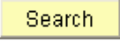



Steps to Print Your Timesheet

After all time is submitted for the month, you **MAY** need to print a hard copy timesheet, obtain supervisor approval(s) and submit the timesheet to your Department Timekeeper. Each campus department has defined their internal procedure for processing time. Check with your Department Timekeeper for specifics instructions.

Generating Your Timesheet

1. Use your web browser to sign into PeopleSoft Human Resources and generate your timesheet. PeopleSoft is accessed via the following URL:
<https://cmsweb.csub.edu/psp/HBAKPRD>.
2. Your Campus login will be the first part of your RunnerMail account (must use all caps ex. AJOLIE3) and your password. To gain access to the Time & Labor system, you must sign up with Payroll Services.
3. Once logged in to PeopleSoft, follow this navigation: **CSUB Processes > TL Processes and Reports > Student Timesheet - Current.**
4. You are now at the job search page. Click the  button to see all jobs and select the job to generate a timesheet for. If you have only one job, you will be taken into the Hourly Employee Timesheet page immediately. If you have more than one active job on campus you will have to select the job for which you want to generate a timesheet. If you do not see the correct job, contact your Department Timekeeper for assistance.



5. Click the  button to submit the Timesheet Report request. The current timesheet report will now be submitted to the system for processing.

The “Current” timesheet is defined as the prior month’s time through the 2nd of the following month. (*Example: November is considered the “Current” month through the 2nd of December. After the 2nd of December, December then becomes the “Current” month. Any alterations to time in November would have to be submitted on an adjustment timesheet.*)

- Click the [Report Manager](#) link to go to the Report Manager and obtain your PDF output file.
- Report Manager:

Administration

View Reports For

User ID: Type: Last: 1 Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	349	1641	Hourly Employee Timesheet	12/05/2006 12:22:25PM	Acrobat (*.pdf)	Posted	Details

When the "Status" is set to "Posted", click the [Student Employee Timesheet](#) link to open up the pdf report.

- From the Report Manager page, click until the Status of the report is Posted.
- Click on the [Student Employee Timesheet](#) link to open the output.
- Print the timesheet.
- Close the Adobe Acrobat window.
- Sign out of PeopleSoft. You need to click at the top right of the page to exit PeopleSoft before closing the browser window. If you fail to do so, others can access your records from the same computer.
- Sign your Timesheet and obtain any necessary approval signatures.
- Turn your Timesheet in to your Department Timekeeper.