

INTRODUCTION

This guide provides step by step instructions on printing the Reported Time Report. The Reported Time Report can be used for both reconciling reported time or documenting MPP manager approval. *Departments with time processed by an “Approver Designee” (excluding Dept Chairs) **must** print the Reported Time Report for signature & approval by the department’s MPP appropriate administrator.*

1.0 Log into myCSUB

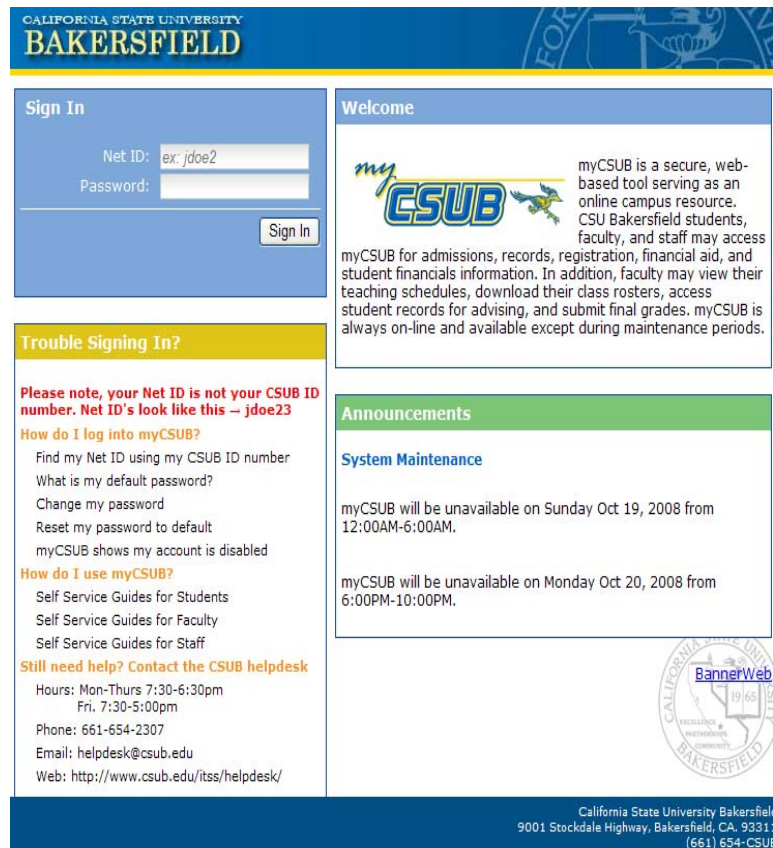
1.1 Navigation

Note: A PeopleSoft HR Time & Labor Access Form must be completed & approved before access to the Time & Labor system is granted. You will be notified of your Net ID and password once system access has been approved.

Select the **myCSUB** link from the CSUB home page or navigate directly to <http://my.csub.edu/>

Enter your Net ID and password to log into **myCSUB**.

If you need help obtaining and/or using your Net ID, refer to the appropriate help links located on the **myCSUB** web page for assistance.



The screenshot shows the myCSUB login interface for California State University Bakersfield. At the top, it says "CALIFORNIA STATE UNIVERSITY BAKERSFIELD". Below that is a "Sign In" section with a "Net ID:" field containing "ex: jdoe2" and a "Password:" field, followed by a "Sign In" button. To the right is a "Welcome" section with the myCSUB logo and text explaining it's a secure web-based tool for students, faculty, and staff. Below the sign-in section is a "Trouble Signing In?" section with links for "How do I log into myCSUB?" (Find my Net ID, What is my default password, Change my password, Reset my password, myCSUB shows my account is disabled) and "How do I use myCSUB?" (Self Service Guides for Students, Faculty, Staff). There is also a "Still need help? Contact the CSUB helpdesk" section with hours, phone, email, and web information. On the right side, there is an "Announcements" section with "System Maintenance" notices for Oct 19 and Oct 20, 2008. At the bottom right, there is a "BannerWeb" logo and contact information for California State University Bakersfield.

For additional assistance, Quick Reference Guides are available from the following locations:

1. HR Time & Labor website: http://www.csub.edu/BAS/peoplesoftcms/hr/time_labor.shtml or direct navigation to: CSUB Home Page > Administration > BAS Administration > PeopleSoft Time & Labor
2. Self Service Guides for Faculty (www.csub.edu/selfservice/guides/faculty/) and Staff (www.csub.edu/selfservice/guides/staff/).

2.0 Submit Report To Print

2.1 Navigation

CSUB Processes > TL Processes and Reports > Reported Time Report

2.2 Submit Report

In order to submit a report request for processing, you must select, enter, or create a Run Control ID. You may enter the ID if known or select one from a list by clicking the "Search" button. If no run control ID exists, add one by clicking on the "Add a New Value" link. If you wish, you may set up standard Run Control ID's such as 1, 2, 3, etc. for future use.

Once a valid Run Control ID has been entered, the Reported Time Report run control page will display. Populate the appropriate fields as described below:

Reported Time Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Reported Time Report

Run Control ID: 1 Business Unit will always be 'BKCMP' [Report Manager](#) [Process Monitor](#)

Business Unit: BKCMP

*Group ID: D21200

*Pay Group: Student Other

*Pay Period Begin Date: 05/30/2007 *Pay Period End Date: 06/30/2007

Annotations:
 - Click the Spyglass icon to list and select the Group ID you wish to report on. A group ID defines a department or grant related grouping of employees for time processing.
 - Select Pay Group of 'Student'
 - Enter the Pay Begin and Pay End dates of the pay period you wish to report on.

Click the "Run" button to submit the report request.

On the Process Scheduler Request screen, ensure that the appropriate fields are populated as described below.

Process Scheduler Request

User ID: mmurie Run Control ID: 01

Server Name: PSUNX Run Date: 07/06/2007
 Recurrence: Run Time: 2:55:54PM [Reset to Current Date/Time](#)
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Reported Time Report	BAKTL005	SQR Report	Web	PDF	Distribution

OK Cancel

Server Name must be "PSUNX".

Type must be "Web"

Format must be "PDF"

Click the "OK" button to submit the report for processing. Once the report has been submitted, you are returned to the "Reported Time Report" screen.

3.0 Print Reported Time Report

3.1 Print Report

Click the "Report Manager" link and go to Report Manager to obtain the Reported Time Report PDF file.

Reported Time Report

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 24181

Business Unit: BKCMP

*Group ID: D21200

Pay Group: Student Other

*Pay Period Begin Date: 06/01/2007 *Pay Period End Date: 06/30/2007

From the Report Manager page, click the “Refresh” button until the “Status” of the report displays as “Posted”.

When the “Status” displays “Posted”, click the [Reported Time Report](#) link to open up the PDF file.

On the “Administration” tab, click the [Reported Time Report](#) link to open up the PDF file. You may either print the report or save it to your workstation for future printing.

Close the Adobe Acrobat window and log out of PeopleSoft by clicking the “Sign Out” button at the top right of the page before closing the browser window. If you fail to do so, others can access your records from the same computer.