



## A Few Tips on Time Reporting

### 1) Holidays

On weeks, like last week, where there is a holiday, you must enter your time for the holiday on a separate line as HOL (Holiday). For example, if you normally work 5 hours each day, you would enter your time for the week as:

- M - 5 HOL
- Tu - 5 REG
- W - 5 REG
- Th - 5 REG
- F - 5 REG

### 2) Entering Partial Days in Absence Management

If you will only be taking off part of a day rather than a full day, you must indicate this in your absence request by selecting the appropriate option from the "Partial Days" drop-down. If your absence request is only for one day, you would select "All Days". If it is for more than one day, there are options for start or end day or both. Once you have selected an option from this drop down, PeopleSoft will allow you to enter how many hours you will be taking off. If you do not use the Partial Days option, PeopleSoft will assume your request is for your full scheduled hours for a day. **DO NOT enter the number of hours under "Duration"**. This is a calculated field and does not actually accept input. To ensure that PeopleSoft is charging you for the correct amount of time, hit the "Calculate End Date or Duration" button after you have entered your partial hours amount. PeopleSoft will then display the duration of your request in the "Duration" field.