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: