Reporting Time: PeopleSoft Steps	
Step 1: Go to PeopleSoft	
ORACLE Smile	
Man Menu	
Step 2: For an employee <i>in your department:</i> Main Menu – OU Manage Time and Earning – Mo <i>OR</i> For an employee <i>from another department</i> : Main Menu – OU Manage Time and Earning – <u>Ad</u>	nthly Time and Earnings. <u>d</u> Monthly Time and Earnings.
Favorites - Main Menu - > OU Manage Time and Earnings - > Monthly Time and Earnings	Favorites - Main Menu - > OU Manage Time and Earnings -> Add Monthly Time and Earnings
ORACLE	ORACLE
Monthly Time and Earnings Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Image: Search Criteria Company: begins with Image: Search Criteria Pay Group: begins with Image: Search Criteria Department: Image: Search Criteria Search Clear Basic Search Search Clear Basic Search	Add Monthly Time and Earnings Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Company: begins with ♥ Degins with ♥ Q Pay Broup: begins with ♥ Department: = ♥ Empl ID: begins with ♥ Search Clear Basic Search Save Search Criteria
Step 3: From the earnings page: Enter Earn Code ' required tracking purposes and does not initiate p	'ACA" and the hours worked for the month. This code is for bayment.
Favorites - Main Menu - > OU Manage Time and Earnings - > Monthly Time and Earnings	
ORACLE	
Salary Exceptions Company: NRM Pay Group: MTH Department: ADHRE&C Pay Period End Date: 03/31/2015 Empl.ID: Empl.Record: 0	
Earn Code Hours Rate Earnings Account Code	
Salary Exceptions Find First III 1 of 1 III ACA Q 100.000000 Process Status: Open	
🙀 Save 🖉 Return to Search 💌 Previous in List 🖑 Heat in List 💟 Holly	
NOTE: If a department fails to enter the hours of service for salaried, part-time employees, then 40 hours per week will be automatically recorded by Human Resources for ACA purposes	

Up-to-date versions of this and other ACA documents can be found here: https://apps.hr.ou.edu/dms/GetDocuments.aspx?p=ACA+Workforce+Management.