

What's New with...

Time Entry and Approval

What is changing?

Employees and administrators transitioning from Banner to PeopleSoft system will see some changes in time entry and approval processes.

What do I need to know?

- Employees / Administrators in PeopleSoft
 - Paid time off will be entered through the absence reporting process in PeopleSoft. A separate login is not required.
- Employees/Administrators transitioning from Banner to PeopleSoft
 - Paper timesheets will be replaced with an electronic workflow and routing through PeopleSoft
 - Hours worked will be tracked on a punch timesheet or an elapsed timesheet. Paid time off is recorded separately from hours worked. Employees will verify paid time off in the system through Employee Self Service. Time is viewable the day after it is entered by the department.
 - Not all employees will need hours inputted in order to be paid. Salaried employees (full-time or part-time) will only need to enter exceptions to their standard weekly work hours if they are eligible for overtime accrual. Hourly (per diem) employees will have to enter all time into the system, because the system will not be programmed with standard work hours for the week.
- Departments will determine the mechanism by which employees will communicate their time – either employees will use WebClock or KRONOS* in PeopleSoft to interface with their timesheet, or they will communicate their time to a departmental timekeeper to enter into the system.

How do I access the system?

You can access all Cornerstone systems through the **myRutgersportal** (<https://my.rutgers.edu>). Log in with your NetID and password. Click the **Cornerstone tab**. Open the **Employee Self Service** or **PeopleSoft Management** app.

What training and support is available?

Human resources and payroll courses are available online at Rutgers University Canvas for staff who are responsible for time entry and approval, and employee charging instructions (<https://rutgers.instructure.com/courses/712>). Use your NetID and password to log in.

Who can I contact for help?

Human Resources and Payroll Help Desk

Monday-Friday, 7:30 a.m.-6:00 p.m. Eastern

Saturday, 9 a.m.-4:00 p.m. Eastern

Phone: (848) 932-3888

Email: hrpayroll_helpcenter@hr.rutgers.edu

Helpful resources and frequently asked questions are available on the Cornerstone website (cornerstone.rutgers.edu).

