

Time Entry Options Full-time Employees

Options:

- **eForm:** Longer-term medical leave (FMLA, CFRA, PDL, etc.)
- **Timesheet:** Regular time off (Vacation, Sick, Floating Holiday, Overtime, etc.)

eForm

Follow the steps below to request long-term medical leave:

1. Log in to hcm.peralta.edu
2. In your **Employee Self-Service** page, click on **e-Forms**
 - a. Click on the blue button located on the left upper side: **Fill out a new form**
 - b. A pop-up screen to **Select a Form to Fill Out** will appear
 - c. Click on **Medical Leave**
 - d. Follow the remaining instructions of the training guide:
https://peralta.instructure.com/courses/56014/pages/request-medical-leave?module_item_id=2431746

Timesheet

Follow the steps below to enter regular time off:

1. Log in to hcm.peralta.edu
2. In your **Employee Self-Service** page, click on **Time**
 - a. Click on **Enter Time** to see your timesheet
3. Follow the remaining instructions of the training guide (pdf/video):
<https://peralta.instructure.com/courses/56014/modules>

See additional instructions in the next pages.

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To select the **Month**, click on the **left** arrow for the **previous** month and on the **right** arrow for the **next** month. The month selected will display in the middle:

The screenshot shows a web browser window with the URL https://hcmuat.peralta.edu/psc/PCCDHTST/EMPLOYEE/HRMS/c/TL_EMPLOYEE_FL_TL_ENTER_TIME_FLU.GBL?=&null&TL_JOB_CHAR=0. The page title is "Enter Time" and the job title is "Staff Assistant".

At the top, the selected month is "1 March - 31 March 2022" with a "Month Period - PS Delivered" status. It shows "Scheduled 184.00 | Reported 0 Hours". There are left and right navigation arrows, with green arrows pointing to them from below. Buttons for "Print Timesheet", "Apply Rules", and "Submit" are visible.

Below this, a "Week 3 of 5" summary shows "Scheduled 40.00 | Reported 0.00 Hours". The main grid displays days from 15-Tuesday to 21-Monday. Each day has a box for "Scheduled" and "Reported" hours. For example, Tuesday 15th is "Scheduled 8 | Reported 0". Saturday 19th and Sunday 20th are "Scheduled OFF | Reported 0".

On the left, a dropdown menu lists various leave types: BEV - Bereavement, C1S - COVID 19 - Full Pay - SalaryEE, C7S - Covid - 2/3 Pay - Salaried EEs, DOT - Doubletime@2.0, FHL - Floating Holiday Taken, GOV - Government Court, JUR - Jury Duty, LOP - Loss of Pay, MIL - Military Leave, OVT - Overtime@1.5 (highlighted), PNC - Personal Necessity, QUA - Quarantine Leave, SCK - Sick, and VAC - Vacation.

At the bottom, there are "Comments" input fields for each day, each with a speech bubble icon. Plus and minus buttons are also present for adjusting the grid.

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To select the **Date**, click the arrows in the blue bar to go to the intended week:

Job Title Staff Assistant

1 March - 31 March 2022
Month Period - PS Delivered
Scheduled 184.00 | Reported 0 Hours

Print Timesheet Apply Rules Submit

Week 3 of 5
Scheduled 40.00 | Reported 0.00 Hours

15-Tuesday 16-Wednesday 17-Thursday 18-Friday 19-Saturday 20-Sunday 21-Monday

Date	Scheduled	Reported
15-Tuesday	Scheduled 8	Reported 0
16-Wednesday	Scheduled 8	Reported 0
17-Thursday	Scheduled 8	Reported 0
18-Friday	Scheduled 8	Reported 0
19-Saturday	Scheduled OFF	Reported 0
20-Sunday	Scheduled OFF	Reported 0
21-Monday	Scheduled 8	Reported 0

Comments

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Once you are in the correct week, select the type of leave from the drop-down menu options.

Job Title Staff Assistant

1 March - 31 March 2022
Month Period - PS Delivered
Scheduled 184.00 | Reported 0 Hours

Print Timesheet Apply Rules Submit

Week 3 of 5
Scheduled 40.00 | Reported 0.00 Hours

15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	20-Sunday	21-Monday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

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Enter the hours by clicking on the blank box under the date that you are reporting time off. For example, click on the blank box under 18-Friday and enter the time:

The screenshot displays the 'Enter Time' interface for a Staff Assistant. The main view shows a calendar for the month of March 2022, specifically 'Week 3 of 5' (March 15-21). The interface includes a navigation bar at the top with the title 'Enter Time' and a search bar. Below the navigation bar, the job title 'Staff Assistant' is displayed. The main content area shows the date range '1 March - 31 March 2022' and the month period 'Month Period - PS Delivered'. The scheduled hours for the month are 184.00, and the reported hours are 0.00. A dropdown menu on the left lists various leave types, with 'OVT - Overtime@1.5' selected. The calendar grid shows the following data:


15-Tuesday	16-Wednesday	17-Thursday	18-Friday	19-Saturday	20-Sunday	21-Monday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0
			8			

A green arrow points to the input box for 18-Friday, which contains the number '8'. The interface also includes buttons for 'Print Timesheet', 'Apply Rules', and 'Submit'.

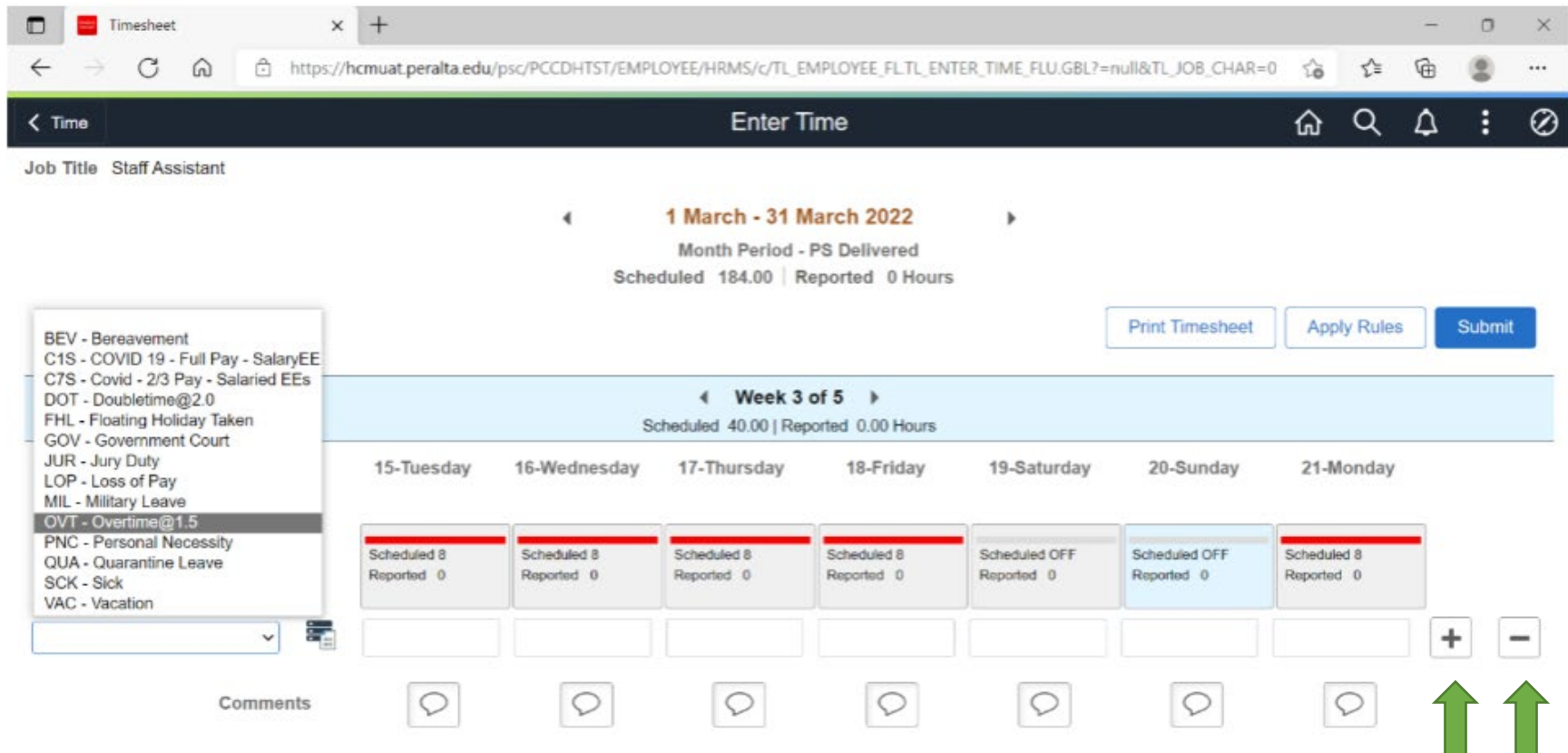
Click on **Submit!**

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You can add another type of leave by clicking on the  button to add a new row

You can remove the row with all the information entered by clicking on the  button.

Submit after making changes so the information gets recorded.



The screenshot displays the 'Enter Time' interface for a Staff Assistant. The main view shows a calendar for the month of March 2022, with the current week (Week 3 of 5) highlighted. The calendar grid shows scheduled hours for each day: 8 hours for Tuesday through Friday, 0 hours for Saturday and Sunday, and 8 hours for Monday. A dropdown menu on the left lists various leave types, with 'OVT - Overtime@1.5' selected. The interface includes buttons for 'Print Timesheet', 'Apply Rules', and 'Submit'. At the bottom right, there are plus and minus buttons for adding or removing rows, with two green arrows pointing to them.

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Additional Notes:

- The timesheet replaces the Individual Request Form, so employees can use it to request days off in the future and report time they took off work.
- The manager will receive a notification that an approval is waiting.
 - Once the manager approves the time, that is the equivalent of submitting the LAR to HR.
- The employee will receive automatic notification regarding the status of the time they submitted.
- Monthly LARs of “no time taken” are no longer required!