



Work Instruction

Enter or Modify Time for the Current Week or a Future Week

Purpose

Use this procedure to enter or modify your reported time for either the current or a future week, up to eight weeks in advance.

Prerequisites

- You must have a Harvard University Identification (HUID) number and a Personal Identification Number (PIN).
- You must be enrolled in the correct Time and Labor group.
- It must be between Monday and midnight Saturday in the current week.

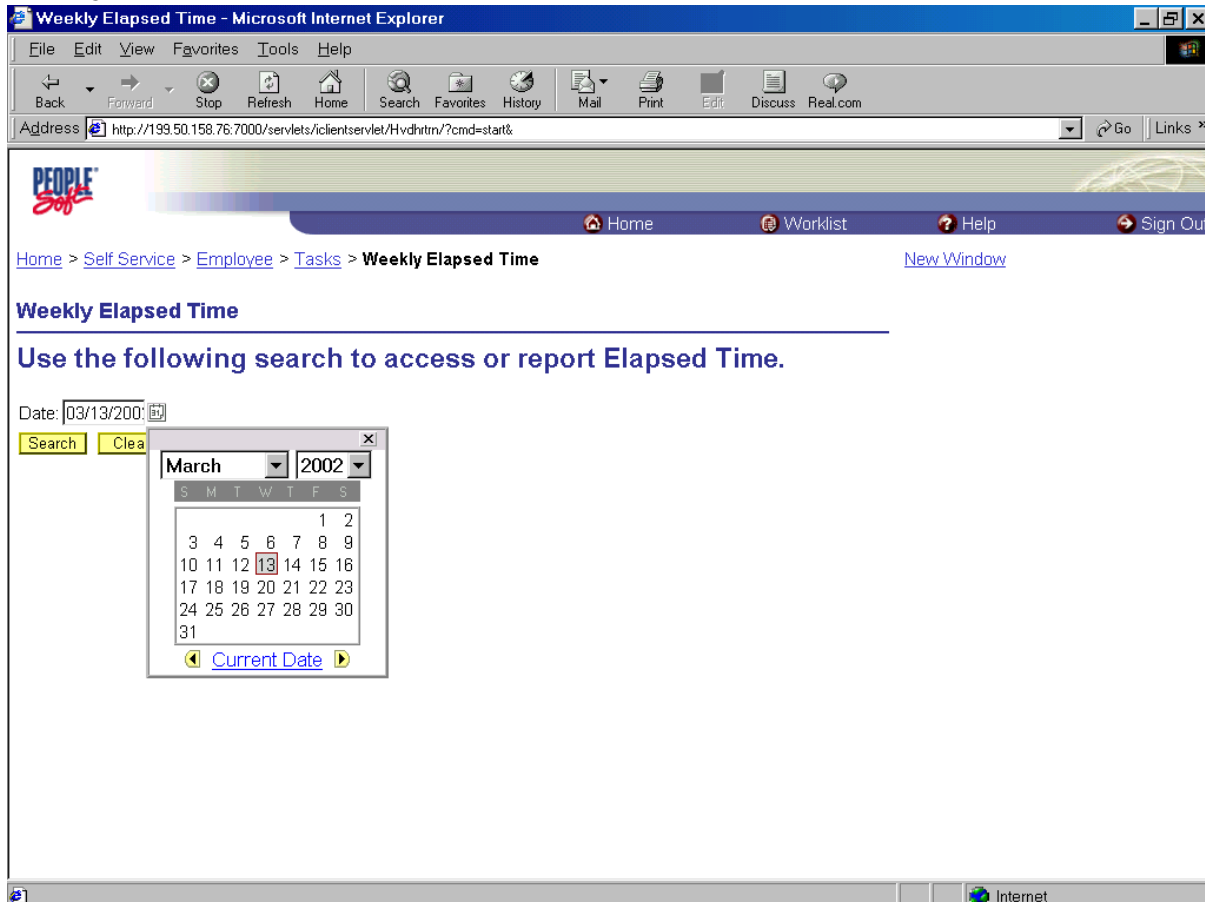
Helpful Hints

- Enter time in 0.25 hour increments.
- Enter the actual hours worked for each day.
- Never enter negative hours.
- Do not enter comp time earned and comp time taken for the same week. Enter the net amount for the week as either comp time earned or comp time taken, but do not enter both for the same week.
- You can only enter time for current and future weeks, not for past weeks. An adjuster in your department can enter your current time or past time retroactively for 30 days.


Procedure

1. Start the transaction using the navigation path **Self Service → Employee → Tasks → Weekly Elapsed Time.**

Weekly Elapsed Time

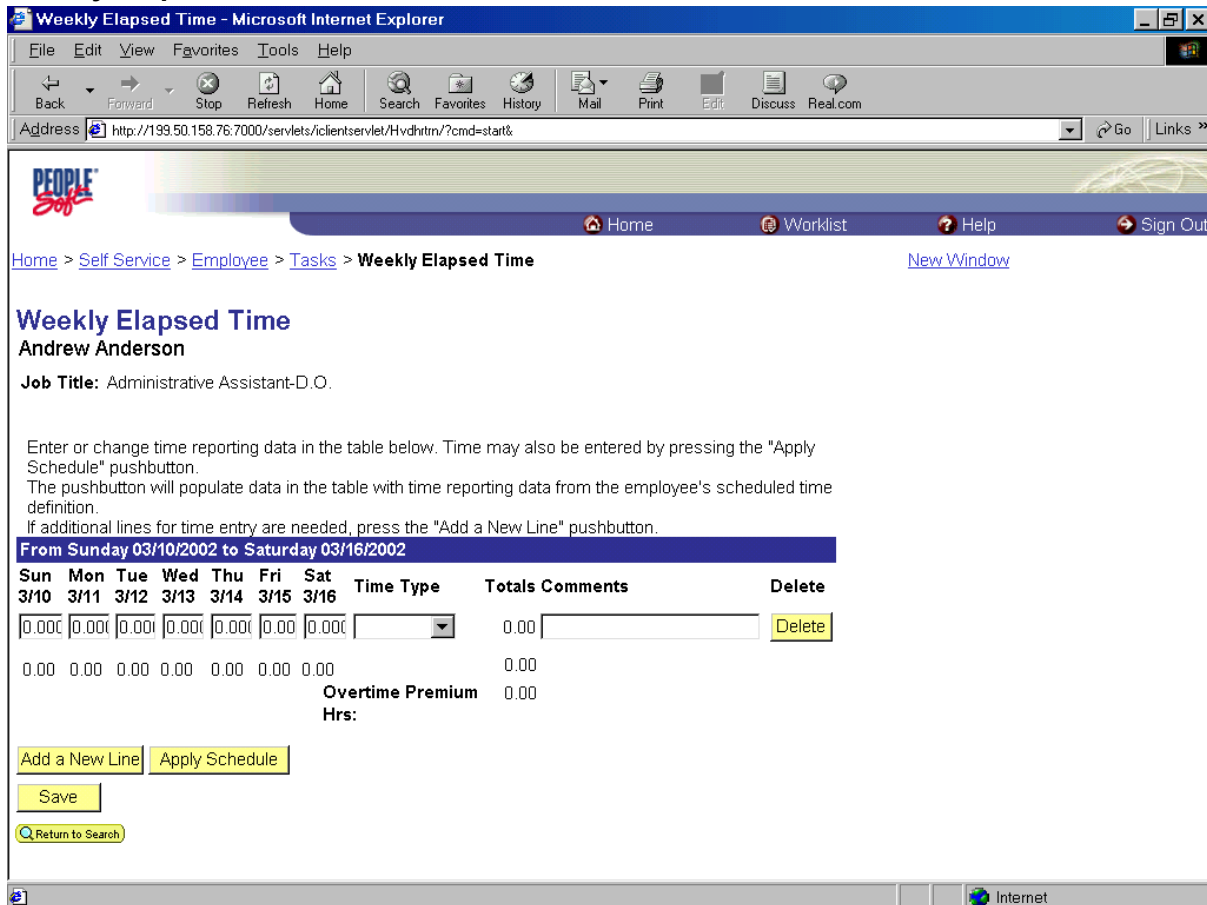


Leave the current date displayed in the Date field to enter time for the current week.

Clicking  brings up a calendar to enter time for future weeks.

2. Click **Search**.

Weekly Elapsed Time



Weekly Elapsed Time
 Andrew Anderson
 Job Title: Administrative Assistant-D.O.

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Sunday 03/10/2002 to Saturday 03/16/2002


Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Type	Totals	Comments	Delete
3/10	3/11	3/12	3/13	3/14	3/15	3/16				
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		Delete
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
								Overtime Premium	0.00	
								Hrs:		

Buttons: Add a New Line, Apply Schedule, Save, Return to Search



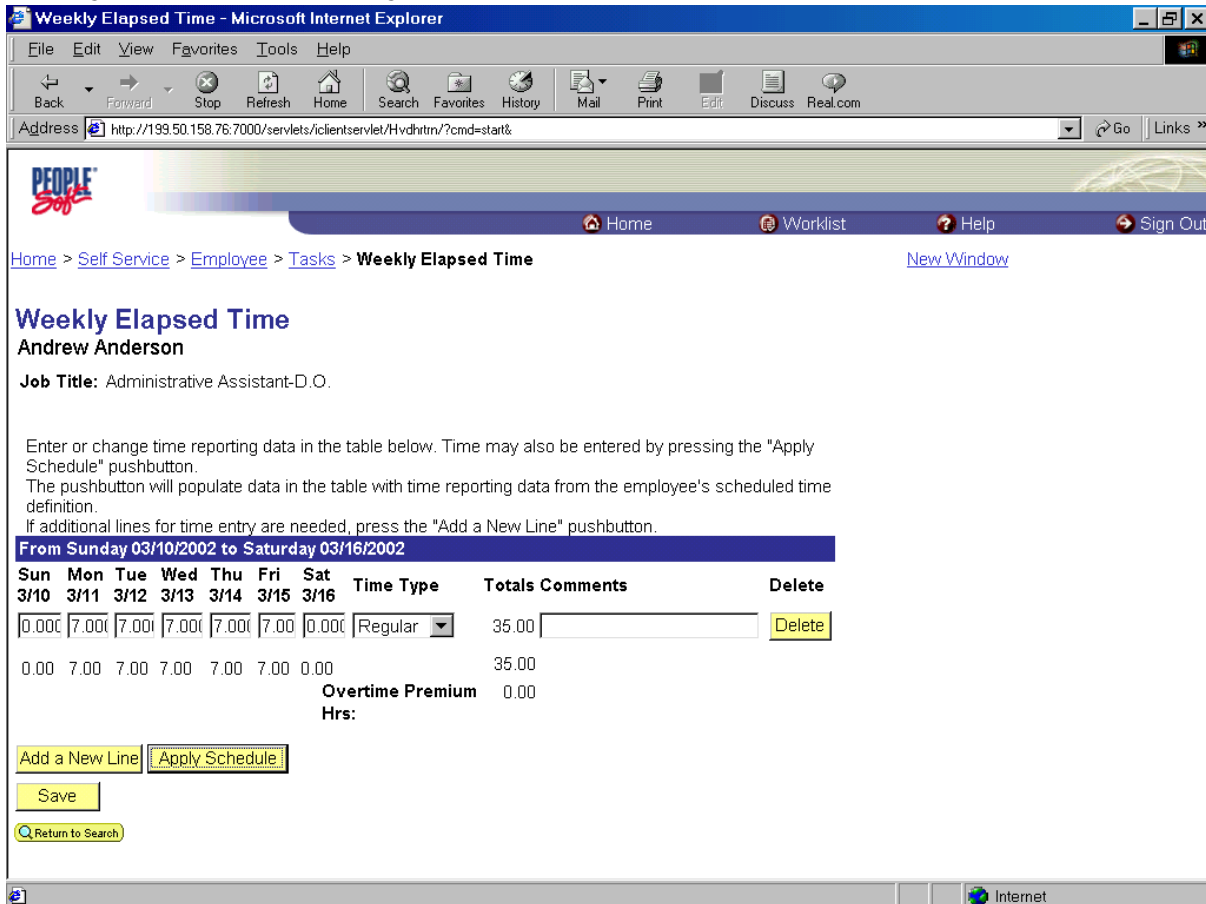
The workweek always begins on Sunday and ends on Saturday.

- Perform one of the following:


If	Then	Go To
You are an overtime-eligible employee, and there is a default schedule assigned to you in the system	Click Apply Schedule .  When you click the Apply Schedule button, it automatically populates your normal hours for the week with the time type "Regular."	Step 4



If	Then	Go To
You don't have a schedule in the system and want to report your hours worked for the week	—	Step 5

Weekly Elapsed Time: Apply Schedule

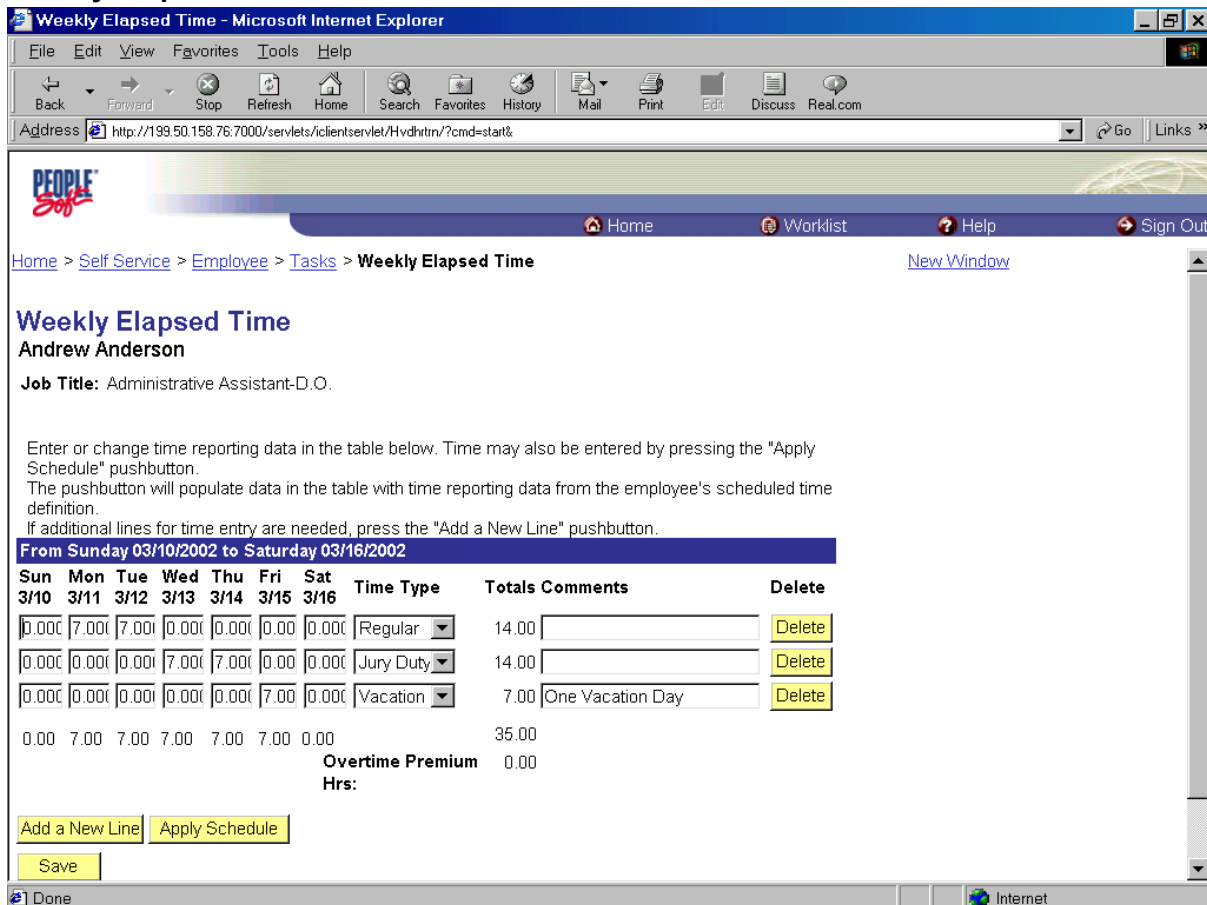


4. Perform one of the following:

If	Then	Go To
The hours are correct	Click 	Step 8

If	Then	Go To
You want to report hours that deviate from your default schedule	<p>Click </p> <p> Use this feature to report other time types, for example, vacation, personal or sick.</p>	Step 5

Weekly Elapsed Time: Add New Line



Weekly Elapsed Time
 Andrew Anderson
 Job Title: Administrative Assistant-D.O.


Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

From Sunday 03/10/2002 to Saturday 03/16/2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Type	Totals	Comments	Delete
3/10	3/11	3/12	3/13	3/14	3/15	3/16				
0.00	7.00	7.00	0.00	0.00	0.00	0.00	Regular	14.00		Delete
0.00	0.00	0.00	7.00	7.00	0.00	0.00	Jury Duty	14.00		Delete
0.00	0.00	0.00	0.00	0.00	7.00	0.00	Vacation	7.00	One Vacation Day	Delete
0.00	7.00	7.00	7.00	7.00	7.00	0.00	Overtime Premium	35.00		
Hrs:									0.00	

Buttons: Add a New Line, Apply Schedule, Save

5. As required, complete the following fields:

Field Name	R/O/C	Description
Week Day Field Example: Sun, Mon, Tue	R	Day of the week for which time is being reported  Enter all hours worked as regular time, even if they exceed your regular schedule. When time administration runs, the system will calculate straight or premium overtime.
Time Type	R	Abbreviated description for weekly reported hours Example: REG, VAC, PER, SCK
Comments	O	A brief explanation of reported hours

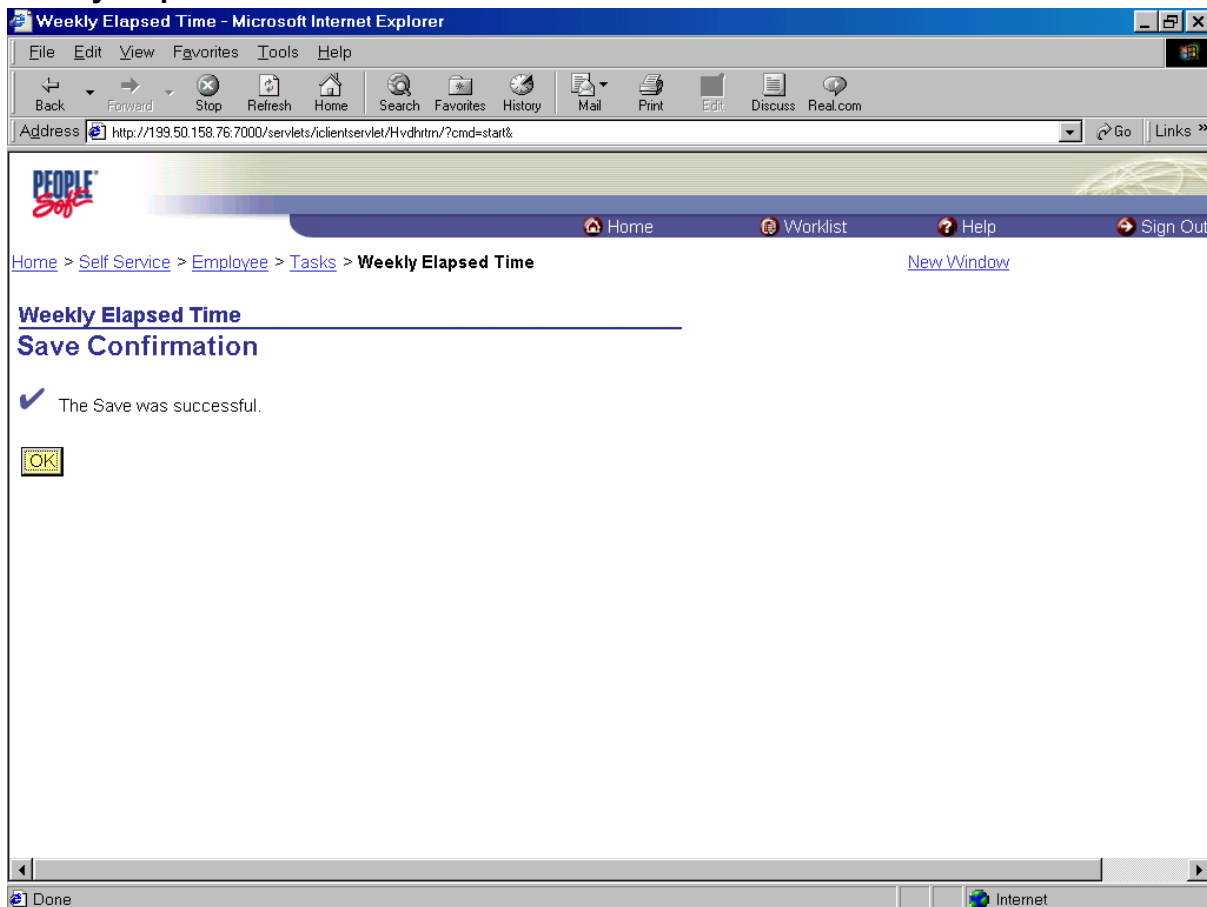
6. If you need to report an additional time type, click Add a New Line.



If you need to delete a line, click Delete next to the row that you want to delete.

7. Click Save.

Weekly Elapsed Time: Save Confirmation




The system displays the message, "The Save was successful."

8. Click  .



It is important to use the Save button and click OK to confirm. Otherwise, your information will not be stored in the system.

9. Click  to end your session and exit the system.

Result

You have reported your time for either a current or a future week.