PeopleSoft HCM Frequently Asked Questions

Time Reporting Questions and Topics

1. **Do I need to enter my day-to-day time worked if I am a contract employee?**
   - No, contract employees are exception time reporters and only need to submit time when absent. Non-exempt contract employees will also submit their comp time/overtime requests via their timesheet in HCM.

2. **How do I show instruction substitute hours on my timesheet?**
   - In Employee Self-Service, go to the quick link for Timesheet or under Employee Service Center, My Time, and click on the tile for Enter Time for the appropriate faculty job (may have multiple if teach at different locations)
   - Enter your sub hours on the appropriate date
   - Select the SUB Time Reporting Code from the drop-down menu
   - Click the Submit button to send your time to your manager for approval

3. **What if I submitted leave time or hours worked and need to make a change or correct the original entry?**
   - To correct or adjust any work or leave time submitted, even if already approved or processed by payroll, go to the appropriate date on the timesheet, make the correction/adjustment and re-submit. If time was not worked or leave not taken, remove the entry and resubmit.
   - **NOTE**: DO NOT SUBMIT NEGATIVE HOURS or ZEROS
   - Employees can make changes to submitted time for current and future payroll periods (up to one year in the future) at any time. Changes to processed time from a prior payroll period can be made within 30 days prior to the current date, and will be processed on the next payroll period. Required changes prior to 30 days must be requested through the District Payroll Office, via your supervisor.

4. **Where can I indicate the relationship of a family member for Family Necessity Leave?**
   - You can add comments on your timesheet by clicking on the "comments" icon. If it is mandated by your CBA or Handbook to provide additional information about the leave you are requesting, you will enter it here. This would include identifying a family member for Family Necessity Leave, or indicating the reason for the leave if it is required in your CBA or Handbook.

5. **How can I document my leave, such as for jury duty?**
   - Enter the hours you were out for Jury Duty on your timesheet for the appropriate day(s).
   - For now, continue to submit supplemental documents such as the Jury Duty timesheet, and any other required forms to your supervisor/manager, as you have done in the past. In the future, capability to upload these documents will be provided.
   - Review your CBA or Handbook to make sure you understand what leave types and requirements apply specifically to you.

6. **If I request a future dated leave, when will the amount be deducted from my leave balance?**
   - Once submitted for approval, your available leave balance on your Leave and Compensation

Balance tile is immediately reflected.

- If your leave request is denied, remember to adjust or delete your requests, otherwise your leave balance will continue to reflect the leave hours you had requested. This only needs to be done if your request to take a leave is declined or pushed back to you.

7. Can I request vacation prior to accrual?

- Yes. The system will allow you to go negative 48 hours; however the approval is still dependent on your supervisor/manager.
- Check yourCBA or Handbook, as there may be rules related to requesting vacation prior to approval. You may need to provide a written request to your supervisor/manager.

8. Can I request sick leave prior to accrual?

- Yes. Check your CBA or Handbook, as there may be rules related to requesting vacation or sick leave prior to approval. You may need to provide additional forms or written requests to support your requests.
- HCM is set up to allow advancement of leaves based on the rules outlined in your CBA or Handbook Before the payroll is processed, the Payroll unit will be reviewing approved leave requests that would result in the advancement of leaves prior to accrual. They will work with your timekeeper, manager/supervisor or campus administration office for any situations that would result in the leaves not being advanced, just as they do now.
- Check your CBA or Handbook, as there may be rules related to requesting Sick Leave prior to approval. You may need to provide a written request to your supervisor/manager.

9. How often should I submit time worked?

- **It is recommended that employees report their time on a weekly basis.** Do not wait until the day the submission is due to complete.
- For reporting absences and requesting leaves, enter the time on your timesheet in HCM as soon as you know you are going to request time off (jury duty, vacation, etc.). Review your CBA or Handbook to ensure you know which of the leaves available to you require pre- approval.
- You can request leaves in advance, however, remember once submitted the amount of leaves you have requested will be reduced from your available leave balances on the Leave and Compensatory Time Balance tab on your timesheet.
- If you are absent and need to report absences once you return to work, simply log into the portal and report your leaves. Review your CBA or Handbook so you know if there are any requirements regarding how soon you need to report your leaves.

10. What is the deadline for submitting time worked and/or leave?

- Click here for the Payroll Calendars

11. What if I need to correct leave approved from a prior month?

- If you need to make a correction after a payroll cycle has closed, within 30 days, simply log into HCM and record your changes.
- These will be forwarded to your manager/supervisor for approval and you will see these adjustments on your next paycheck or pay advice (pay stub).

- Adjustments prior to 30 days from the current date will need to be submitted to the District Payroll Office via your supervisor.

12. How do I know which Overtime (OT) code to choose for my overtime?

- You need to be familiar with the Overtime rules that are outlined in your CBA or Handbook. You will only have Time Reporting Codes available based on your specific CBA or Handbook. Depending on the rules, and the days and hours worked, you will select the correct overtime (OT) code. Your supervisor/manager will review when you submit the time, and approve if it is correct. If you have used the incorrect code, your supervisor/manager is able to correct it for you, and you will receive an email notification of the change.

13. Will the Department Chair have approval access or view only access of time cards?

- No, they will have neither approval or view only access.

14. Will Bookstore employees continue to use the card swipe to clock in and out?

- Yes