

# Steps to Enter Student Time Worked

Use your web browser to sign into PeopleSoft Human Resources and enter your time. For reference, all business process guides, including this one, may be downloaded at the following HR Time & Labor website: [http://www.csub.edu/BAS/peoplesoftcms/hr/time\\_labor.shtml](http://www.csub.edu/BAS/peoplesoftcms/hr/time_labor.shtml) or via the CSUB website using the following navigation:

**CSUB Home Page > Administration > BAS Administration > PeopleSoft Time & Labor**

**Note:** Your PeopleSoft user ID will be the first part of your RunnerMail account (**use all caps ex: AJOLIE3**). Your initial password will be your four digit birth year and last four digits of your social security number. To gain access to the Time & Labor system, you must first sign up with Payroll Services.

**Deadlines:** You **must** enter **and** submit all time for a month by the 2nd of the following month. As of the 3rd of each calendar month you will be locked out of the prior Pay Period and will be unable to make any changes. Should you need to make any adjustments to a prior pay period, you will need to submit an Adjustment Timesheet. (Follow the **“Steps To Create Your Adjustment Timesheet”** process guide to generate a timesheet to submit to your Department Timekeeper for approval and submission to Payroll Services for processing.)

## Entering Time

1. Once logged into PeopleSoft, follow this navigation: **Self Service > Time Reporting > Report Time > Timesheet**
2. If you have only one active job, you will immediately be taken to the time entry page to report time. If you have multiple active jobs, you will be presented a list to choose from. Select the job for which you wish to enter time by clicking on the row containing information for that job. If you have any questions as to which job you should report time to, contact your Department Timekeeper for assistance.
3. Enter the total number of hours worked on each calendar day.

The screenshot shows the PeopleSoft Timesheet interface for user Patrick Starr. Key elements include:

- Navigation:** View By: Time Period, Date: 05/01/2007, Refresh, << Previous Time Period, Next Time Period >>
- Summary:** Reported Hours: 78.00 Hours, Scheduled Hours: 0.00 Hours
- Time Period:** From Tuesday 05/01/2007 to Wednesday 05/30/2007
- Timesheet Grid:**

Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5	Sun 5/6	Mon 5/7	Tue 5/8	Wed 5/9	Thu 5/10	Fri 5/11	Sat 5/12	Sun 5/13	Mon 5/14	Tue 5/15	Wed 5/16
4.00	4.00	6.00				6.00		2.00	2.00	4.00			4.00	4.00	4.00
- Reported Time Status Table:**

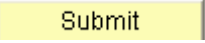
Date	Status	Total	Time Reporting Code	Comments
05/01/2007	Needs Approval	4.00		
05/02/2007	Needs Approval	4.00		
05/03/2007	Needs Approval	6.00		
05/07/2007	Needs Approval	6.00		
05/09/2007	Needs Approval	2.00		
05/10/2007	Needs Approval	2.00		
05/11/2007	Needs Approval	4.00		

**Callouts:**

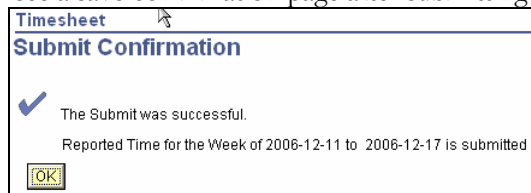
- Start date may be changed by entering new date and clicking refresh.** (Points to the Date field and Refresh button)
- Navigate week to week with these controls.** (Points to the navigation links)
- Timecard can show day, week or full calendar month.** (Points to the View By dropdown)
- Grid shows the status of your submitted time thus far. Comments cannot be entered.** (Points to the Reported Time Status table)


- Any hours worked after midnight should be entered on the following day.
- Enter time in tenths of an hour increments i.e. .1 , .2 , .3 , etc. using the following table to report fractions of hours:

Minutes	Tenths
1-15	0.3
16-30	0.5
31-45	0.8
46-60	1.0

- When time entry is complete you must submit the time.
  - Click the  to save and submit the time to your supervisor. **NOTE: Time must be submitted by 11:59 pm on the 2nd of the following calendar month. If you fail to submit your time by the 2nd<sup>nd</sup> of the following calendar month, payment may be delayed.**


You will see a save confirmation page after submitting or saving.



- Click  to continue. This will take you back to the time entry page.

**Note:** Any corrections to a prior pay period will be considered an Adjustment and an adjustment timesheet will be necessary. This includes a situation where no time was entered or submitted for a month.



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 could access your records from the same computer.