



HOWARD
UNIVERSITY

DEPARTMENT OF

ENTERPRISE TECHNOLOGY SERVICES

User Guide for Managing Annual Leave Hours for 2013 Winter Break

Date of Issue: 12/5/2013

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1. System Process and View Time

System Process:

Annual leave hours will be loaded and approved in Time and Labor for the Winter Break closure days by the PeopleSoft system.

Note: 12/25/2013 and 1/1/2014 are legal holidays.

View Hours:

Step 1 Navigation:

Main Menu>HRMS>Manager Self Service>Time Management>Report Time> Timesheet

Step 2

Enter "Time Reporter Group" OR "Empl ID" in the value field on the timesheet.

The screenshot shows the 'Report Time' interface. At the top, there is a breadcrumb trail: Favorites | Main Menu > HRMS > Manager Self Service > Time Management > Report Time > Timesheet. Below this is the 'Report Time' header and a 'Timesheet Summary' section. A dropdown menu for 'Employee Selection Criteria' is open, showing a table with the following columns: 'Description' and 'Value'. The rows in the table are: 'Time Reporter Group', 'Empl ID', 'Empl Record', 'Last Name', 'First Name', 'Department', 'Reports To Position Number', 'Global Payroll Paygroup', and 'Position Number'. Each row has a search icon in the 'Value' column. A blue arrow points to the search icon in the 'Time Reporter Group' row. Below the table are three buttons: 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'.

Step 3

Change the "View Date" to 12/23/2013 (first day of Winter Break).

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Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Global Payroll Paygroup	<input type="text"/>
Position Number	<input type="text"/>

View By: Show Schedule Information

Date:

[Previous Week](#) [Next Week](#)

Step 4 Click on "Get Employees" and select the employee name under "Name".

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Global Payroll Paygroup	<input type="text"/>
Position Number	<input type="text"/>

View By: Show Schedule Information

Date:

[Previous Week](#) [Next Week](#)

Employees For Employee Leave, Totals From 12/23/2013 - 12/29/2013						
Name	Reported Hours	Hours to be Approved	Exception	Approved/Submitted Hours	Denied Hours	Department Description
<input type="text"/>	32.00	0.00		32.00	0.00	APPLICATIONS

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Step 5 View time on Timesheet

The time displayed will be from 12/23/2013 thru 12/29/2013

*View By:	Week	Reported Hours:	32.00	Previous Week	Next Week																																									
*Date:	12/23/2013	Scheduled Hours:	40.00																																											
Reported time on or after 12/22/2013 is for a future period.																																														
From Monday 12/23/2013 to Sunday 12/29/2013																																														
Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total Hours	Time Reporting Code	Taskgroup	Billable	Task Profile ID																																			
8.00	8.00		8.00	8.00			32.00	ANNLV - Non Exempt Annual Leave	HUTASKGRP	<input type="checkbox"/>																																				
<table border="1"> <thead> <tr> <th>Date</th> <th>Reported Status</th> <th>Approval Monitor</th> <th>Total TRC</th> <th>Description</th> <th>Sched Hrs</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>12/23/2013</td> <td>Approved</td> <td>Approval Monitor</td> <td>8.00</td> <td>ANNLV Non Exempt Annual Leave</td> <td>8.00</td> <td></td> </tr> <tr> <td>12/24/2013</td> <td>Approved</td> <td>Approval Monitor</td> <td>8.00</td> <td>ANNLV Non Exempt Annual Leave</td> <td>8.00</td> <td></td> </tr> <tr> <td>12/26/2013</td> <td>Approved</td> <td>Approval Monitor</td> <td>8.00</td> <td>ANNLV Non Exempt Annual Leave</td> <td>8.00</td> <td></td> </tr> <tr> <td>12/27/2013</td> <td>Approved</td> <td>Approval Monitor</td> <td>8.00</td> <td>ANNLV Non Exempt Annual Leave</td> <td>8.00</td> <td></td> </tr> </tbody> </table>												Date	Reported Status	Approval Monitor	Total TRC	Description	Sched Hrs	Comments	12/23/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00		12/24/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00		12/26/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00		12/27/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00	
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12/27/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00																																									

[Next Week](#)

Note: Click the [Next Week](#) link to view time from 12/30 thru 1/1/2014.

From Monday 12/30/2013 to Sunday 01/05/2014																																
Mon 12/30	Tue 12/31	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4	Sun 1/5	Total Hours	Time Reporting Code	Taskgroup	Billable	Task Profile ID																					
8.00	8.00						16.00	ANNLV - Non Exempt Annual Leave	HUTASKGRP	<input type="checkbox"/>																						
<table border="1"> <thead> <tr> <th>Date</th> <th>Reported Status</th> <th>Approval Monitor</th> <th>Total TRC</th> <th>Description</th> <th>Sched Hrs</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>12/30/2013</td> <td>Approved</td> <td>Approval Monitor</td> <td>8.00</td> <td>ANNLV Non Exempt Annual Leave</td> <td>8.00</td> <td></td> </tr> <tr> <td>12/31/2013</td> <td>Approved</td> <td>Approval Monitor</td> <td>8.00</td> <td>ANNLV Non Exempt Annual Leave</td> <td>8.00</td> <td></td> </tr> </tbody> </table>												Date	Reported Status	Approval Monitor	Total TRC	Description	Sched Hrs	Comments	12/30/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00		12/31/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00	
Date	Reported Status	Approval Monitor	Total TRC	Description	Sched Hrs	Comments																										
12/30/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00																											
12/31/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00																											

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2. Change Hours

Step 1

Follow Steps 1 thru 5 in paragraph #1.

Step 2

Change the hours for the day of the week affected **OR** the Time Reporting Code if the hours should be charged to another code such as LWOP.

*View By: Week Reported Hours: 32.00 [Previous Week](#) [Next Week](#)
*Date: 12/23/2013 Scheduled Hours: 40.00

From Monday 12/23/2013 to Sunday 12/29/2013

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total Hours	Time Reporting Code
8.00	8.00		8.00	8.00			32.00	ANNLV - Non Exempt Annua

Submit

Reported Time Status

Leave and Compensatory Time Balances

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

- ADMWP - Administrative Leave w/ Pay
- ANNLV - Non Exempt Annual Leave**
- DYOFF - Day Off for Scheduled Day
- EDULV - Educational Leave
- HOL - Holiday
- HOLPD - Holiday Worked
- JURLV - Jury Leave
- LWOP - Leave without Pay
- NGTPR - Night Premium
- REG - Regular Pay
- SICK - Scheduled Sick Leave
- SUNPR - Sunday premium

Note: Click the [Next Week](#) link to change hours from 12/30 thru 1/1/2014.

Step 3

Click [Submit](#).

Step 4

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2013-12-23 to 2013-12-29 is submitted

Click "OK" to confirm the change.

Step 5

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Click and then .

Step 6

Click "OK" to confirm the approval.



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3. Delete Hours

Step 1

Follow steps 1 thru 5 in paragraph # 1.

Step 2

Click .



View By: Week Reported Hours: 32.00 [Previous Week](#) [Next Week](#)
Date: 12/23/2013 Scheduled Hours: 40.00

From Monday 12/23/2013 to Sunday 12/29/2013

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total Hours	Time Reporting Code	Taskgroup	Billable	Task Profile ID
8.00	8.00		8.00	8.00			32.00	ANNLV - Non Exempt Annua	HUTASKGRF	<input type="checkbox"/>	

Date	Reported Status	Approval Monitor	Total TRC	Description	Sched Hrs	Comments
12/23/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00	
12/24/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00	
12/26/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00	
12/27/2013	Approved	Approval Monitor	8.00	ANNLV Non Exempt Annual Leave	8.00	

Note: Click the  link to delete hours from 12/30 thru 1/1/2014.

Step 3

Click “Yes – Delete” to confirm the time should be deleted.



Timesheet
Delete Confirmation

? Are you sure you want to delete reported time? Row 1.

Step 4

Click .

Step 5

Click “OK” to confirm the change.

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4. Support

1. For questions or concern regarding the University Winter Break closure policy contact the Office of Human Resources at humanresources@howard.edu or call 202- 806-1328 and 202-806-5396.
2. For questions on changing or entering hours in the Time and Labor timesheet contact payroll@howard.edu or call 202-806-1240.

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