

# HR Employee Self Service

## Entering Time Off (Salaried Employees: Exempt)

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Salaried employees may enter their time off (vacation, personal, sick, bereavement, etc.) in Peoplesoft HR Employee Self Service. If no time for a pay period is entered, records will show the employee was working and did not take time off for that period.

Submitted time entries are routed to an employee's supervisor for approval. A supervisor may approve or deny time entered by the employee. If time is denied, the employee may correct the time entry by removing the denied time and re-submitting.

Time may be entered for a single pay period at a time. Future planned time off may also be entered. For example, an employee may indicate in March planned time for dates in April. If, in April, the employee did not take the previously approved time off, that employee may edit the recorded time accordingly.

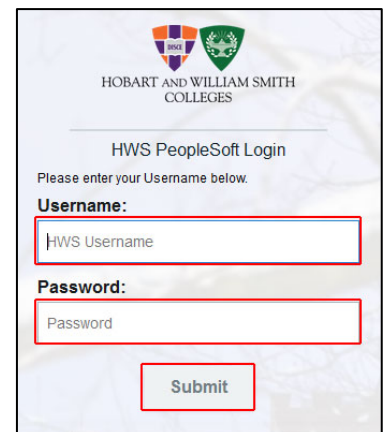
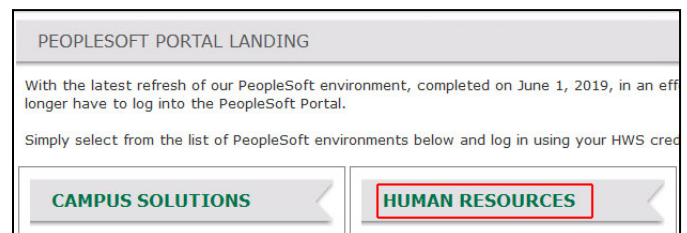
Time off must be reported in hourly increments and may include half (.5) and quarter hours (.25), e.g., three hours and fifteen minutes would be entered as 3.25 hours. The standard day is 7.5 hours. Entries are made by time code (vacation, personal, sick, etc.), **one code per row** in the time period.

**All time for a given fiscal year (July 1-June 30) must be submitted before the end of that fiscal year.**

Please refer to <https://www.hws.edu/offices/hr/benefits/pto.aspx> and [https://www.hws.edu/offices/hr/benefits/guide\\_admin\\_salaried.pdf](https://www.hws.edu/offices/hr/benefits/guide_admin_salaried.pdf) for time off benefits information. For more information, contact Human Resources at ext. 3312.

### To enter time off in PeopleSoft:

1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**
3. Log in using your HWS username and password

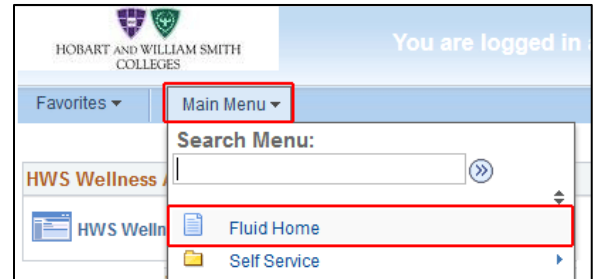


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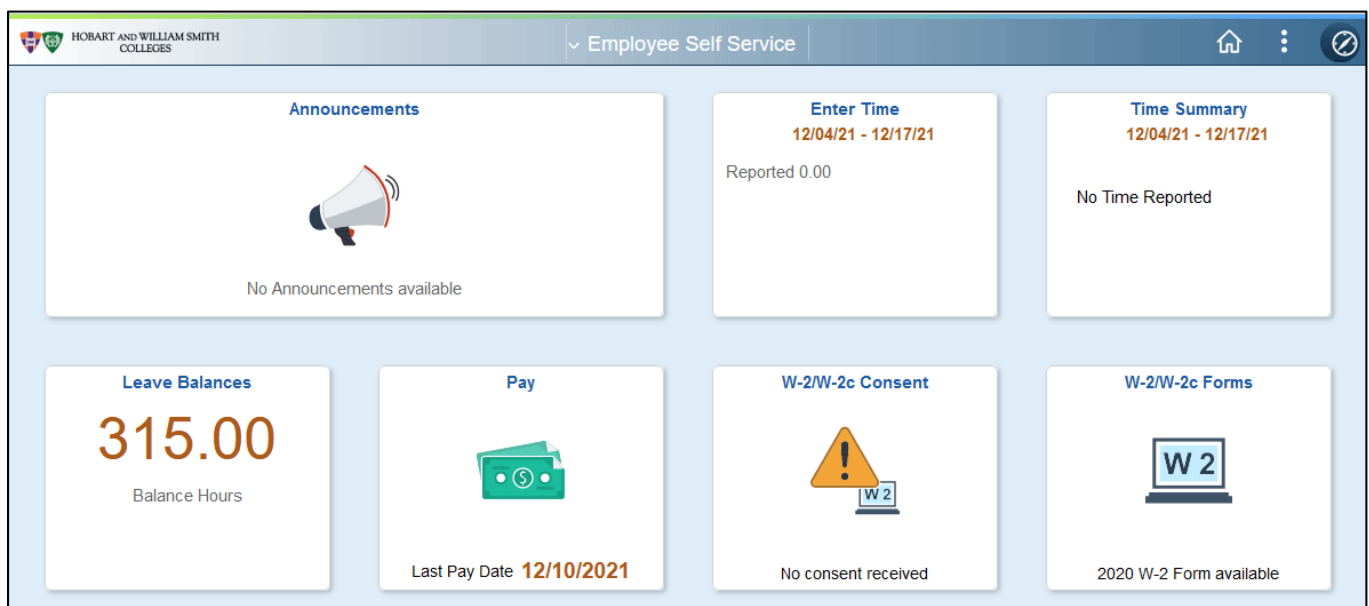
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4. On the landing page, go to **Main Menu > Fluid Home**

If you are a manager, you will need to change the menu from Manager Self Service to Employee Self Service.

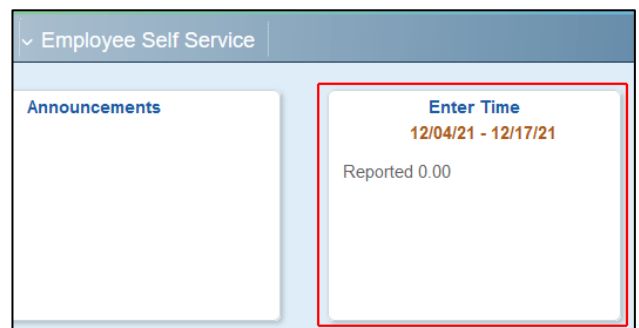


The Fluid Home displays tiles for entering time and leave balances, as well as other self-service items like the W-2 form and last paycheck. Leave balances will reflect all requested time off. The paycheck will reflect time taken off as of the last payroll.



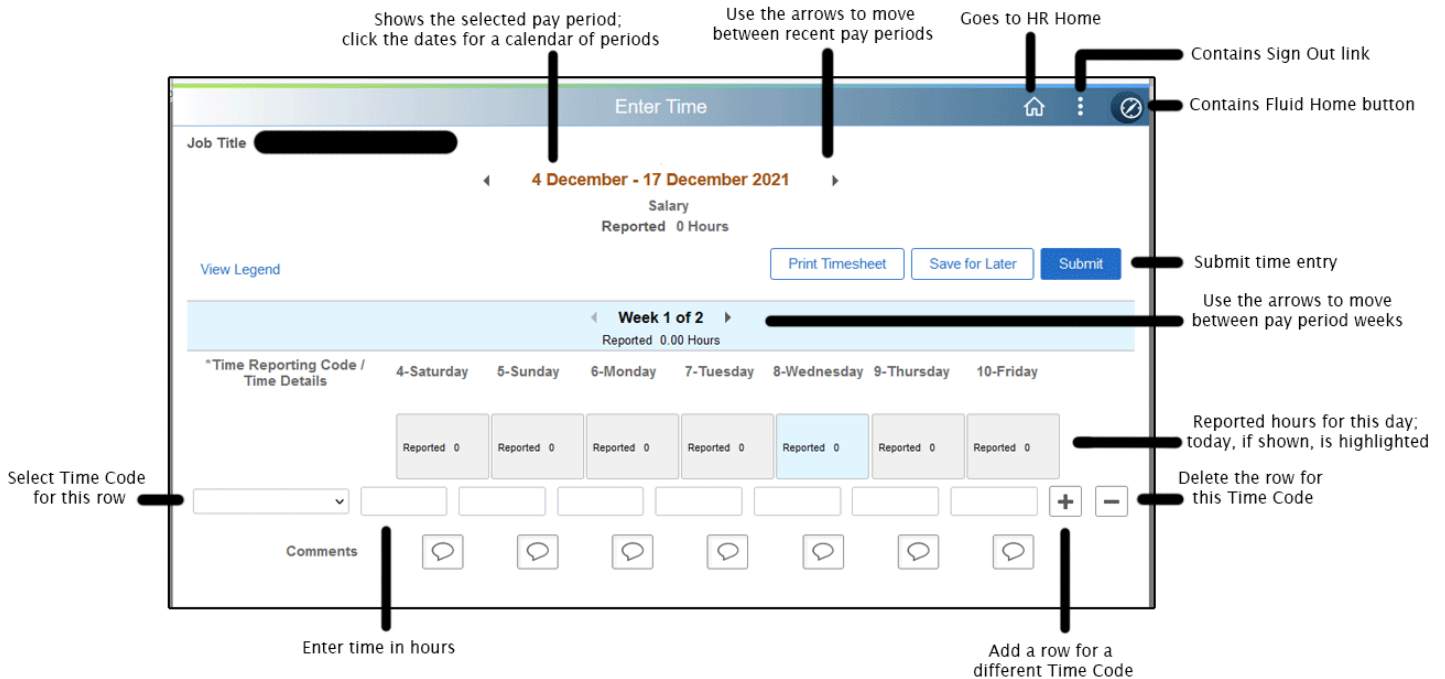
5. On the Fluid Home page, at the upper right click on the tile **Enter Time**

The tile displays the current pay period and the reported hours for that period.



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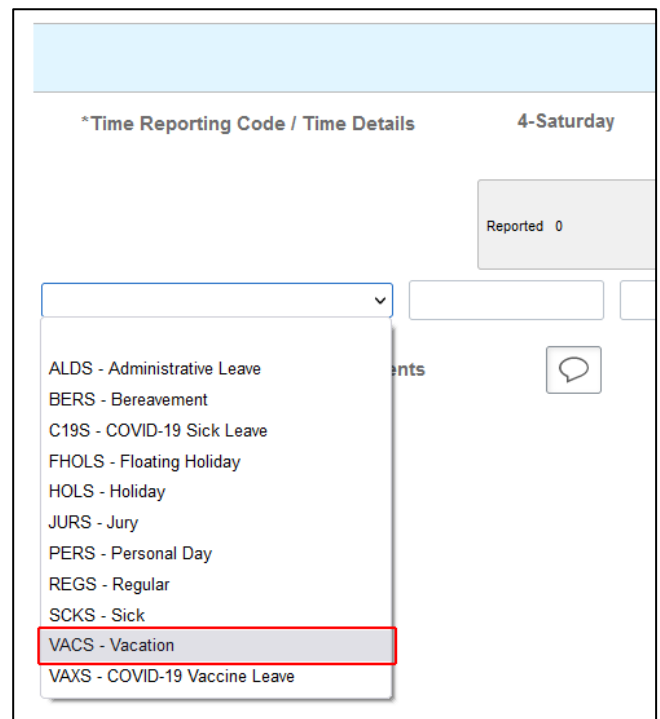


- If this is the pay period for which you wish to report time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown  
Click on the pay period date range to open a calendar to change the pay period shown.

Use the arrows by the pay period date range to move between recent pay periods.

- On the left, under Time Reporting Code/Time Details, from the dropdown menu, select the **Time Reporting Code**

**Note:** Only one time code may be used per row. Report all the hours of a single time code on the same row.



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8. Under the appropriate date, in the text field, enter the **hours**

The screenshot shows a calendar view for 16-Thursdays and 17-Friday. Below the dates are two gray boxes labeled 'Reported 0'. To the right of the second 'Reported 0' box is a text input field containing '7.5', which is highlighted with a red border. To the right of the input field are plus and minus buttons. Below the input field and buttons are two speech bubble icons.

9. Click on any **other text field**

The system will process and the gray box for that day will update Reported to the number of hours entered.

Wait until this processing completes before adding time to another day.

The screenshot shows a close-up of the 17-Friday entry. The gray box now displays 'Reported 7.5'. Below it is a text input field containing '7.50'.

10. If you wish to report additional time for a different time code, verify the correct **week of the pay period** is shown or adjust accordingly

11. To add a row, on the far right click the **plus sign**

12. Select the appropriate **time code** and enter **hours** as directed above

The screenshot shows the same interface as in step 8. The 'Reported 0' box is highlighted, and the text input field next to it contains '7.5'. The plus sign button to the right of the input field is highlighted with a red border.

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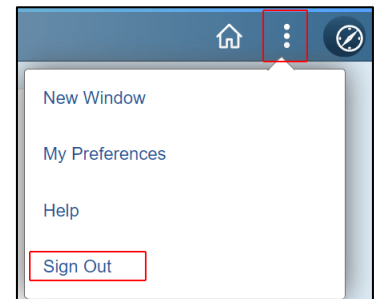
13. When you are finished, at the upper right, click **Submit**



**Note:** After the system processes, rows will re-arrange to display by time code order.

16-Thursday	17-Friday
Reported 7.5	Reported 7.5
<input type="text"/>	<input type="text" value="7.50"/>
<input type="text" value="7.50"/>	<input type="text"/>

14. Use the icons at the top to return to the HR Home or Fluid Home screens, or sign out at the upper right by clicking the **three dots** and selecting **Sign Out**



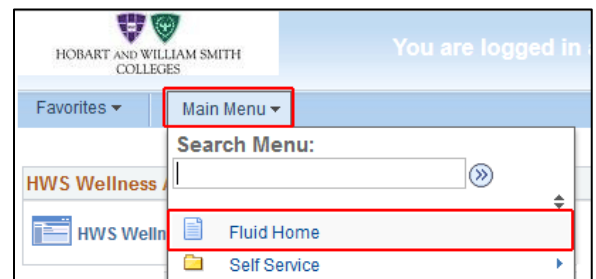
### To correct denied time, or adjust already approved time off:

**Denied time:** If submitted time has been denied, you may correct the time entry by removing the denied time and re-submitting.

**Paid time:** If a mistake has been made on a timesheet already confirmed by Payroll, please call HR to have the time adjustment made.

**Approved future time:** If the approved time is for a current or future pay period, changes may be made and approved by your supervisor.

1. Log in to Human Resources as instructed above
2. On the landing page, go to **Main Menu > Fluid Home**



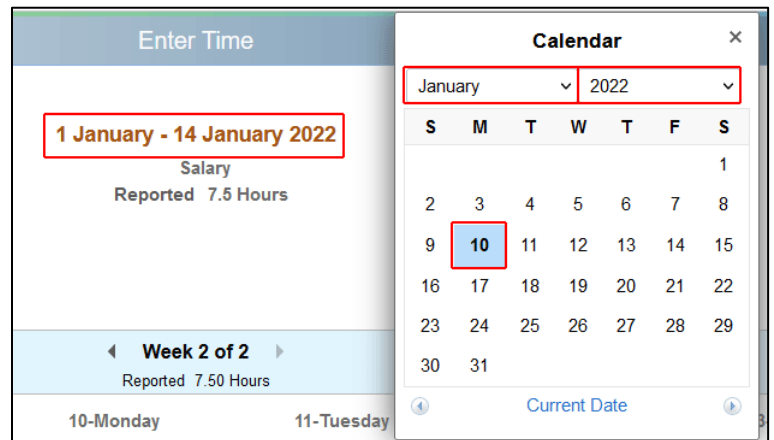
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3. On the Fluid Home page, at the upper right click on the tile **Enter Time**



4. If necessary, adjust the pay period by clicking on the **pay period date range** to open a calendar
5. Select the **appropriate pay period** from the calendar
6. If this is the pay period for which you are adjusting time, in the bar Week 1 of 2, use the arrows to move between weeks in the pay period until the desired days are shown

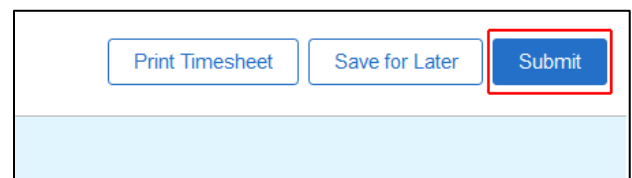


7. To remove time, do one of the following:
  - If the time code needs to change or the whole row may be removed, at the far right of the row to remove, click the **minus sign**, then on the confirmation page that appears, click **Yes - Delete**
  - If the time code and other time in the row are correct, **remove the time from the appropriate day**, then click on an **empty text field** so the system processes the change; verify reported time for that day changes to 0

8. If additional time needs to be entered, add a row by clicking the **plus sign**

9. **Make the time entries** as directed above

10. When finished, at the upper right, click **Submit**



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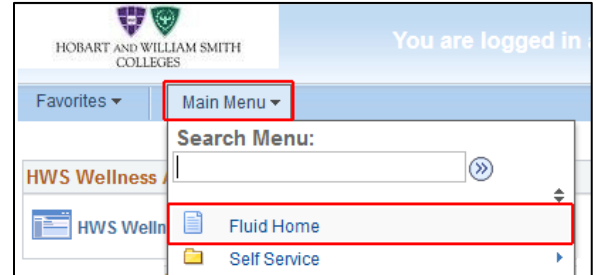
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### To view your time off balances:

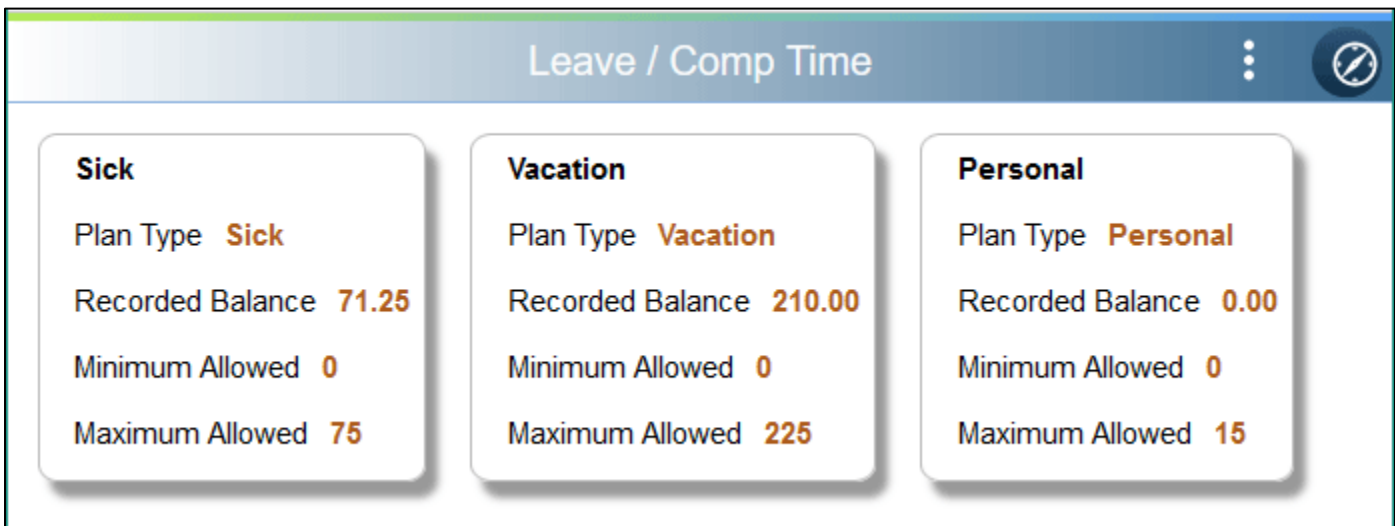
Leave balances may be viewed from a tile in Fluid Home.

1. Log in to Human Resources as instructed above
2. On the landing page, go to **Main Menu > Fluid Home**



3. On the Fluid Home page, click the **Leave Balances** tile

Balance details for Sick, Vacation, and Personal time will be shown. Click an individual tile to view details for that time type.

A screenshot of the 'Leave / Comp Time' page. The page has a blue header with the title 'Leave / Comp Time' and a refresh icon. Below the header, there are three white tiles with rounded corners, each representing a different type of leave. The 'Sick' tile shows a Recorded Balance of 71.25, Minimum Allowed of 0, and Maximum Allowed of 75. The 'Vacation' tile shows a Recorded Balance of 210.00, Minimum Allowed of 0, and Maximum Allowed of 225. The 'Personal' tile shows a Recorded Balance of 0.00, Minimum Allowed of 0, and Maximum Allowed of 15.

Leave Type	Plan Type	Recorded Balance	Minimum Allowed	Maximum Allowed
Sick	Sick	71.25	0	75
Vacation	Vacation	210.00	0	225
Personal	Personal	0.00	0	15

If you have questions, please contact Human Resources at ext. 3312.