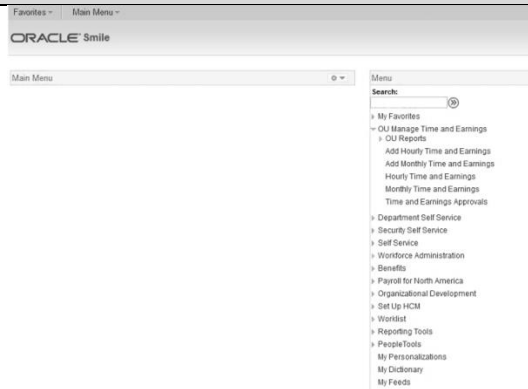


Reporting Time: PeopleSoft Steps

Step 1: Go to PeopleSoft



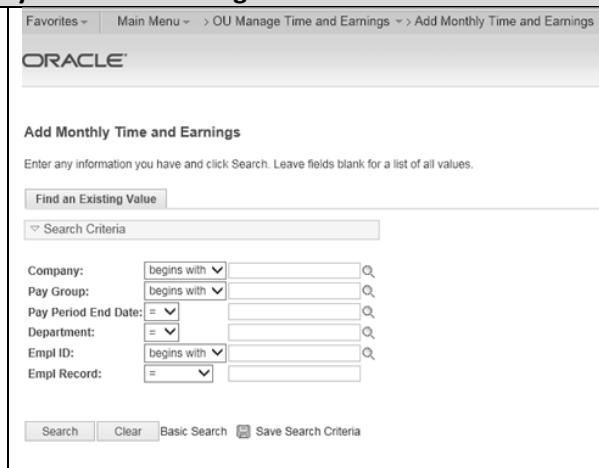
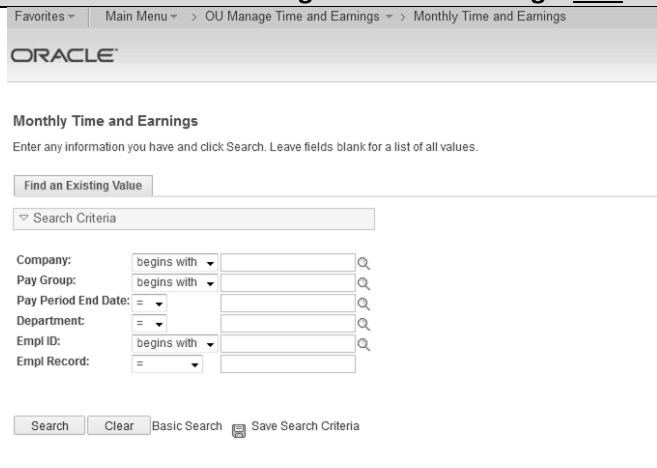
Step 2: For an employee in your department:

Main Menu – OU Manage Time and Earning – Monthly Time and Earnings.

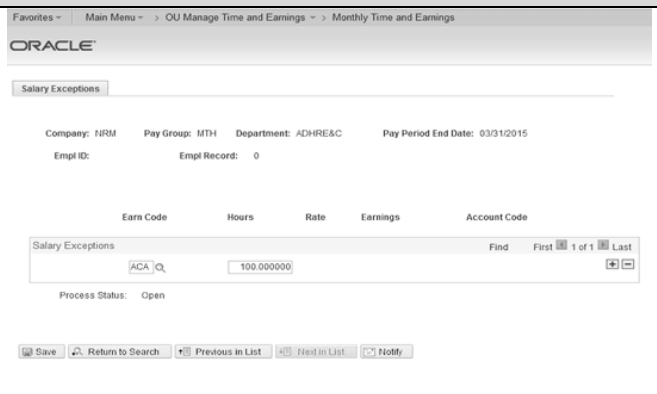
OR

For an employee from another department:

Main Menu – OU Manage Time and Earning – Add Monthly Time and Earnings.



Step 3: From the earnings page: Enter Earn Code "ACA" and the hours worked for the month. This code is for required tracking purposes and does not initiate payment.



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>.