TIME OFF TRACKING

ACCESS TO TIME ENTRY & TIME OFF TRACKING

All time off must be entered into the PeopleSoft HR system. For hourly employees (paid weekly), this is done through Time Entry. For exempt employees (paid semi-monthly) this is done through the Time Off Tracking System.

To access Time Entry and the Time Off Tracking systems, you must have security access to the timekeep location for your department. Generally, an employee who uses Time Entry will also need access to the Time Off Tracking application. An employee who needs, but does not have, access will need to fill out an application which is available on the HR website: http://hr.tufts.edu/wp-content/uploads/SC_psoneappl.pdf.

Fill this out and fax it to 617.627.3725 or mail it to Human Resources at 200 Boston Avenue on the Medford campus.

When your security has been created, use Internet Explorer or Mozilla Firefox for this application. To begin, go to: http://eserve.hr.tufts.edu/ and select PeopleSoft HRMS Login.

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Once you have logged into PS and selected Time Off Tracking, your menu choices will be:

Click on Time Off Tracking, then select ‘Enter Time Off for an Employee’

From here you have the ability to see all of the employees in your Timekeep location. Notice the three tabs “All Employees – Salaried Employees – Hourly Employees”. The system defaults to a list of Salaried Employees but you can select All Employees or Hourly Employees.

Salaried employee’s time will be recorded here. For Hourly employees, you will be able to review time off (e.g. vacation, sick, etc) information entered through time entry. It is critical that non-exempt time is entered in Time Entry with the correct earnings code since this is the time off record.

The Review Balance button allows you to see the current balance for the employee. Please remember the accrual process and award process will update the employees’ balances around the 15th of the month.

Click Record Time to enter employees’ time off.
Select the type of Time Off, then enter the date or dates the employee either took time or is planning to take time off.

When you review the time you have entered, you can:

- Change the Time Off type
- Delete a day
- Submit the information to update the employee's balances
You can also use different types of time off for the same day. Click on the day you want to have an additional type of time off. Click add, pick the type of time off and then enter the hours. If you do not want to record a day, you can delete the day by just clicking on delete for that day.

After you have completed entering the Time Off for the employee, you must “Submit Time” at the bottom of the page. The employee’s time off will be recorded and the balances will be updated.
To review the employee’s Balance Record, click on Review Balances. The employee will see the same information through Employee Self Service. The employee will be able to see their balances, time used and who updated the information.

An additional way to review an employee’s balances is to use the Inquire page

Go to:
- Time Off Tracking/Time Off Balance Inquiry

**Time Off Balance**

Enter any information you have and click Search. Leave fields blank.

**Find an Existing Value**

**Search Criteria**

- Empl ID: begins with ▼
- Name: begins with ▼

Enter the Employee ID number or Name

You can review time taken and accrued for the employee.

**Correcting an Entry.**

As the Time Off Tracking user, you will be able to make a correction to all time entered, the current month and all past months for exempt (semi-monthly) employees. If you have questions regarding Time Off Tracking please contact Tufts Support Services at 617.627.7000 or at TSS@tufts.edu