Appendix E: How to enter ACA Hours with PeopleSoft (Norman Campus)

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:

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