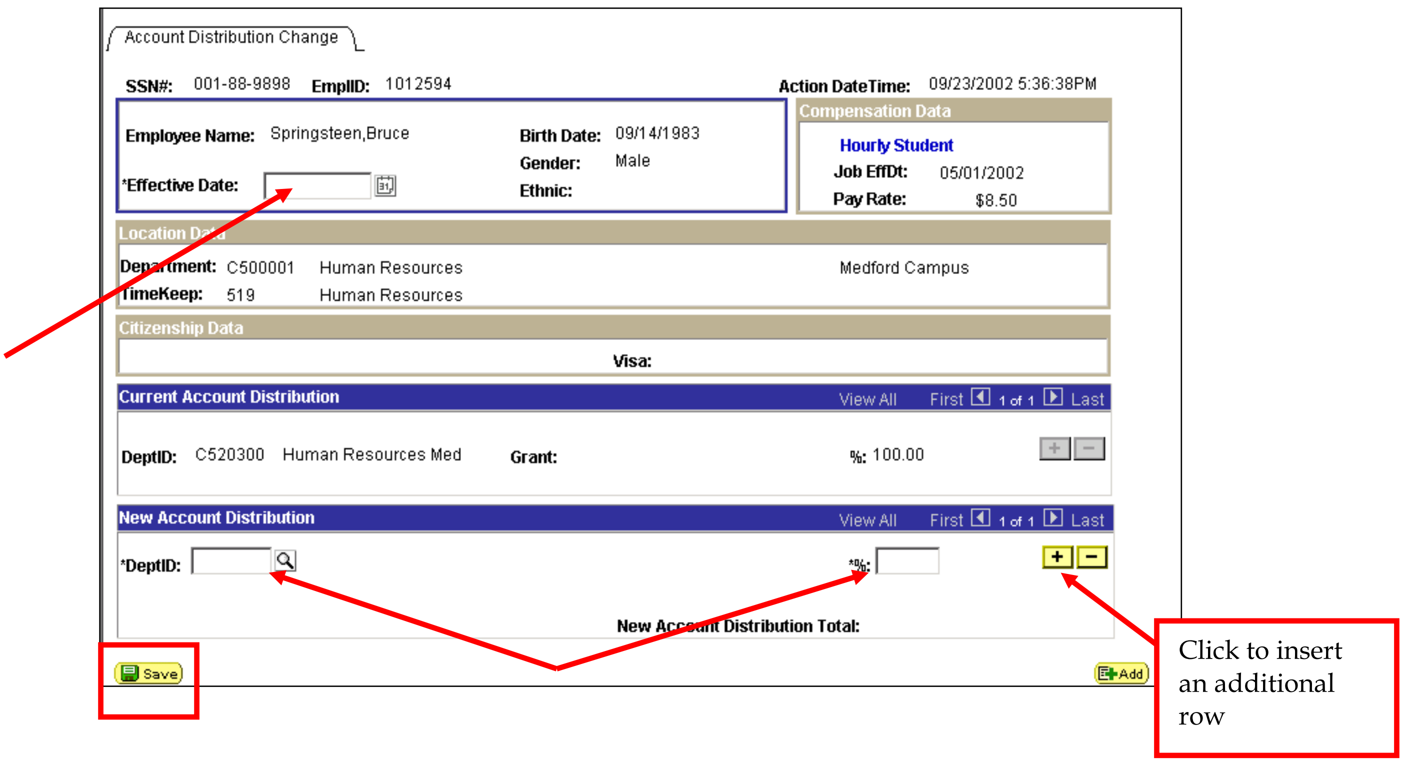


The following warning will appear:



Open the ePAF menu options then select Account Distribution Change. Enter the social security number and home department number, verify hourly or salaried and click ok.

This page will open.



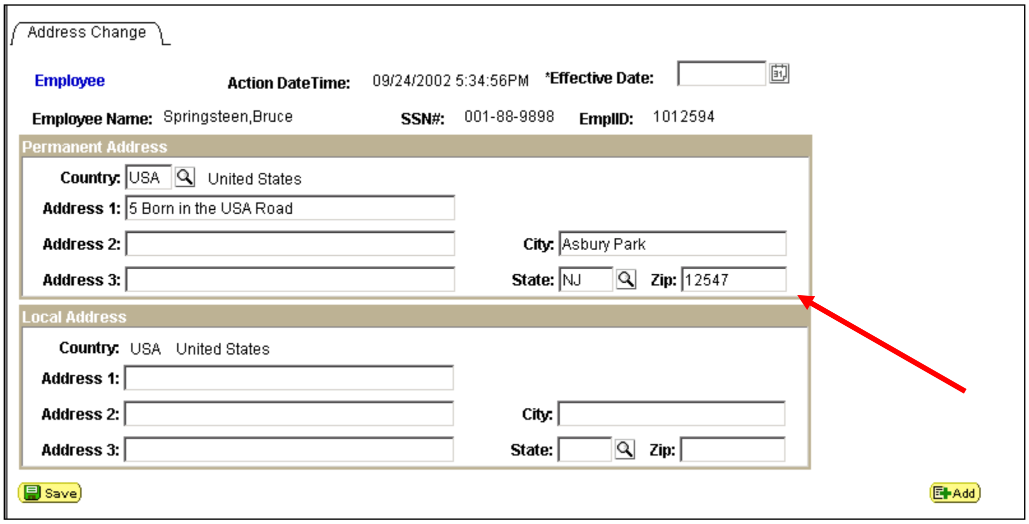
Fill in the effective date, within the last 30 days, and the new DeptID and percent. If it is retroactive you will need to contact the HR Service Center to reallocate funds.

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

Save the page and you are done.

Open the ePAF menu options then select Address Change. Enter the social security number and home department number, verify hourly or salaried and click ok.

This page will open.


Address Change

Employee Action DateTime: 09/24/2002 5:34:56PM *Effective Date:

Employee Name: Springsteen,Bruce SSN#: 001-88-9898 EmplID: 1012594

Permanent Address

Country: USA United States
Address 1: 5 Born in the USA Road
Address 2: City: Asbury Park
Address 3: State: NJ Zip: 12547

Local Address

Country: USA United States
Address 1:
Address 2: City:
Address 3: State: Zip:

Save Add

- Enter the Effective Date and Type in new address.
- 

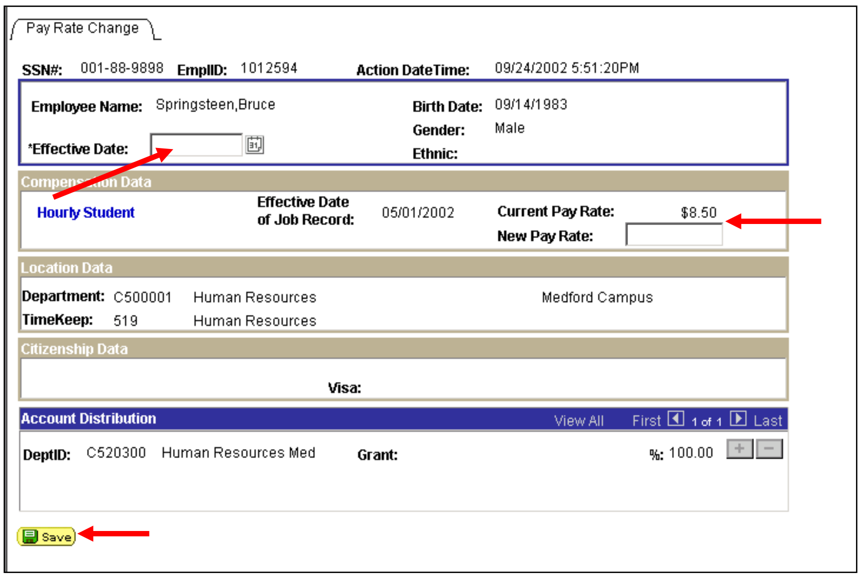
Save the page and you are done.

To complete another address change click on Add 

You will only be able to change the Permanent Address if it is in the USA. Foreign addresses are linked to identification and taxation regulations. If you need to change a Foreign Permanent Address, please contact the HR Service Center, 7-3075.

Open the ePAF menu options then select Pay Rate Change. Enter the social security number and home department number, verify hourly or salaried and click ok.

This page will open.

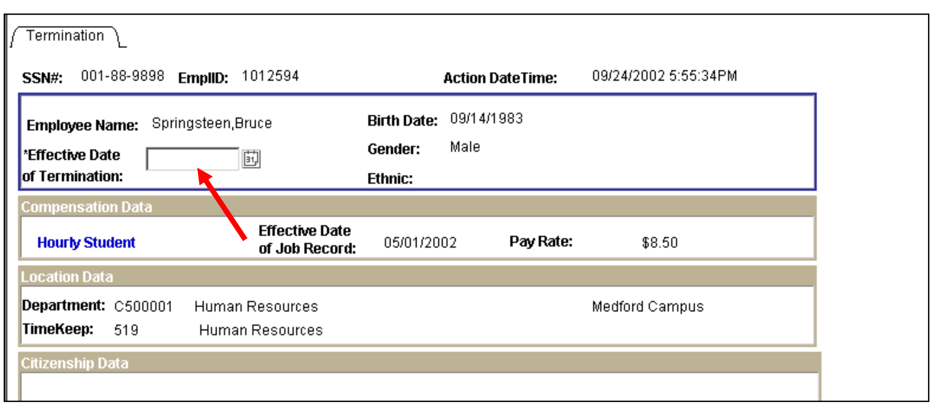


Fill in the effective date, and the new pay rate. Save the page and you are done.

TERMINATION

Open the ePAF menu options then select Termination. Enter the social security number and home department number, verify hourly or salaried and click ok.

This page will open.

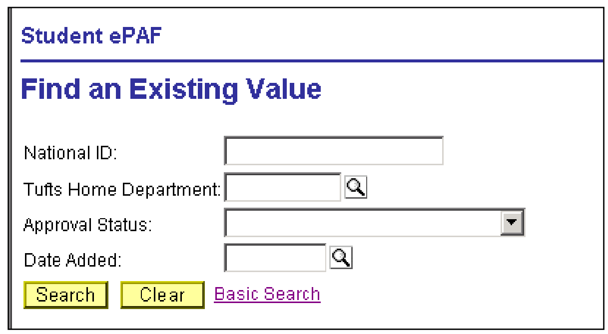


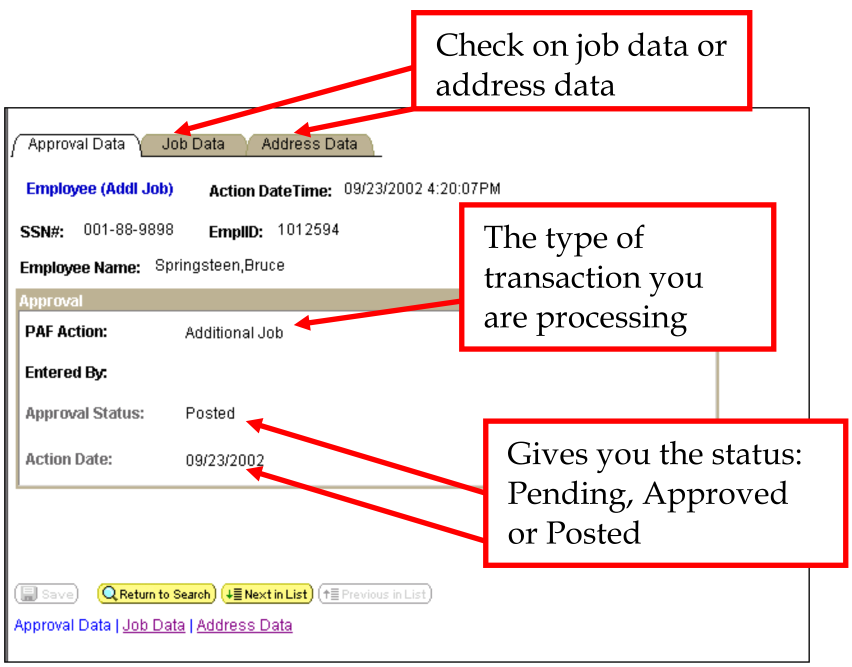
Fill in the last day of work. This can be done for any day in the future. Save the page.

To check the status of your ePAFs

- Go to Inquire
  - Student ePAF

- Enter the Social Security#
- You will get a listing of all transactions for your dept
- Chose the appropriate transaction



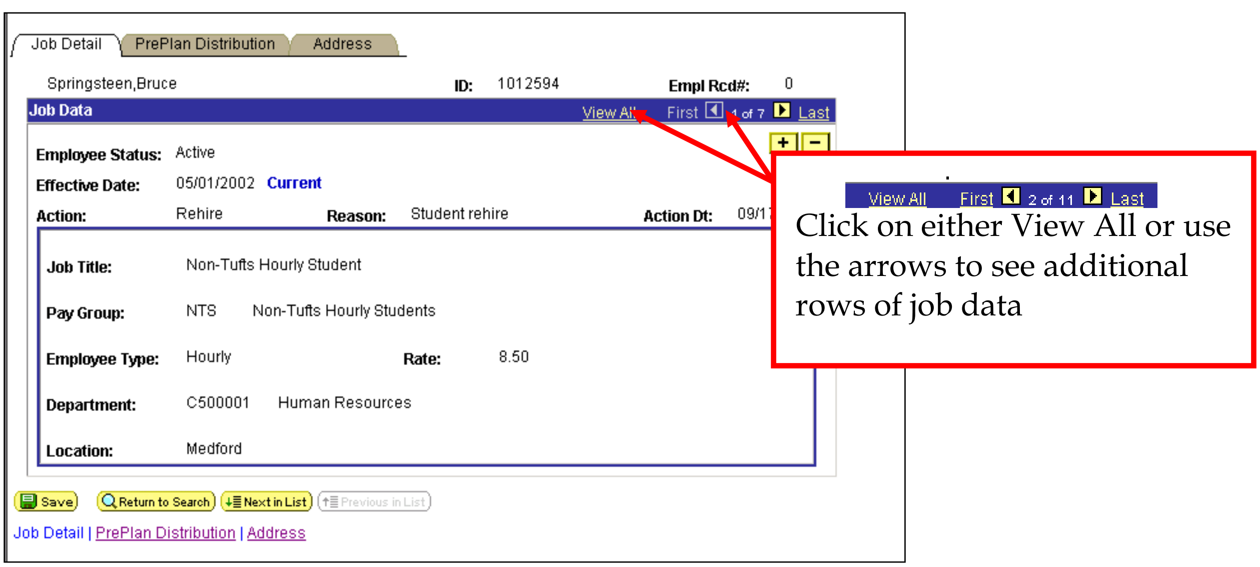


Once the HR Service Center has all the necessary paperwork for a new hire (I-9, Direct Deposit form, W-4) we will approve the hire, the status will be pending until supporting documents are received by the HR Service Center. All other processes are automatically approved.

There are two ways to view data that exists in PeopleSoft: Student Job Detail and Student Job Summary.

Enter either the Social Security# or the EmplID

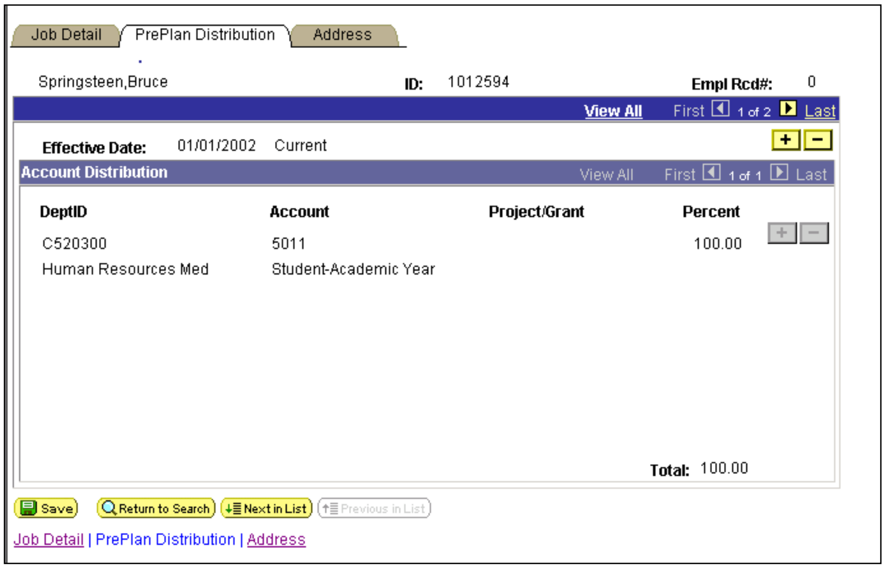
Student Job Detail:



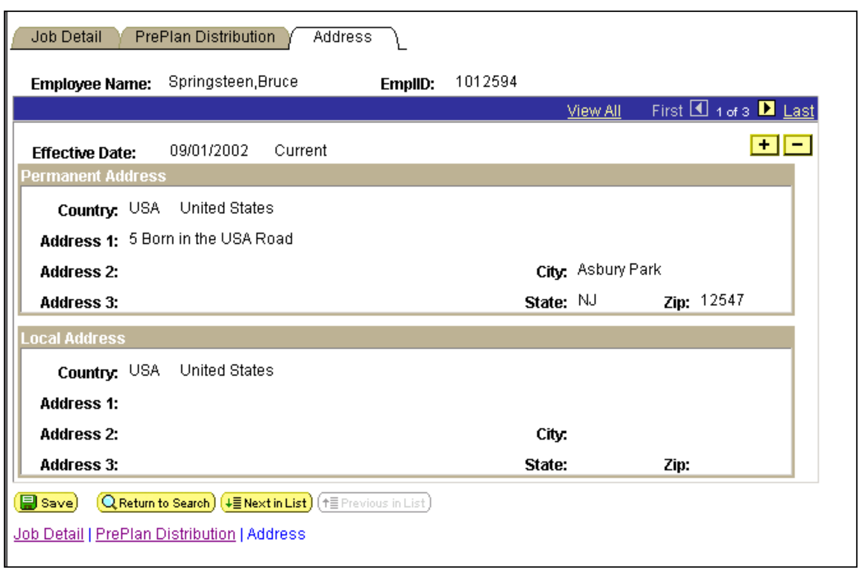
The Job Detail page will tell you:

Employee Status	Job Title	Effective Date
Pay Group	Current/History/Future	Employee Type
Action/Reason	Rate	Action Date
Department	Location	

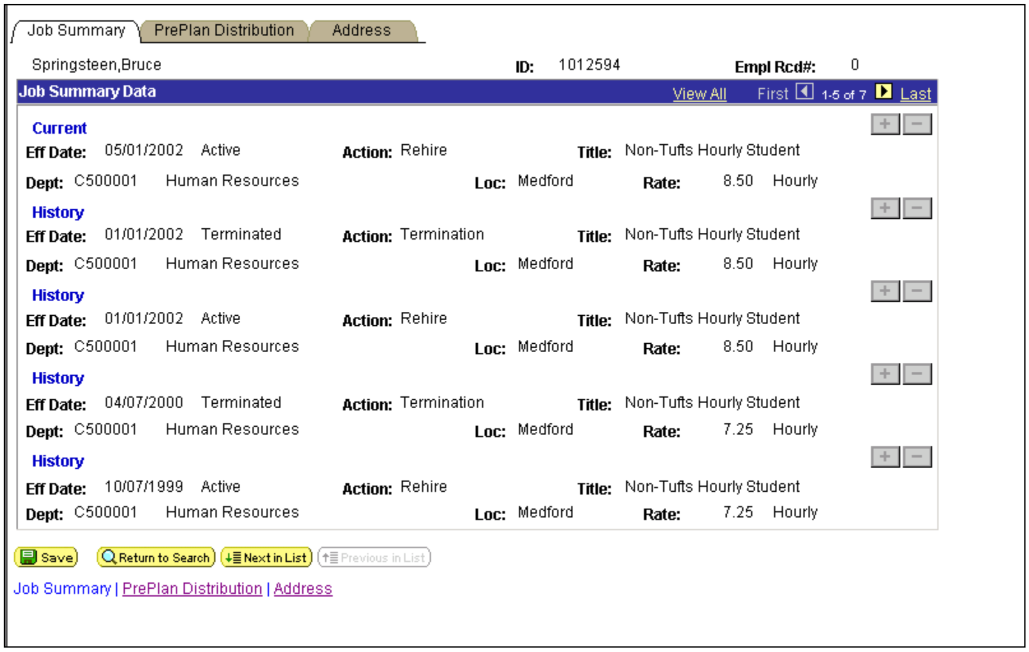
The PrePlan page will tell you the Account Distribution .



The address page shows the Permanent and Local Address



The Student Job Summary page shows the same information in a condensed format



Check out both methods of Job Inquiry, you should find one that suits your needs.

We have strived to create this system to meet the needs of the Tufts community with a user-friendly process. If you have any suggestions please pass them along to the HR Service Center at 75508 or through email to HR-ServiceCenter@tufts.edu.