

eSERVE@HR

# Time Entry & ePAF

Brought to you by the  
HR Service Center &  
UIT

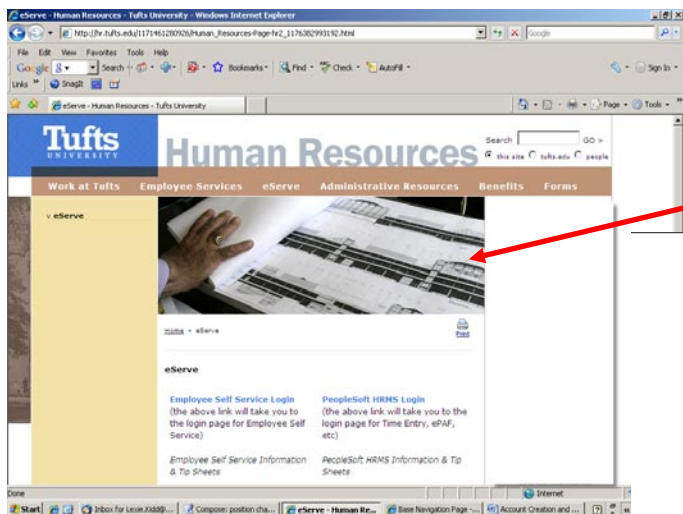
Users of PeopleSoft HR gain access to this system by requesting a PeopleSoft account. To apply for an account, complete the *PeopleSoft Account Application* available on the Web on the HR Forms page.

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:



**Tufts**  
UNIVERSITY  
*PeopleSoft Human Resources*

User ID:	<input type="text"/>	(Defaults to Upper Case)
Password:	<input type="password"/>	(Case Sensitive)
<input type="button" value="Sign In"/>		

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:



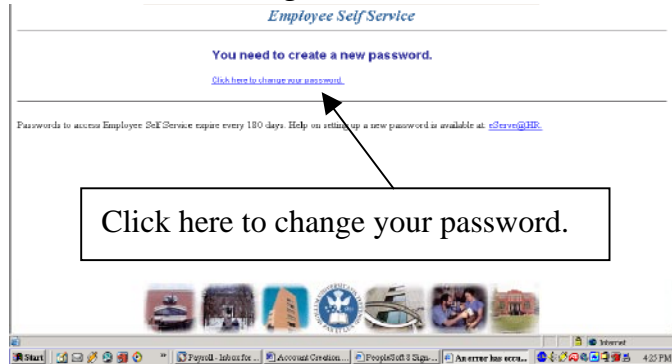
The menu will expand to display the available options.



## 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.

## General Profile Information

Jane Doe

**To change your Password, click on the link below**

[Change password](#)

You last changed your Password on: **12/08/2008** Password will expire on: **06/06/2009**

**To set up or change your Question, click on the link below**

[Change or set up forgotten password help](#)

You last changed your Question on: **07/14/2004 8:43:53AM**

[Return to Main Menu](#)

• Change password

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.

### Change password

\*Current Password:

\*New Password:

\*Confirm Password:

Fill in the above 3 password fields, then click the OK button to save your new password.  
- or -  
Click the Cancel button to return to the previous page without Saving.

OK Cancel

#### Password Rule Set

- > Minimum password length is 8 characters and passwords can be up to 30 characters.
- > Passwords must contain at least 1 special character such as ! @ #.
- > Passwords must contain at least 2 numeric digits.
- > Passwords are case sensitive and you should use both lower and upper case characters to further protect your ID.
- > Passwords are prohibited from matching the UserID.
- > Account lockout occurs after 3 unsuccessful login attempts.
- > Passwords expire in 90 days. You will have 7 days' notice of an impending expiration.

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](mailto: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](mailto:Teldesk@tufts.edu). A Call Center staff member will coordinate the password reset.

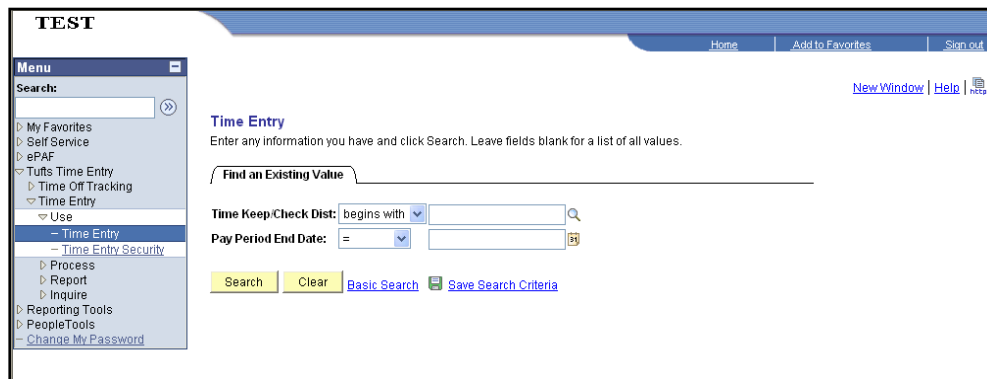
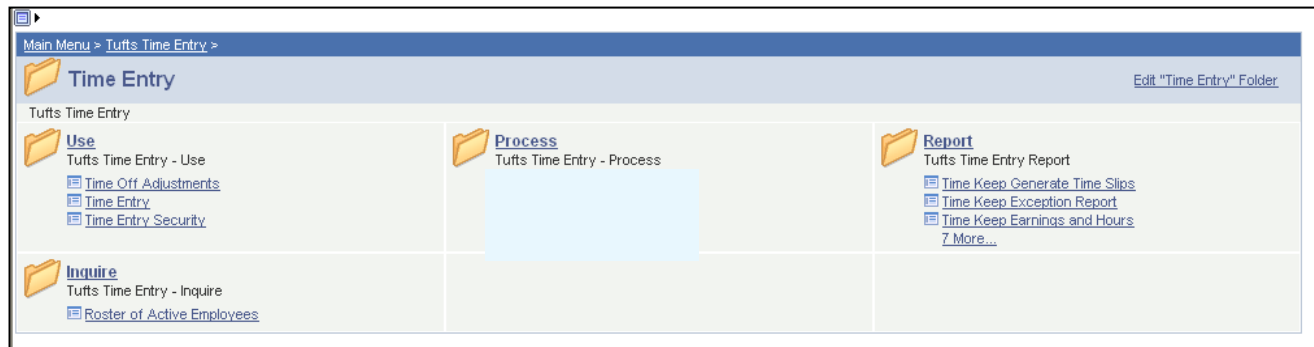
# On-Line time entry

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.

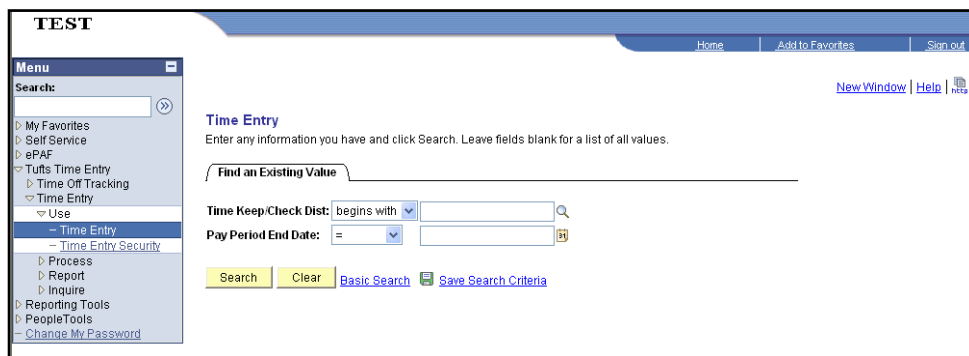
ON LINE-TIME ENTRY

Log into PeopleSoft and select:

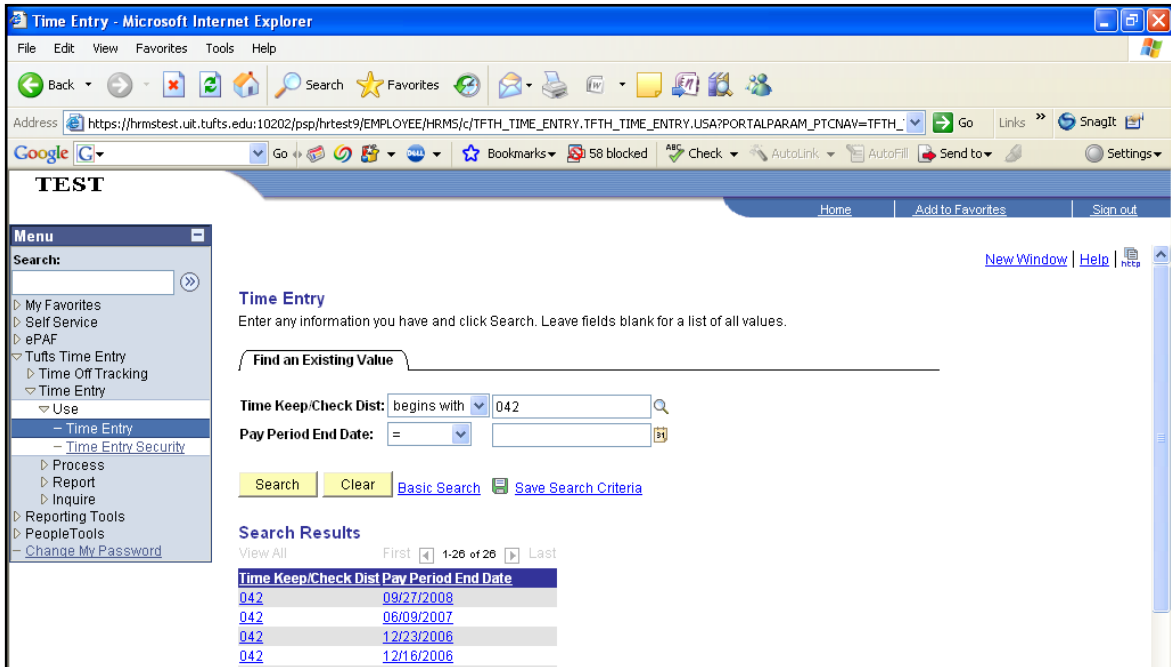
- Time Entry
- Time Entry
- Use
- Time Entry



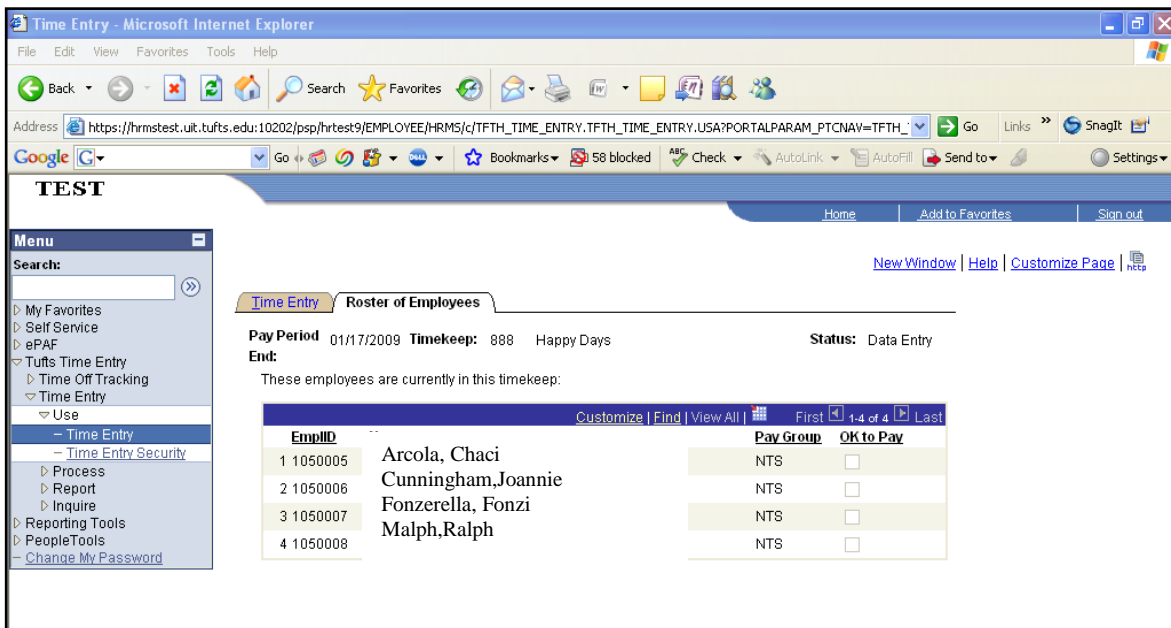
The following screen will open:



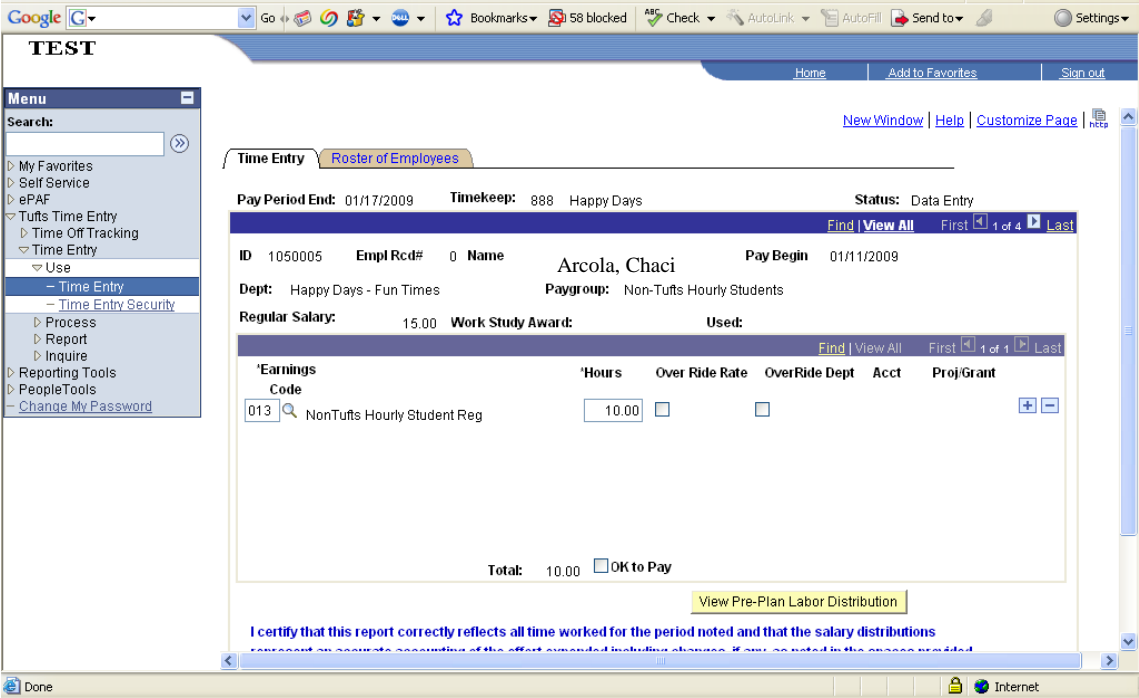
- If you have access to only one timekeep location you can hit enter and the program will default to that timekeep number.
- If you have access to multiple timekeeps, you will need to enter your timekeep number.
- Enter the pay period end date; this will always be a Saturday. There are three ways to 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



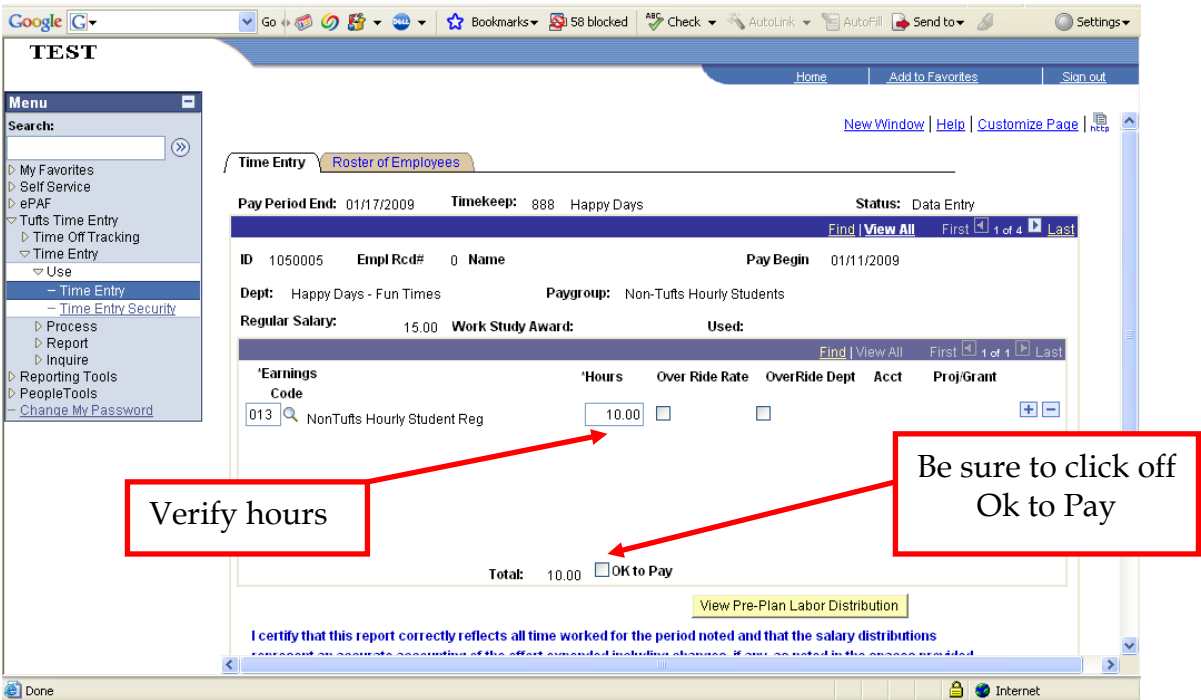
- After selecting the week you want, you will see 2 tabs, one is named Time Entry the other is Roster of Employees. The Roster of Employees tab will list all the non-exempt employees in the time keep that was selected.






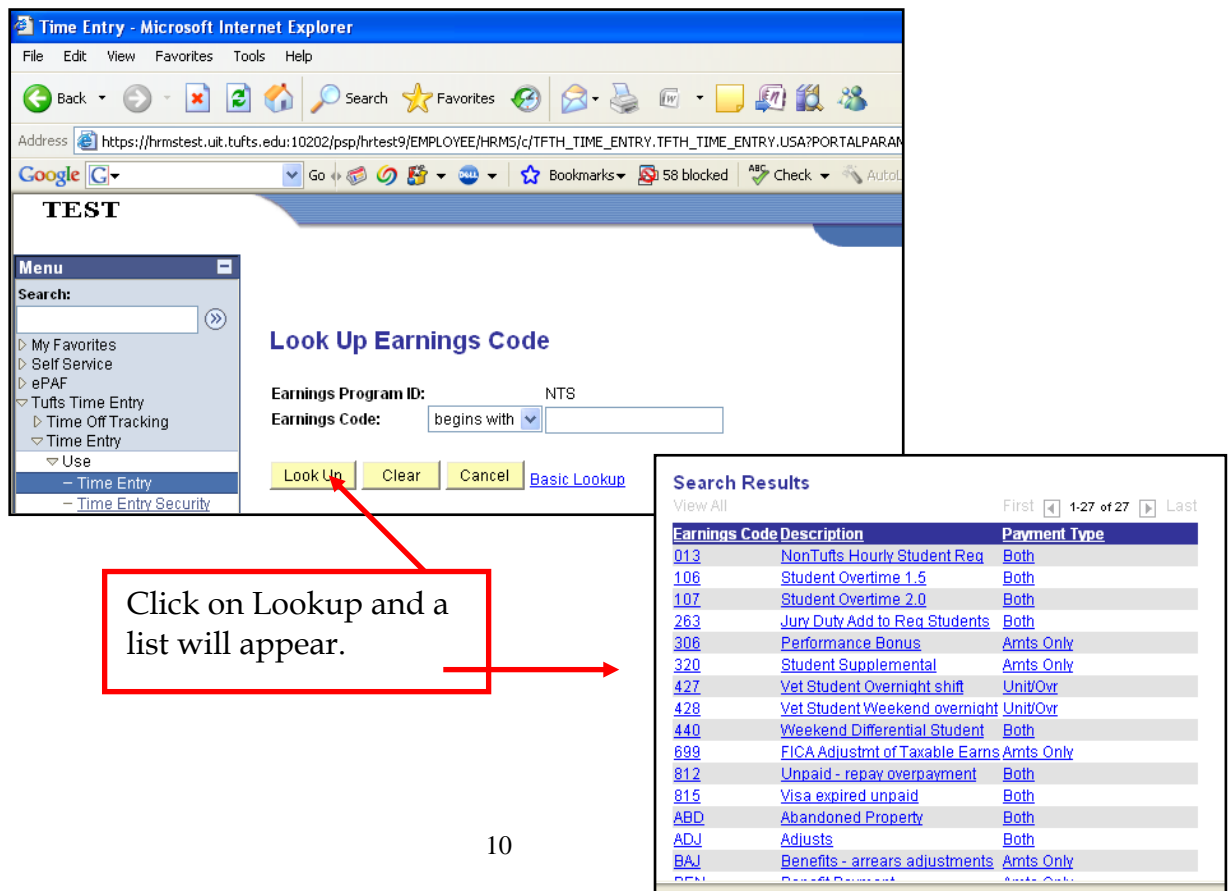
The top row of the Time Entry page has the Pay Period End Date, Timekeep number and the Status. The second row contains the ID number of the individual, Empl Rcd #, Name, and Pay Begin date. The next row has the department name and Pay Group. For student employees, the final row has the Regular Salary, 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. **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.



**Look Up Earnings Code**

Earnings Program ID: NTS

Earnings Code: begins with


[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**



View All First 1-27 of 27 Last

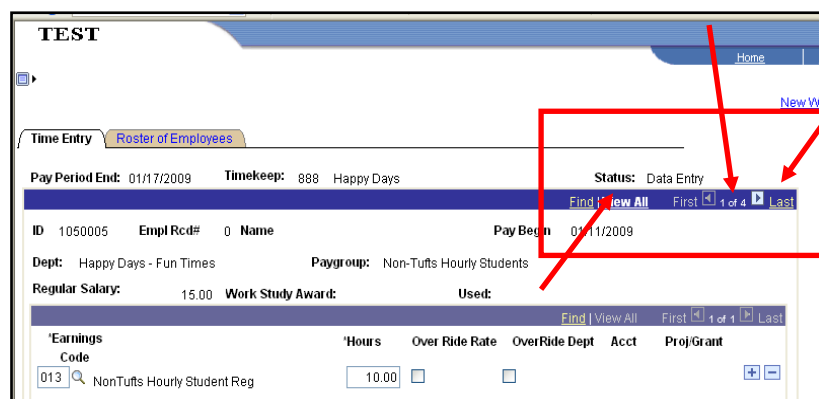
Earnings Code	Description	Payment Type
013	NonTufts Hourly Student Reg	Both
106	Student Overtime 1.5	Both
107	Student Overtime 2.0	Both
263	Jury Duty Add to Reg Students	Both
306	Performance Bonus	Amts Only
320	Student Supplemental	Amts Only
427	Vet Student Overnight shift	Unit/Ovr
428	Vet Student Weekend overnight	Unit/Ovr
440	Weekend Differential Student	Both
699	FICA Adjustmt of Taxable Earns	Amts Only
812	Unpaid - repay overpayment	Both
815	Visa expired unpaid	Both
ABD	Abandoned Property	Both
ADJ	Adjusts	Both
BAJ	Benefits - arrears adjustments	Amts Only
BNP	Benefit Payment	Amts Only

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 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.



- 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!**

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## SAVING YOUR WORK

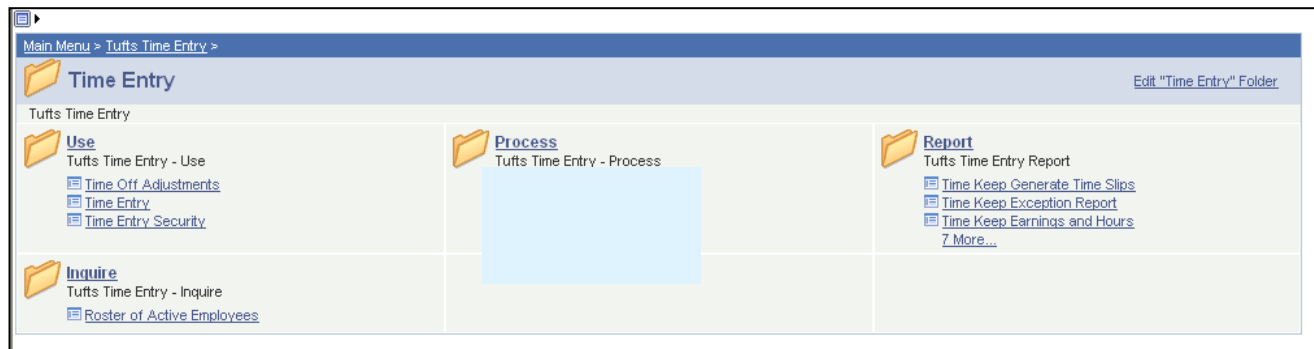
You can save your time entry at any stage during the data entry. Click on the save button  at the bottom of the page.

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**



The screenshot shows the 'Time Off Adjustments' search panel. It includes a 'Find an Existing Value' search bar. Below it are two input fields: 'Time Keep/Check Dist:' with a dropdown menu set to 'begins with' and a search icon, and 'Pay Period End Date:' with a dropdown menu set to '=' and a calendar icon. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The top right corner has links for 'New Window', 'Help', and a user profile icon.

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

[New Window](#) | [Help](#) | [Customize Page](#) |

**Time Off Adjustments**

Pay Period End: 09/26/2009    Timekeep: 043    Medford Non-Student Temps    Status: Data Entry

**Time Off Adjustments**    [Customize](#) | [Find](#) | [View All](#) |    First 1 of 1 Last

**Employee Data**    [Reason \(optional\)](#)

EmplID	Name	Earnings Code to Subtract	Earnings Code to Add	Hours to Adjust	Adjustment Date (Pay Period Ending)
1					

Save    Return to Search    Previous in List    Next in List

- 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.

[New Window](#) | [Help](#) | [Customize Page](#) |

**Time Off Adjustments**

Pay Period End: 09/26/2009    Timekeep: 043    Medford Non-Student Temps    Status: Data Entry

**Time Off Adjustments**    [Customize](#) | [Find](#) | [View All](#) |    First 1 of 1 Last

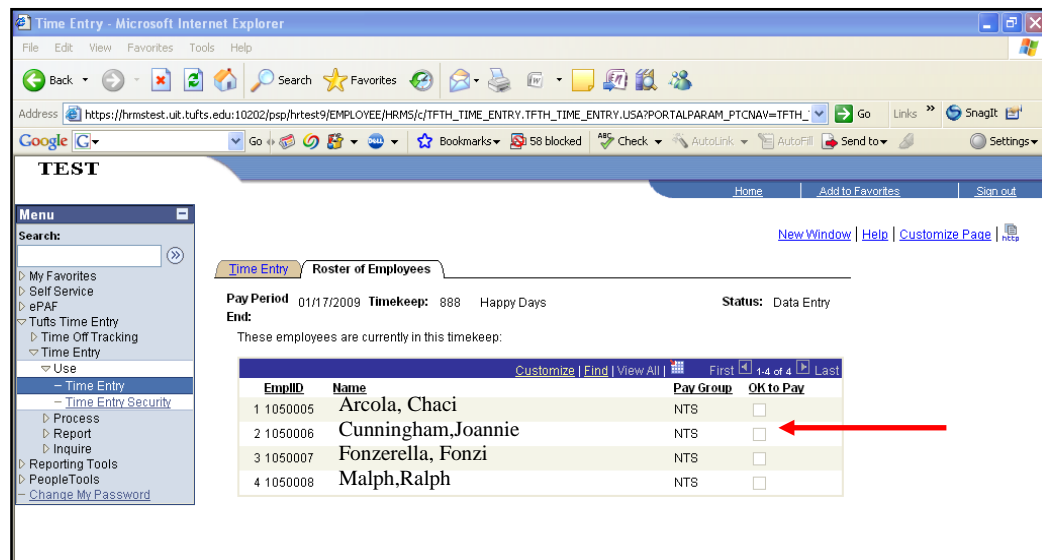
**Employee Data**    [Reason \(optional\)](#)

EmplID	Name	Earnings Code to Subtract	Earnings Code to Add	Hours to Adjust	Adjustment Date (Pay Period Ending)
1	1012699        Smith, Jane	002        Regular Non-Exempt	202        Vacation Add to Regular	14.00	01/01/2009

Save    Return to Search    Previous in List    Next in List

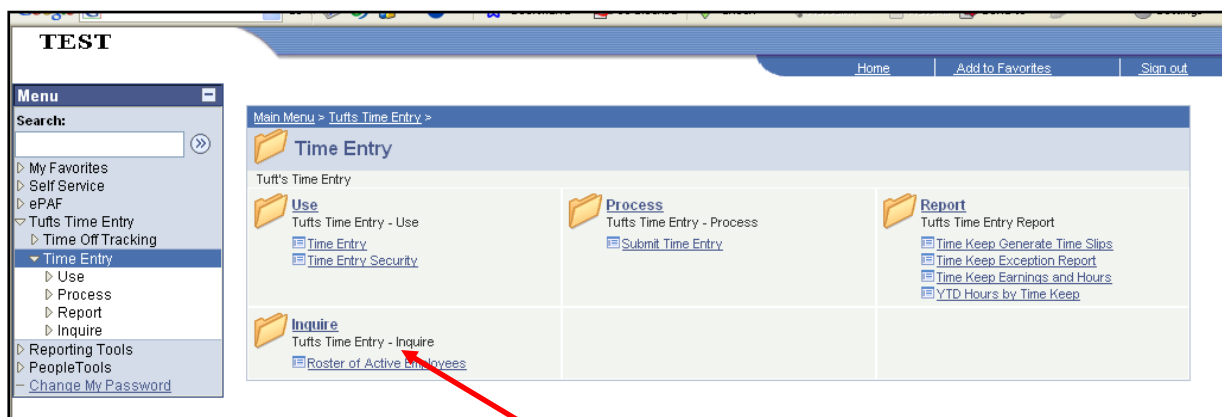
This example will switch 14 hours that was originally entered as regular pay and should have been entered as vacation time. Vacation time will appear on in Time Off Tracking and subtract from the employees balance.

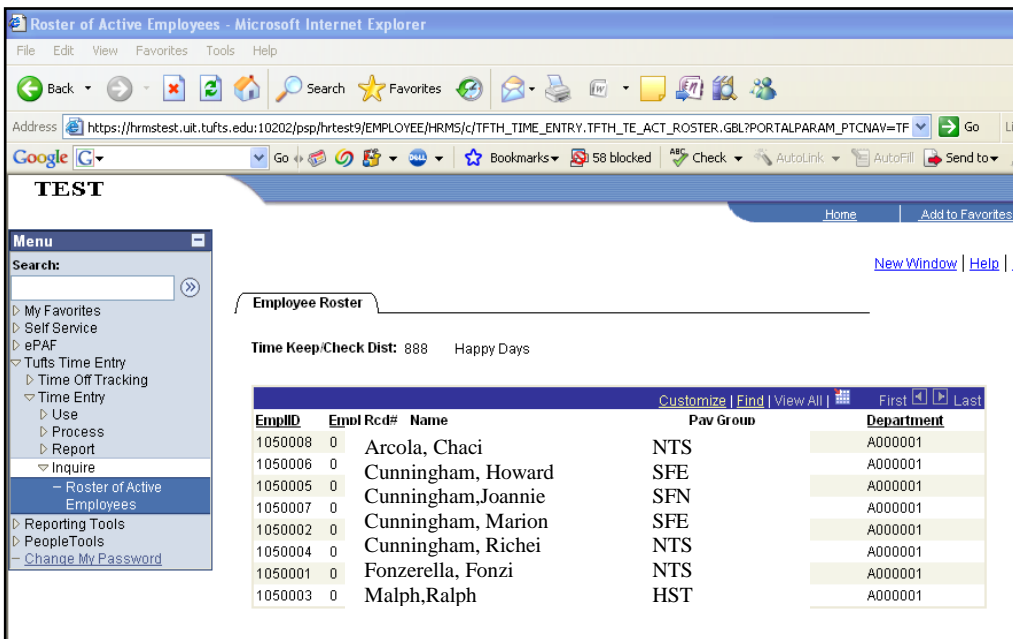
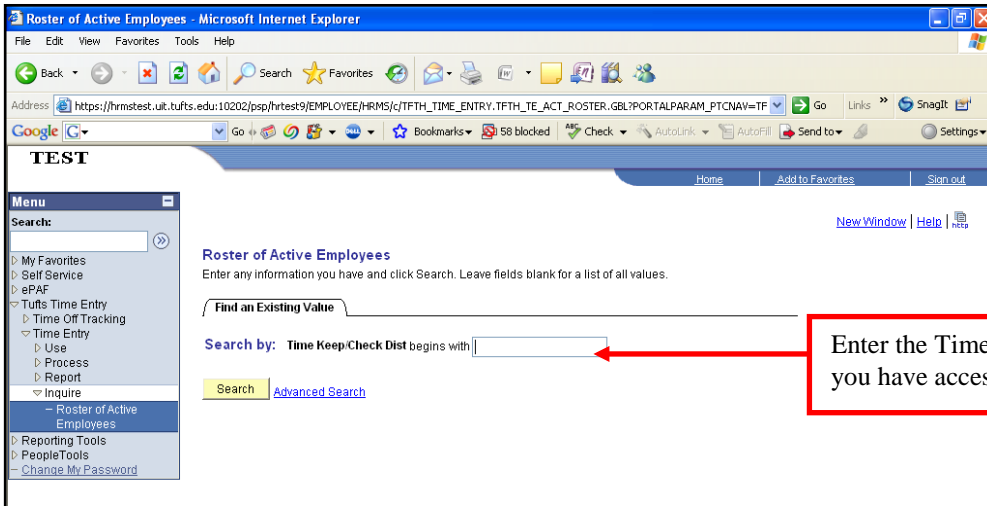
- As mentioned earlier, there is a tab called Roster of Employees that lists the non-exempt employees in the time keep you are viewing.
- Once you have begun time entry and saved your work it will give you an overview of those employees marked off ok to pay.
- Individuals are listed alphabetically regardless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

- Time Entry
- Time Entry
- Inquire
- Roster of Active Employees

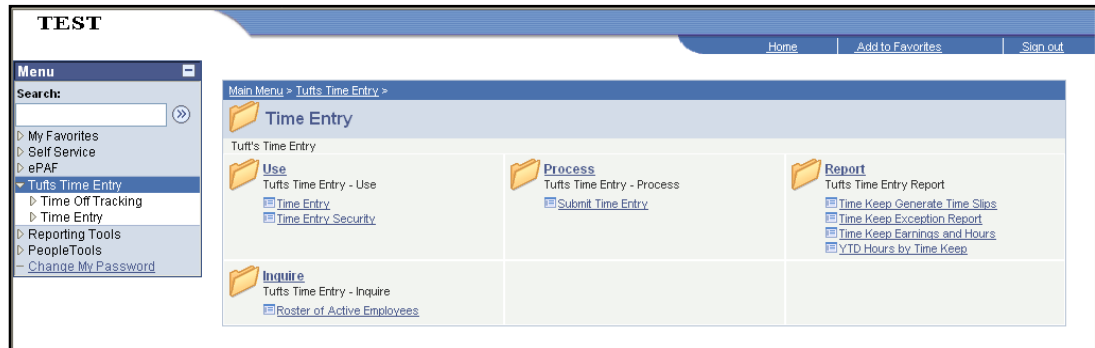




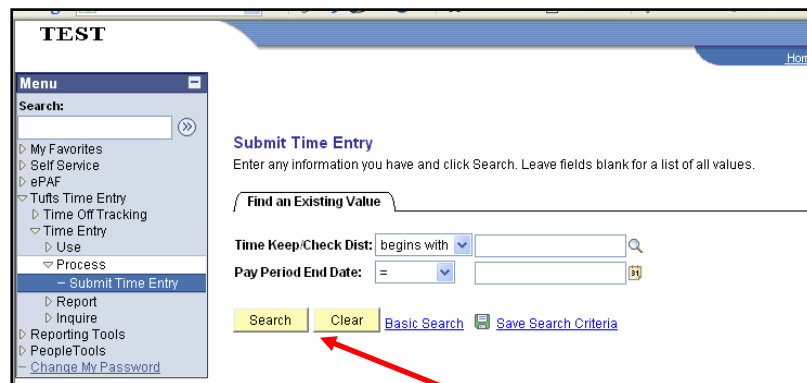
- This is a list of all employees in this time keep, exempt and non-exempt.

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

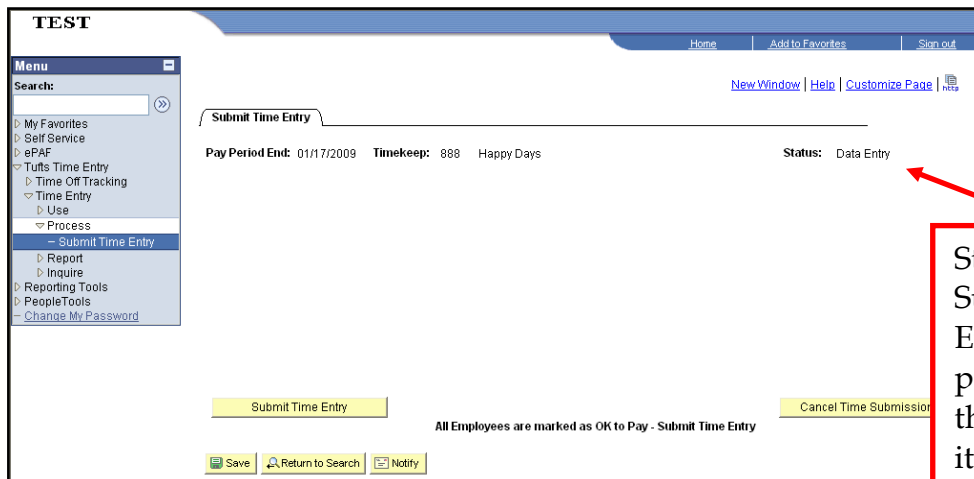
- Go back to the breadcrumbs and select Time Entry
  - **Process**
    - **Submit Time Entry**



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

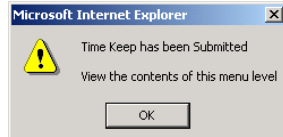


- A list of those employees not marked okay to pay will appear. Scan this list to verify that you have marked off people appropriately.



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.



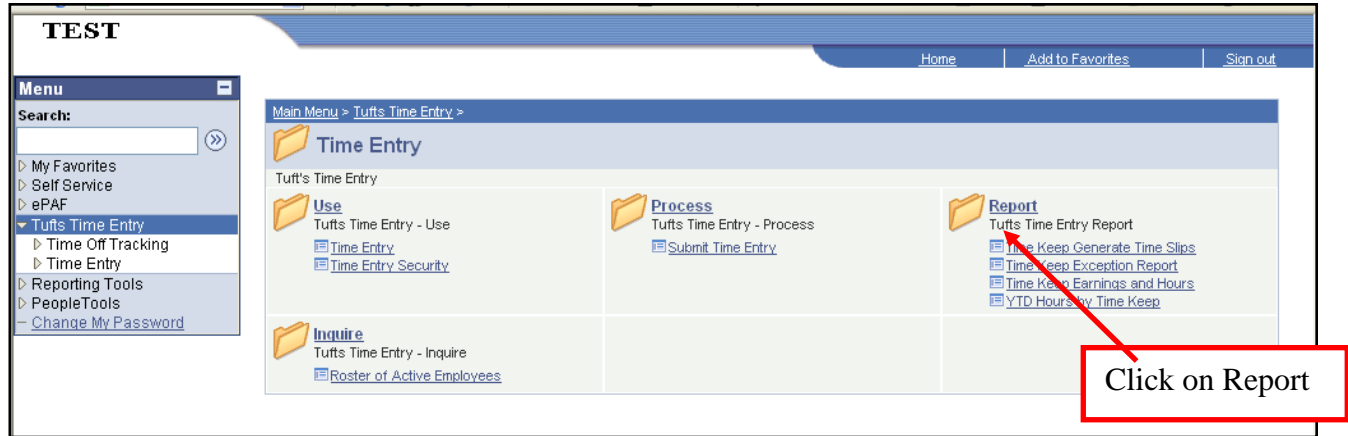
- If there are people you should be paying you need to **Cancel Time Submission** go back to USE and correct the employee(s). Then save and submit again.
- **If you need to make changes to your time entry after you have submitted it, call the HR Service Center, 7-3075 and we can run a process to "unsubmit".**
- 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.

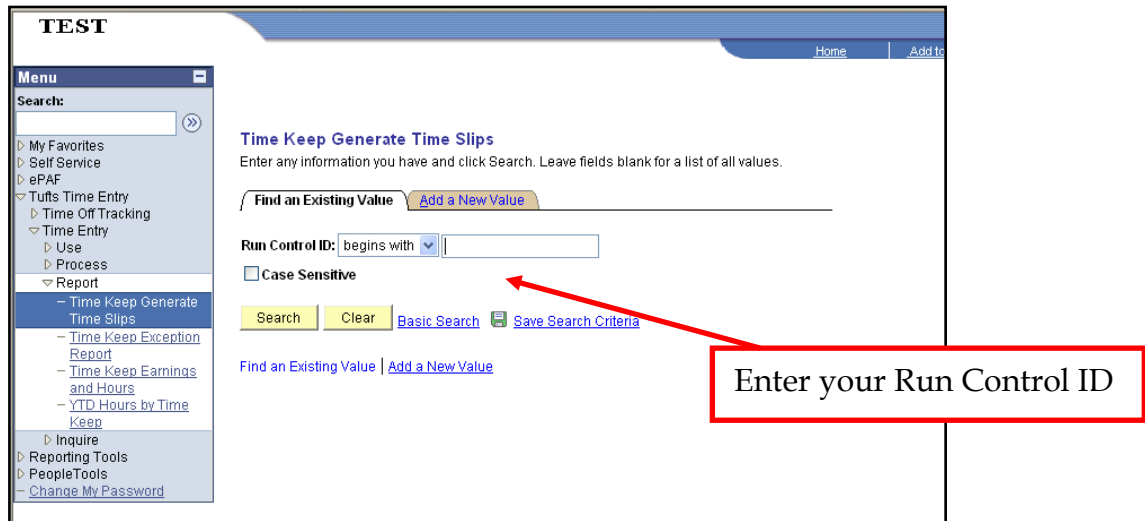
For example: Time Keep Generate Time Slips



### Step 3

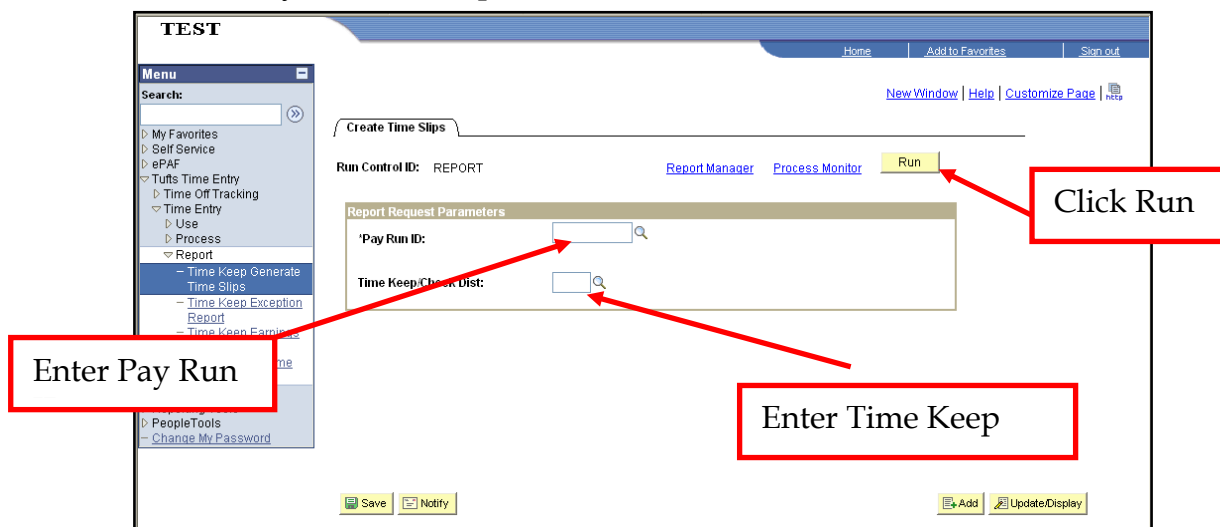
At this point, a page will appear asking for a Run Control ID. The first time you run a report, you will need to create a Run Control ID, at that time, you will select Add a New Value to create the new Run Control ID. Many users will use their initials or name as their Run Control ID. You can use the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

**TEST**

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Process Scheduler Request**

User ID: JBROWN21 Run Control ID: REPORT

Server Name: PSNT Run Date: 01/27/2009

Recurrence: Run Time: 12:24:56PM

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Generate Time Slips	ZTESLIP	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK Cancel

1. Server Name is PSNT

4. Click "OK" when done

3. Type is "Web" Format is "PDF"

## Step 6

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

**TEST**

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Create Time Slips**

Run Control ID: Julian [Report Manager](#) [Process Monitor](#)

Process Instance: 339897

**Report Request Parameters**

Pay Run ID: W01172009

Time Keep/Check Dist: 888

Weekly 01/11 - 01/17/09

Happy Days

4. Click on "Report Manager"

Save Return to Search Previous in List Next in List Notify Add Update/Display

## 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.

Click on the Adminator Tab

When Status says "Posted" click on "Details"

**TEST**

Menu

Search:

- My Favorites
- Self Service
- ePAF
- Tufts Time Entry
  - Time Off Tracking
  - Time Entry
    - Use
    - Process
  - Report
    - Time Keep Generate Time Slips
    - Time Keep Exception Report
    - Time Keep Earnings and Hours
    - YTD Hours by Time Keep
  - Inquire
  - Reporting Tools
  - PeopleTools
  - Change My Password

List Explorer **Administration** Archives

View Reports For

User ID: JBR\WN21 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize Find View All First 1-3 of 3 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3109	339897	TE - Generate Time Slips	01/27/2009 12:58:53PM	Acrobat (*.pdf)	Processing	
<input type="checkbox"/>	3108	339896	TE - Generate Time Slips	01/27/2009 12:58:46PM	Acrobat (*.pdf)	Processing	
<input type="checkbox"/>	3103	339891	<a href="#">TE - Generate Time Slips</a>	01/27/2009 12:30:24PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All  Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Time Keep Generate Time Slips](#)

Save

List Explorer Administration Archives

## 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.

**Tufts**

View Log/Trace

Report

Report ID: 3413 Process Instance: 340200 [Message Log](#)

Name: ZTESOVER Process Type: SQR Report

Run Status: Success

TE - Svc Cntr Over Reg Hrs

Distribution Details

Distribution Node: httpsreports Expiration Date: 02/17/2009

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_ZTESOVER_340200.log</a>	1,839	02/10/2009 9:21:18.000000AM EST
<a href="#">ZTESOVER_340200.PDF</a>	1,336	02/10/2009 9:21:18.000000AM EST
<a href="#">ZTESOVER_340200.out</a>	148	02/10/2009 9:21:18.000000AM EST

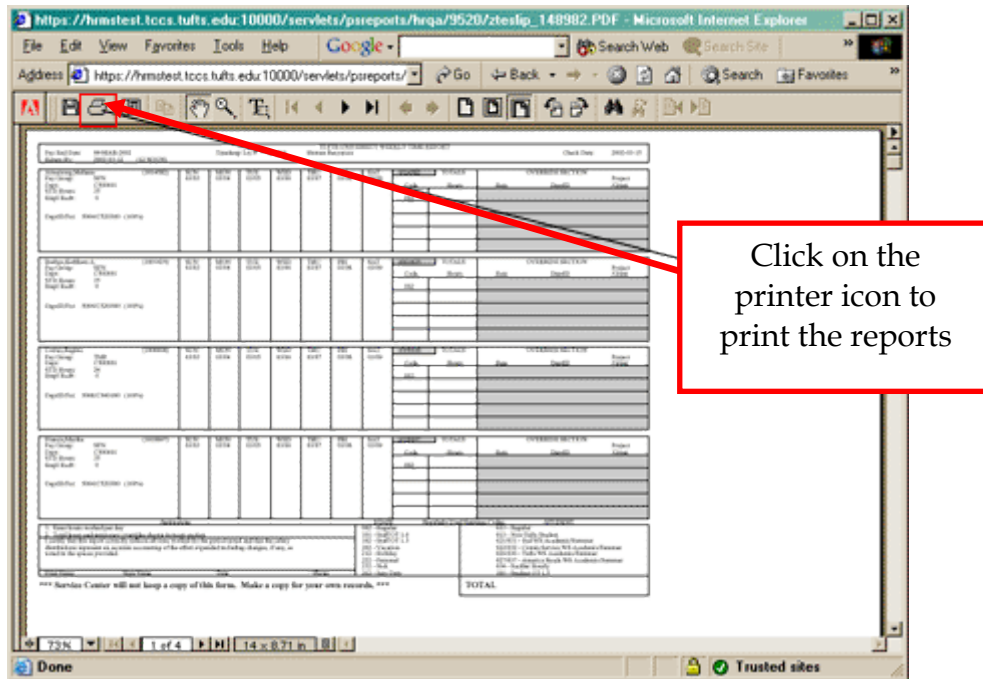
Distribute To

Distribution ID	Type	Distributi
User		KHALL02

Click on the link ending with "PDF"

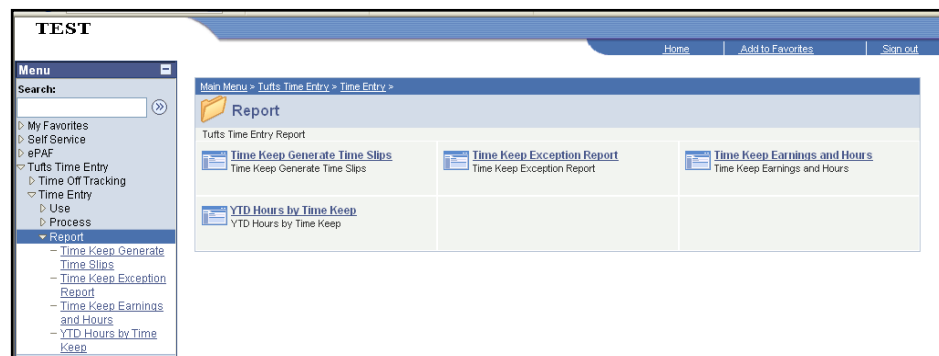
## Step 9

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

The screenshot shows the 'Generate Time Slips' report page. A 'Menu' on the left lists 'Time Keep Generate Time Slips'. The main form includes 'Run Control ID: Julian', 'Report Manager', and 'Process Monitor'. The 'Report Request Parameters' section contains: 'Pay Run ID: W01172009' (with a magnifying glass icon), 'Time Keep/Check Dist: 888' (with a magnifying glass icon), and 'Happy Days'. A callout box on the left says 'Chose the Time Keep number you want to run time slips for.' with an arrow pointing to the '888' field. A callout box on the right says 'Fill in the appropriate Pay Run Id. Use the magnifying glass to pick the appropriate week.' with an arrow pointing to the 'W01172009' field.

### TIME KEEP EXCEPTION REPORT

The screenshot shows the 'Time Keep Exception Report' page. The 'Menu' on the left lists 'Time Keep Exception Report'. The main form includes 'Run Control ID: Julian', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains: 'Pay Period End Date: W01172009' (with a magnifying glass icon), 'Time Keep/Check Dist: 888' (with a magnifying glass icon), and 'Happy Days'. A callout box on the left says 'Chose the Time Keep Number' with an arrow pointing to the '888' field. A callout box on the right says 'Chose the Pay Period End Date' with an arrow pointing to the 'W01172009' field.

### TIME KEEP EARNINGS AND HOURS REPORT

The screenshot shows the 'Time Keep Earnings and Hours Report' page. The 'Menu' on the left lists 'Time Keep Earnings and Hours'. The main form includes 'Run Control ID: Julian', 'Report Manager', and 'Process Monitor'. The 'Report Request Parameters' section contains: 'Pay Period End Date: 01/17/2009' (with a magnifying glass icon), 'Time Keep/Check Dist: 888' (with a magnifying glass icon), and 'Report Sort Order: N' (with a magnifying glass icon) and 'Sort by Employee Name'. A callout box on the left says 'Pick the sort order' with an arrow pointing to the 'N' field. A callout box on the right says 'Pick the Pay Period End' with an arrow pointing to the '01/17/2009' field. Another callout box on the right says 'Chose the Time Keep' with an arrow pointing to the '888' field.

## EXITING THE PROGRAM

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

- Click on Sign Out

**DONE ALREADY!**

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

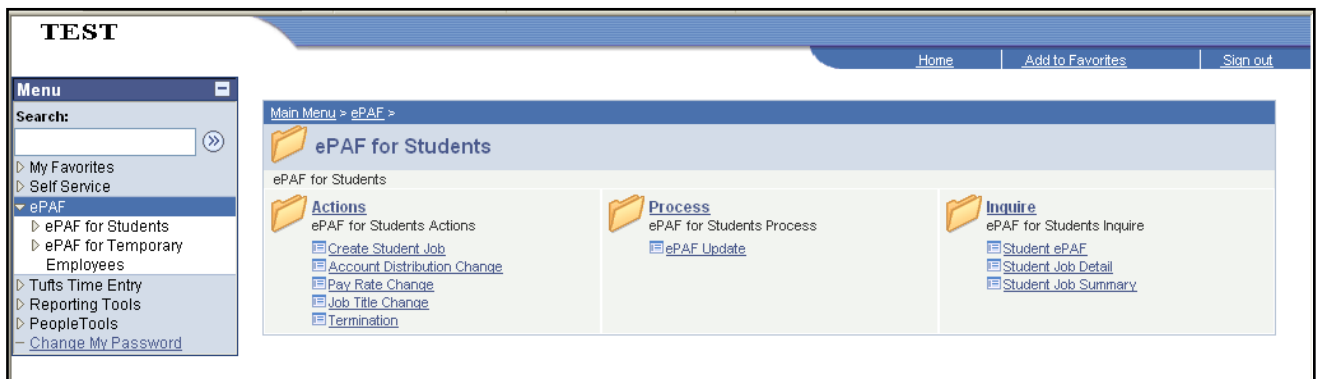
# **ePAF For Student Employees**

## 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.

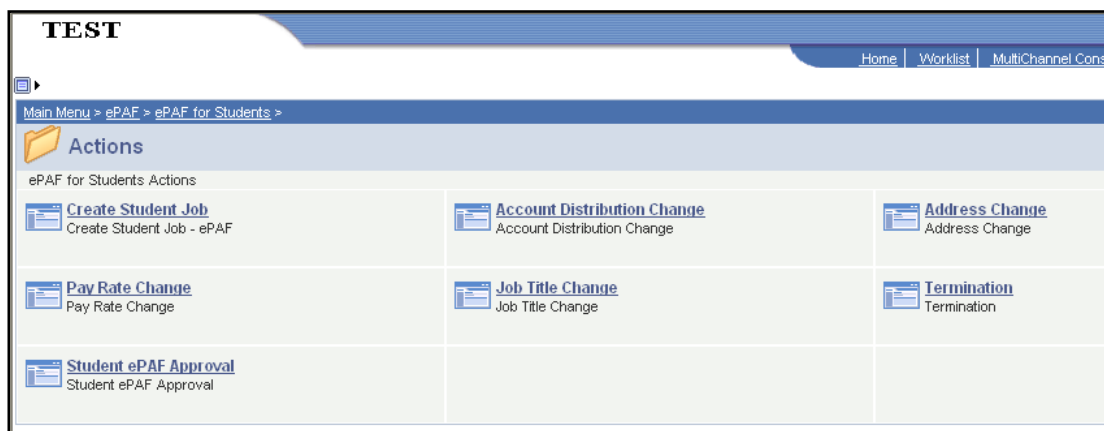
## GETTING INTO ePAF

- 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](mailto:HR-ServiceCenter@tufts.edu)) with the specific information for the retroactive request.

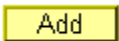
### CREATE STUDENT JOB (Either new hire or additional job)

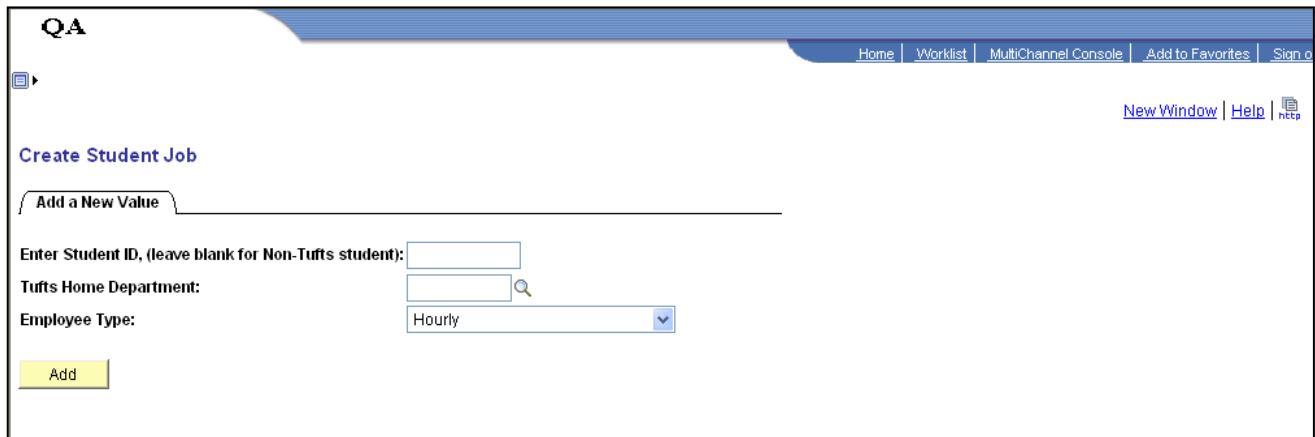
---

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 



QA


Home | Worklist | MultiChannel Console | Add to Favorites | Sign o


New Window | Help | 

### Create Student Job

Add a New Value

Enter Student ID, (leave blank for Non-Tufts student):

Tufts Home Department:  

Employee Type:  

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.

The screenshot shows the 'ePAF Job' form for a student named Pottsie Webber. The form is divided into several sections: Student (New Hire), Compensation Data, Job Data, Location Data, and Account Distribution. Red arrows and numbers 1 through 5 point to the following fields:

- 1: Effective Date (01/19/2009)
- 2: Pay Rate (12.00)
- 3: TimeKeep (888)
- 4: Campus (Medford)
- 5: DeptID (A000235) in the Account Distribution section


You only need to fill out:

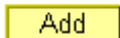
1. Effective Date (within the last 30 days)
2. Pay Rate
3. Timekeep
4. Campus
5. DeptId (Account distribution) with %

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

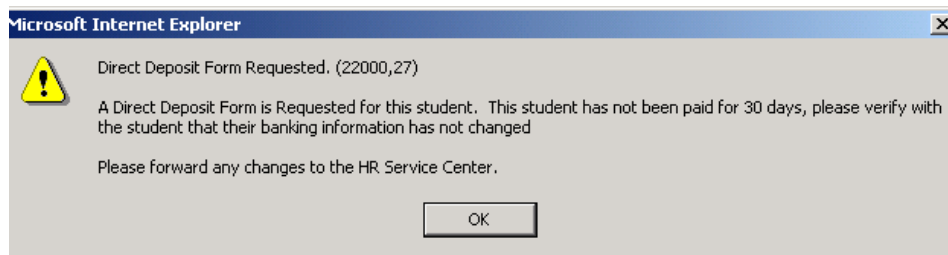
Verify the address from the address data

The screenshot shows the 'ePAF Address' form for a 'Student (New Hire)'. The form is divided into two sections: 'Permanent Address' and 'Local Address'. The 'Permanent Address' section includes fields for Country (USA), Address 1 (25 Meadowlark Drive), Address 2, Address 3, City (Sunnyvale), State (MA), and Zip (02155). There is a checkbox labeled 'Change Permanent Address'. The 'Local Address' section includes fields for Country (USA), Address 1 (Hill Hall), Address 2 (Room ABC), Address 3 (Medford/Somerville Campus), City (Medford), State (MA), and Zip (02155). There is a checkbox labeled 'Change Local Address'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A red box at the top right contains the text: 'Click to Change Permanent Address. This is only allowed if the Country is USA. For tax and identification reasons, you must contact the HR Service Center to change a foreign address.' A red arrow points from this box to the 'Change Permanent Address' checkbox. Another red box at the bottom right contains the text: 'Click to change local address. All local addresses may be changed.' A red arrow points from this box to the 'Change Local Address' checkbox. A third red box on the left contains the text: 'Click on save to save work.' A red arrow points from this box to the 'Save' button.

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!

The screenshot shows a web application interface for entering student data. It features several tabs: 'Student Data' and 'Address Data'. The 'Student Data' tab is active and highlighted with a red box. A red arrow points to this tab. The form contains the following sections:

- Student Data:** Includes fields for Last Name, First Name, Initial, Effective Date, Birth Date, Email ID, Gender, and Ethnic. A 'Name Help' button is also present. The SSN# is 000-00-0020 and the Action DateTime is 01/28/2009 11:50:12AM.
- Compensation Data:** Includes a 'Hourly' radio button and a 'Pay Rate' field.
- Job Data:** Includes 'Job Code / Title' (9010) and 'Non-Tufts Hourly Student'.
- Location Data:** Includes 'Department' (C500001 - Human Resources), 'TimeKeep' (with a search icon), and 'Campus' (radio buttons for Medford, Boston, Grafton).
- Citizenship Data:** Includes a message: 'The Service Center will enter Citizenship Data for new hires'.
- Account Distribution:** Includes 'DeptID' (with a search icon) and a percentage field with '+' and '-' buttons.

Below the main form, there is a secondary form for 'Address Data'. It includes 'Permanent Address' and 'Local Address' sections, each with fields for Country, Address 1, Address 2, Address 3, City, State, and Zip. A red arrow points to the 'Save' button at the bottom of this section.

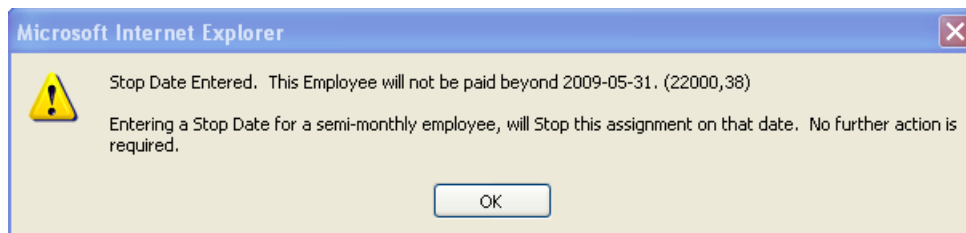
**WARNING:** If SIS or PeopleSoft cannot find a match on the social security number the system defaults to hire a NON-TUFTS STUDENT. There are different tax implications for non-Tufts students and students enrolled at the university. If you know that the student you are hiring is a Tufts University student, 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 screenshot shows the ePAF system interface with the following details:

- Navigation tabs: ePAF Approval, ePAF Job, ePAF Address
- Form sections:
  - Non-Tufts Student:** SSN#, EmpID: New, Action DateTime: 10/31/2008 3:44:15PM
  - Personal Info:** Last Name: Malph, First Name: Ralph, Initial: [ ], Name Help [button], Effective Date: 01/01/2009, Birth Date: 09/24/1986, Email ID: RALPH.MALPH@AOL.COM, Gender: Male, Ethnic: Am. Indian
  - Compensation Data:** Salaried, Pay Rate: 500.00, Stop Date: 05/31/2009 (highlighted with a red box)
  - Job Data:** Job Code / Title: 9210, Non-Tufts Contract Students
  - Location Data:** Department: A000001, Happy Days - Fun Times; TimeKeep: 888, Happy Days; Campus: Medford (selected), Boston, Grafton
  - Citizenship Data:** Visa: [ ]
  - Account Distribution:** DeptID: A000300, Happy days, %: 100.00, Account Distribution Total: 100.00
- Buttons: Save, Return to Search, Previous in List, Next in List, Notify
- Footer: ePAF Approval | ePAF Job | ePAF Address

The following warning will appear:




## ACCOUNT DISTRIBUTION CHANGE

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.

The screenshot shows the 'Account Distribution Change' form. At the top, it displays 'SSN#: 001-88-9898' and 'EmpID: 1012594'. The 'Action DateTime' is '09/23/2002 5:36:38PM'. The 'Employee Name' is 'Springsteen, Bruce', 'Birth Date' is '09/14/1983', 'Gender' is 'Male', and 'Ethnic' is blank. The 'Effective Date' field is empty and has a calendar icon. The 'Compensation Data' section shows 'Hourly Student', 'Job EffDt: 05/01/2002', and 'Pay Rate: \$8.50'. The 'Location Data' section shows 'Department: C500001 Human Resources' and 'Medford Campus'. The 'Citizenship Data' section shows 'Visa:'. The 'Current Account Distribution' table has one row: 'DeptID: C520300 Human Resources Med' and 'Grant: %: 100.00'. The 'New Account Distribution' table has one row with empty 'DeptID' and '%' fields, and a search icon next to the 'DeptID' field. A 'Save' button is at the bottom left, and an 'Add' button is at the bottom right. Red arrows point to the 'Effective Date' field, the 'DeptID' field, the '%' field, and the 'Add' button. A red box highlights the 'Add' button with the text 'Click to insert an additional row'.

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:**

**Address 3:**

**City:**  Asbury Park

**State:** NJ

**Zip:**  12547

**Local Address**

**Country:** USA  United States

**Address 1:**

**Address 2:**

**Address 3:**

**City:**

**State:**

**Zip:**

- 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.**

## PAY RATE CHANGE

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.

Pay Rate Change

SSN#: 001-88-9898 EmpID: 1012594 Action DateTime: 09/24/2002 5:51:20PM

Employee Name: Springsteen, Bruce Birth Date: 09/14/1983  
Gender: Male  
Ethnic:

\*Effective Date:

Compensation Data

Hourly Student Effective Date of Job Record: 05/01/2002 Current Pay Rate: \$8.50  
New Pay Rate:

Location Data

Department: C500001 Human Resources Medford Campus  
TimeKeep: 519 Human Resources

Citizenship Data

Visa:

Account Distribution View All First 1 of 1 Last

DeptID: C520300 Human Resources Med Grant: %: 100.00

Save

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.

Termination

SSN#: 001-88-9898 EmpID: 1012594 Action DateTime: 09/24/2002 5:55:34PM

Employee Name: Springsteen, Bruce Birth Date: 09/14/1983  
Gender: Male  
Ethnic:

\*Effective Date of Termination:

Compensation Data

Hourly Student Effective Date of Job Record: 05/01/2002 Pay Rate: \$8.50

Location Data

Department: C500001 Human Resources Medford Campus  
TimeKeep: 519 Human Resources

Citizenship Data

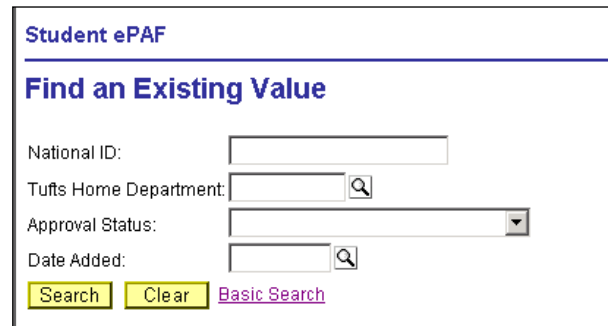
Fill in the last day of work. This can be done for any day in the future. Save the page.

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



Check on job data or address data

The type of transaction you are processing

Gives you the status: Pending, Approved or Posted

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:

**Student Job Detail**

**Find an Existing Value**

EmplID:   
Empl Rcd Nbr:   
Name:   
Last Name:   
National ID:

Case Sensitive  
  [Basic Search](#)

**Search Results**

View All First 1-3 of 3 Last

EmplID	Empl Rcd Nbr	Name	Last Name	National ID
<a href="#">1012594 0</a>		<a href="#">Springsteen,Bruce</a>	<a href="#">SPRINGSTEEN</a>	<a href="#">001889898</a>
<a href="#">1012594 1</a>		<a href="#">Springsteen,Bruce</a>	<a href="#">SPRINGSTEEN</a>	<a href="#">001889898</a>
<a href="#">1012594 2</a>		<a href="#">Springsteen,Bruce</a>	<a href="#">SPRINGSTEEN</a>	<a href="#">001889898</a>

Click on a job, if it is not the one you are looking for you can use NEXT IN LIST or RETURN TO SEARCH

Job Detail PrePlan Distribution Address

Springsteen,Bruce ID: 1012594 Empl Rcd#: 0

**Job Data** View All First 1 of 7 Last

Employee Status: Active  
Effective Date: 05/01/2002 **Current**  
Action: Rehire Reason: Student rehire Action Dt: 09/11

Job Title: Non-Tufts Hourly Student  
Pay Group: NTS Non-Tufts Hourly Students  
Employee Type: Hourly Rate: 8.50  
Department: C500001 Human Resources  
Location: Medford

Job Detail | PrePlan Distribution | Address

Click on either View All or use the arrows to see additional rows of job data

**The Job Detail page will tell you:**

Employee Status  
 Pay Group  
 Action/Reason  
 Department

Job Title  
 Current/History/Future  
 Rate  
 Location

Effective Date  
 Employee Type  
 Action Date

The PrePlan page will tell you the Account Distribution .

The screenshot shows the 'PrePlan Distribution' tab selected. At the top, it displays 'Springsteen, Bruce' with 'ID: 1012594' and 'Empl Rcd#: 0'. Below this is a navigation bar with 'View All', 'First', '1 of 2', and 'Last'. The main section is titled 'Effective Date: 01/01/2002 Current' with '+' and '-' buttons. Underneath is the 'Account Distribution' section, also with 'View All', 'First', '1 of 1', and 'Last' options. A table lists the distribution details:

DeptID	Account	Project/Grant	Percent
C520300	5011		100.00
Human Resources Med	Student-Academic Year		

A 'Total: 100.00' is shown at the bottom right of the table. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Next in List', and 'Previous in List', along with navigation links for 'Job Detail', 'PrePlan Distribution', and 'Address'.

The address page shows the Permanent and Local Address

The screenshot shows the 'Address' tab selected. It displays 'Employee Name: Springsteen, Bruce' and 'EmpID: 1012594'. The navigation bar shows 'View All', 'First', '1 of 3', and 'Last'. The 'Effective Date: 09/01/2002 Current' is shown with '+' and '-' buttons. The page is divided into two sections: 'Permanent Address' and 'Local Address'. Both sections have the same layout:

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

At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', and 'Previous in List', and navigation links for 'Job Detail', 'PrePlan Distribution', and 'Address'.

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

Job Summary | PrePlan Distribution | Address

Springsteen, Bruce ID: 1012594 Empl Rcd#: 0

Job Summary Data View All First 1-5 of 7 Last

Current	History	History	History	History
Eff Date: 05/01/2002 Active Action: Rehire Title: Non-Tufts Hourly Student Dept: C500001 Human Resources Loc: Medford Rate: 8.50 Hourly	Eff Date: 01/01/2002 Terminated Action: Termination Title: Non-Tufts Hourly Student Dept: C500001 Human Resources Loc: Medford Rate: 8.50 Hourly	Eff Date: 01/01/2002 Active Action: Rehire Title: Non-Tufts Hourly Student Dept: C500001 Human Resources Loc: Medford Rate: 8.50 Hourly	Eff Date: 04/07/2000 Terminated Action: Termination Title: Non-Tufts Hourly Student Dept: C500001 Human Resources Loc: Medford Rate: 7.25 Hourly	Eff Date: 10/07/1999 Active Action: Rehire Title: Non-Tufts Hourly Student Dept: C500001 Human Resources Loc: Medford Rate: 7.25 Hourly

Save Return to Search Next in List Previous in List

Job Summary | PrePlan Distribution | Address

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](mailto:HR-ServiceCenter@tufts.edu).**