
UNIVERSITY OF ALBERTA

PeopleSoft HCM

Employee Vacation Time Entry - APOs, SOTS and Librarians



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Training Guide

Employee Vacation Time Entry - APOs, SOTS and Librarians



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Employee Vacation Time Entry - APOs, SOTS and Librarians

Overview

This section will provide an understanding of how Administrative Officers (APOs), Sessional & Other Temporary Staff (SOTS) and Librarians can enter their vacation time online within PeopleSoft HCM.

Objectives

Upon completion of this section you will have a general understanding of:

- Entering your Vacation Time
- Viewing your Vacation Time Taken

Related Reference Material

All related reference material is stored on the Learning Resource Materials (<http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials>) web page within the Human Resource Services website.

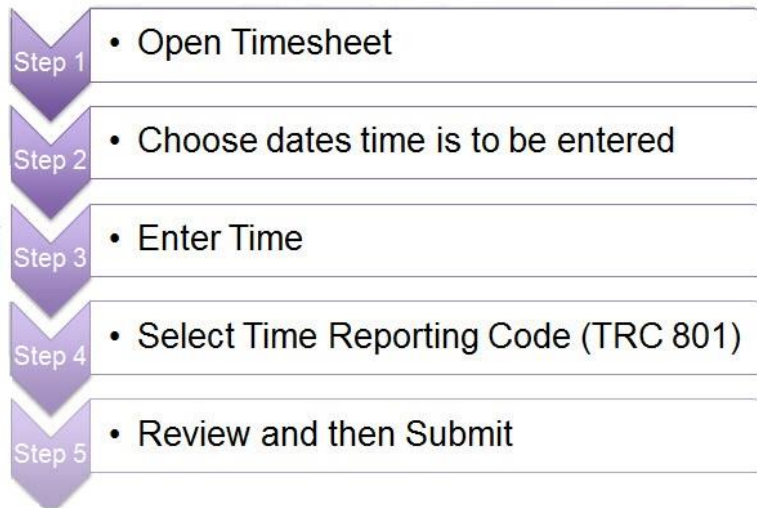
Reference Material may include Training Guides, Quick Reference Guides, and Additional Reference Material.

Vacation Time Entry - APOs, SOTS and Librarians

All APO's, SOTS and Librarians have the ability to enter vacation time taken using the PeopleSoft HCM time entry process.

- Vacation Time Entry does not impact your pay.
- Vacation Time Entry is not reported on your pay cheque.
- APO's, SOTS and Librarians only enter Vacation Time taken.

Vacation Time Entry is a five step process as outlined below:



Entering your Vacation Time

When entering vacation time within PeopleSoft, all APOs, SOTS and Librarians have access to one Time Reporting Code (TRC) relating to vacation time.

TRC ⇒ 801 - Vacation Taken.

Vacation Time entered by APOs, SOTS and Librarians do not require Approval within PeopleSoft. The system processes these entries and assigns a status of "Closed".

Future Time Entry

You have the ability to enter planned vacation time beyond the current pay period (Up to 90 days in the future).

In this topic you will learn how to enter your vacation time as an APO, SOTS or Librarian.




Employee Time Entry is available to all applicable staff; however, you should consult the lead within your Department/Faculty regarding your internal Time Entry business process.



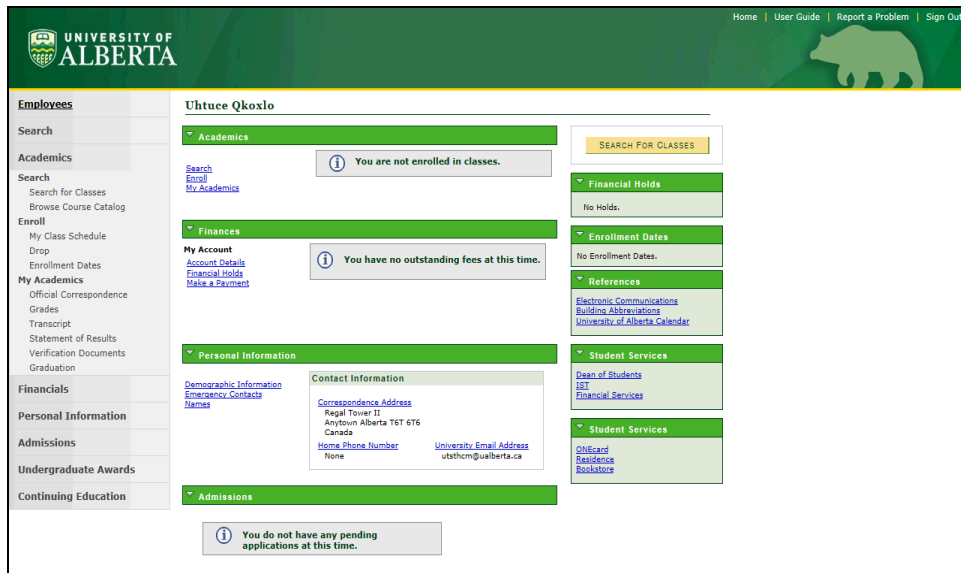
To Begin the Online Tutorial:



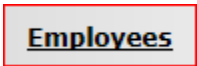
- Click the  button located in the top left of the screen and follow the instructions provided.

Procedure

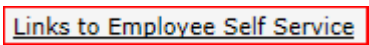
Navigation Path: **Sign In to Bear Tracks**



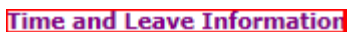
- Once you have signed in to Bear Tracks, Click the **Employees** link.

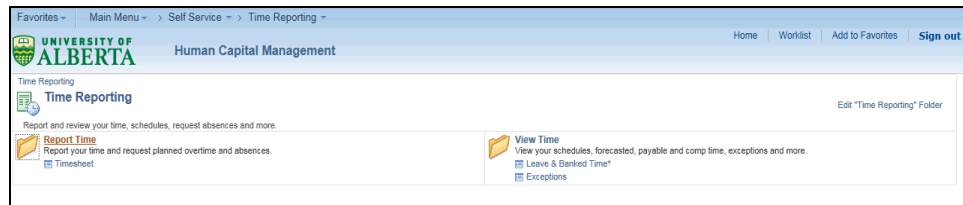


- Click the **Links to Employee Self Service** link.



- Click the **Time and Leave Information** link.

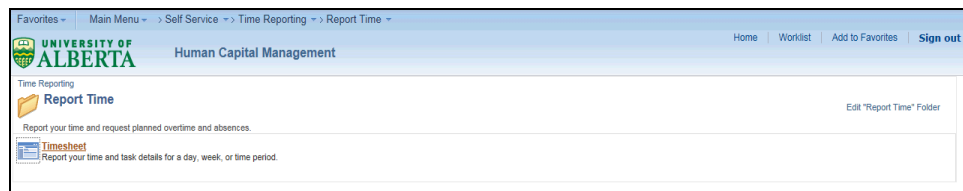




4. The Time and Leave Information link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Time Reporting** Page.

Click the **Report Time** link.

Report Time



5. Step 1: Open Timesheet Page

Click the **Timesheet** link.

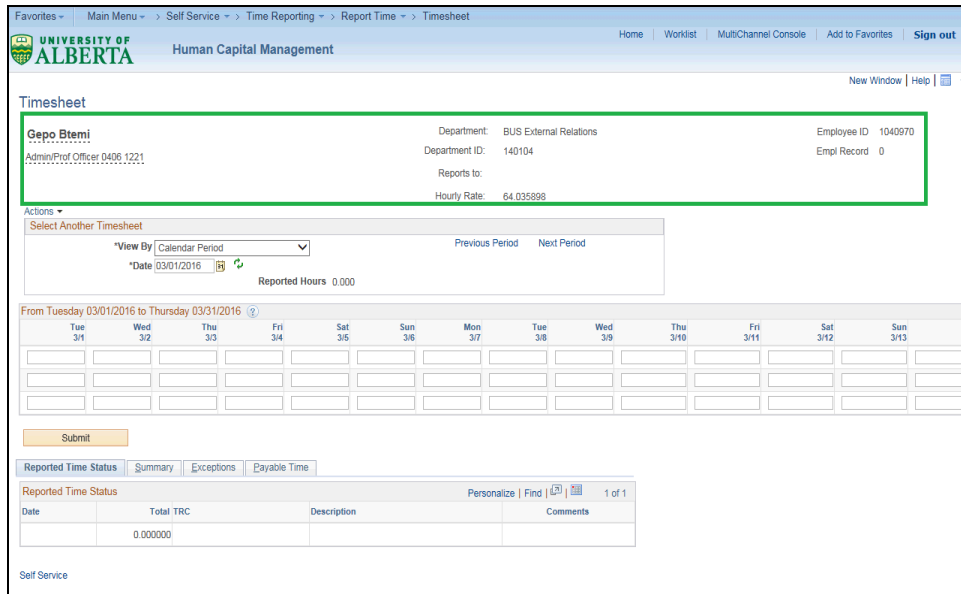
Timesheet

6. **Note:** You can also navigate to the **Timesheet** page directly within PeopleSoft HCM as shown in the Breadcrumbs.

Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

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Employee Vacation Time Entry - APOs, SOTS and Librarians



Timesheet

Gepo Btemi
Admin/Prof Officer 0406 1221

Department: BUS External Relations
Department ID: 140104
Reports to:
Hourly Rate: 64.035898

Employee ID: 1040970
Empl Record: 0

Actions

Select Another Timesheet

*View By: Calendar Period
*Date: 03/01/2016
Reported Hours: 0.000

From Tuesday 03/01/2016 to Thursday 03/31/2016

Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13

Submit

Reported Time Status | Summary | Exceptions | Payable Time

Reported Time Status

Date	Total TRC	Description	Comments
	0.000000		

Self Service

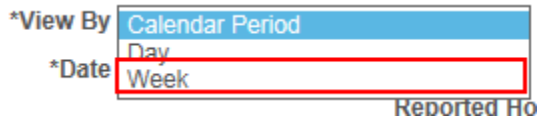
- The **Timesheet** page automatically populates your employee information in the header section.
- On the left hand side is your
 - **Employee Name** and
 - **Job Title**
- The middle portion of the Timesheet header contains your
 - **Department Name**
 - **Department ID**
 - Who you **Report to** and
 - **Hourly Rate** of pay
- On the far right of the header is your
 - **Employee ID** and
 - **Employee Record** Number
- The **Select Another Timesheet** area displays the current Calendar Pay Period.

The information selected in this area affects what is displayed in the area underneath.
- Click the down arrow next to the **View By** field.



13. There are a few options provided within the ***View By** field. Each option will display the details area in different ways.

14. For example purposes, Click the **Week** list item.



15. The ***Date** field automatically defaults to the current pay period begin date.

16. Step 2: Choose dates time is to be entered

In the ***Date** field, use the calendar icon to select the date you would like to enter vacation time for.

Click the **Calendar** graphic.

17. For example purposes,
Click the **March 7** date/time field.

18. Click the **Refresh** button.



19. Clicking the refresh icon automatically updates the page layout and the dates shown.

20. Step 3: Enter Time

Enter your hours for each day that you are on Vacation in the appropriate column.

For example purposes, enter a valid value e.g. "8" into the **Tue 3/1** field.

21. Continue entering your vacation time for the dates shown.

Use the Tab key to go to the next column.

Press **[Tab]**.

22. For example purposes, enter "8" into the **Wed 3/2** field.

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23. **Note:** Do Not enter negative or zero values.

Refer to the "Modifying Entered Time" topic for further details on how to correct time.

24. Step 4: Select the Time Reporting Code (TRC)

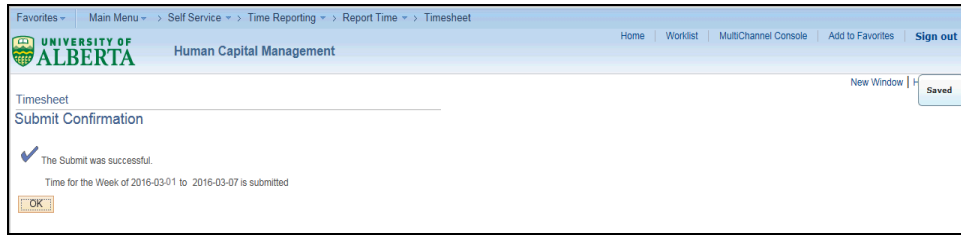
Click the **Time Reporting Code** dropdown button to activate the menu.

25. Click the **801 - Vacation Taken** list item.

26. Step 5: Review and Submit

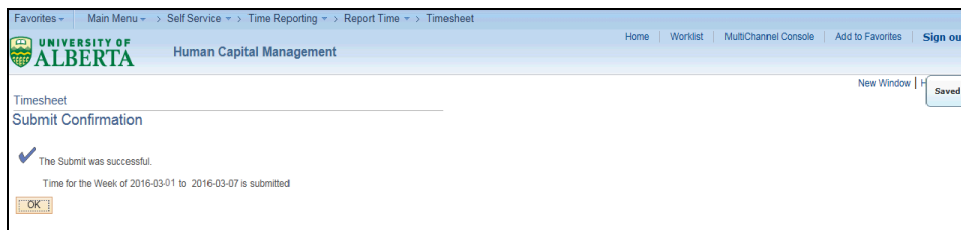
When you have entered all your time and confirmed all entries Click the **Submit** button.

27. The **Submit Confirmation** page will appear indicating your time was successfully submitted for approval.



28. Vacation time entered with the 801 code does not require approval, and does not affect pay nor affect any leave balances. It is available for reporting only. After the Time Administration process runs, the payable time created will have a status of Closed.

Click the **OK** button.



29. Congratulations! You have completed the training on entering your vacation time.

End of Procedure.

Viewing Your Vacation History


APOs, SOTS and Librarians will not have entitlements nor balances tracked, however they can enter and view their leave history for Vacation Time taken.

In this topic you will learn how to view your vacation history.








To Begin the Online Tutorial:

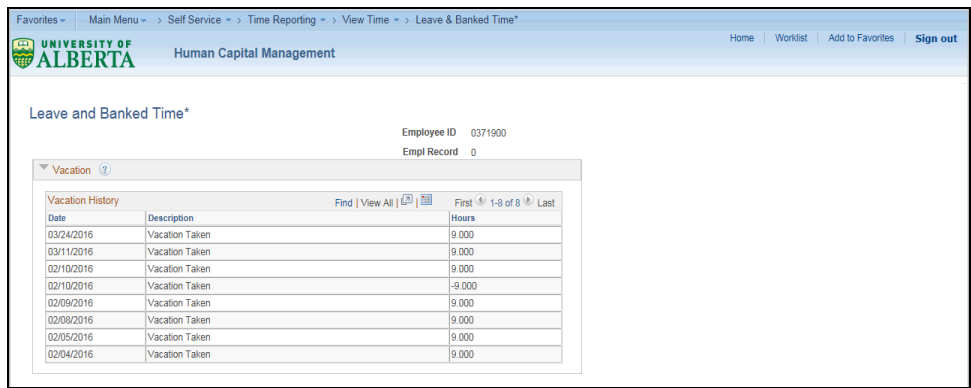


- Click the  button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: **Main Menu > Self Service > Time Reporting > View Time > Leave & Banked Time***

1. Click the **Main Menu** button.

2. Click the **Self Service** menu.

3. Click the **Time Reporting** menu.

4. Click the **View Time** menu.

5. Click the **Leave & Banked Time*** menu.




6. You can view your Vacation History within the **Leave and Banked Time*** page.
Note: The page reflects vacation time taken as of the last pay period processed.
7. Congratulations! You have completed the training on viewing your vacation history.
End of Procedure.