User Guide for Managing Annual Leave Hours for 2013 Winter Break

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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.

Step 3

Change the “View Date” to 12/23/2013 (first day of Winter Break).
Step 4 Click on “Get Employees” and select the employee name under “Name”.

![Diagram showing the process of selecting employees and viewing their hours](image-url)
Step 5 View time on Timesheet

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

Note: Click the Next Week link to view time from 12/30 thru 1/1/2014.
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.

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

Step 3

Click [Submit].

Step 4

Click “OK” to confirm the change.

Step 5
Click **Select All** and then **Approve Selected**.

**Step 6**

Click “OK” to confirm the approval.
3. Delete Hours

**Step 1**
Follow steps 1 thru 5 in paragraph # 1.

**Step 2**
Click .

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.

**Step 4**
Click .

**Step 5**
Click “OK” to confirm the change.
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.