REVISION CONTROL

Document Title: Time and Labor – Approving Reported Time
Author: CSUB HR
File Reference: HR90 TL Approving Reported Time – 2018.02.27.docx

Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/5/2014</td>
<td>M. Murie</td>
<td>Created document to replace old 8.9 version</td>
<td>All</td>
</tr>
<tr>
<td>2/10/2018</td>
<td>M. Murie</td>
<td>Included instructions for hourly staff employees</td>
<td>All</td>
</tr>
<tr>
<td>2/27/2018</td>
<td>M. Murie</td>
<td>Changed login instructions to reference myHR site</td>
<td>All</td>
</tr>
</tbody>
</table>

Review / Approval History

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Reviewed By</th>
<th>Action (Reviewed, Recommended or Approved)</th>
</tr>
</thead>
</table>

Last Modified: 2/27/18
Copyright 2018. All Rights Reserved.
# Table of Contents

1.0 Introduction .......................................................................................................................... 4  
1.1 General Information ............................................................................................................ 4  
2.0 Logging into myHR ............................................................................................................... 5  
3.0 Search for Time Reported ................................................................................................... 6  
4.0 Approve Time Reported ....................................................................................................... 7  
5.0 Adjustments ......................................................................................................................... 9  
6.0 Getting Help ......................................................................................................................... 9
1.0 Introduction

Time and Labor is a component within the PeopleSoft Human Capital Management (HCM) suite of applications. It provides the ability to enter and report hourly employee or student time online. Before you can be paid for time worked, each of these steps must be completed:

<table>
<thead>
<tr>
<th>Step</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter Time Worked</td>
<td>Hourly Employee/Student</td>
</tr>
<tr>
<td>2. Print Timesheet (if required by department)</td>
<td>Hourly Employee/Student</td>
</tr>
<tr>
<td>3. Print Adjustment Timesheet (if applicable)</td>
<td>Hourly Employee/Student</td>
</tr>
<tr>
<td>4. Approve Reported Time</td>
<td>Department Time Approver</td>
</tr>
</tbody>
</table>

This guide describes step #4.

1.1 General Information

**DEADLINES**

You must **enter** and **submit** all time worked for a month by 11:59 pm on the 2\(^{nd}\) calendar day of the following month, even if the 2\(^{nd}\) falls on a weekend. **As of the 3\(^{rd}\) calendar day of each month, you will be locked out of the prior Pay Period and will not be able to enter time or make any changes.**

If you need to make any adjustments to a prior pay period, you must submit an **Adjustment Timesheet**. Follow the “**Printing Your Adjustment Timesheet**” guide to print and submit the timesheet to your Department Timekeeper for approval. The Adjustment Timesheet must then be forwarded to Payroll Services for processing.
## 2.0 Logging into myHR

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| **1.** Login to *myHR*. Enter your Net ID, Password, and click **Sign In** button.  
If you need help obtaining and/or using your Net ID, refer to the “First-time user? Click here” help link located on the *myHR* web page for assistance. | ![Welcome to myHR](image) |
| **2.** Now that you are logged in, please remember the following tips:  
- Use your **Add to Favorites** to save time.  
- **Sign out** when you are done  
- Don’t use your browser buttons to navigate | ![Navigation](image) |
3.0 Search for Time Reported

These instructions will assist you with approving time reported for hourly employees in your department.

1. Search for Reported Time:

Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Search for employees that have reported time to approve by using any of the “Value” fields as employee selection criteria. The primary search field to use is “Group ID”. The Group ID represents a group of employees that have time approved by an MPP administrator. If the “Value” fields are left blank, all employees for whom you have been granted access and who have reported time to approve will be listed.

Use the “View By” and “Date” fields to select what date range or time period you wish to search. Click the “Get Employees” button to display all employees having reported time to approve based on the selection criteria you provided. Only employees for whom you have been granted access will be listed.

Use any of the “Value” fields to search for employees with reported time needing approval. Only employees for whom you have been granted access will appear.

Use the “View By” field to define the parameter for the Date Field.

It is recommended that you use “All Time Before” and set the date to the beginning of the next pay period.

Click the “Refresh” button to refresh the results.
4.0 Approve Time Reported

If any reported time is found needing approval you will see the applicable employees listed:

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Job Description</th>
<th>Hours to be Approved</th>
<th>Reported Hours</th>
<th>Scheduled Hours</th>
<th>Exception</th>
<th>Approved/Submitted Hours</th>
<th>Denied Hours</th>
<th>Employee ID</th>
<th>Emp ID Nbr</th>
<th>Job</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mister Crabbs</td>
<td>Student Assistant</td>
<td>20.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>00003282</td>
<td>0 1670</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sandy Squirti</td>
<td>Student Assistant</td>
<td>20.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>00003667</td>
<td>0 1670</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spookey Bob</td>
<td>Student Assistant</td>
<td>16.00</td>
<td>16.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>000037232</td>
<td>0 1670</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Squidward</td>
<td>Student Assistant</td>
<td>16.00</td>
<td>16.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>000037531</td>
<td>0 1670</td>
<td></td>
</tr>
</tbody>
</table>

Select All  Clear All

Approve Selected  Deny Selected

You may now approve and/or deny employee time reported by any of the following methods:

1. Select all employees listed by using the “Select All” link and approve or deny time reported as displayed in the “Hours to be Approved” column for each employee. Click on the “Approve Selected” or “Deny Selected” button as appropriate. Employees will receive an automated email message if time is denied.

2. Select individual employees by checking the box in the “Select” column and approve or deny their “Hours to be Approved” by clicking on the appropriate “Approve Selected” or “Deny Selected” button. Only employees checked as “Selected” will be processed for approval or denial.

3. Select an individual employee name by clicking the blue link in the “Name” column. This will take you to the following screen:

Jane Doe
Job Title: Biology Student Assistant
Emp ID:
Emp ID Nbr: 2

View By: Time Period  Date: 07/01/2007
Reported Hours: 47.60 Hours  Scheduled Hours: 0.00 Hours

Timesheet

Submit

Reported Time Status - click to hide

Select Date Status Total Time Reporting Code Comments
07/02/2007 Needs Approval 3.25
07/03/2007 Needs Approval 3.25
07/06/2007 Needs Approval 3.25
07/13/2007 Needs Approval 3.25
Select All  Clear All

Approve Selected  Deny Selected
You may now select individual dates and approve or deny time reported by checking the appropriate “Select” box next to the reported time date. Click the “Approve Selected” or “Deny Selected” button as appropriate.

Upon making your selection you will receive a message similar to the one shown here:

```
Are you sure you want to approve the time selected? (y/n) [y]
Once the page is saved, the time cannot be “Unapproved”.
Press OK to Approve or press Cancel to not save the approval.
OK Cancel
```

Click “OK” to continue with the approval or “Cancel” to cancel the approval.

If you approved the time, you will receive a verification message of the approval as shown below:

```
Timesheet 1
Approve Confirmation
✓ The Approval was successful
```

Click “OK” to continue.

Once all time has been approved there will no longer be any rows of reported time data displayed on the approval page.

If approved time has been processed by a “Designated Approver”, the “Reported Time Report” must be printed and signed by the appropriate administrator. Use the following navigation to print the report: CSUB Processes > TL Processes & Reports > Reported Time Report. Please refer to the “Printing the Reported Time Report” quick reference guide for further instructions http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html

Click the “Sign Out” button at the top right of the page to exit myHR before closing the browser window. If you fail to do so, others could access your records from the same computer.
5.0 Adjustments

Any corrections to a prior pay period will be considered an Adjustment and must be reported on an Adjustment Timesheet. This includes a situation where no time was entered or reported for a month. Adjustment Timesheets may only be printed by the employee. For assistance, please refer to the Quick Reference Guide entitled “Printing Your Adjustment Timesheet” at the following link: http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html

6.0 Getting Help

If you are unsure or need assistance, please consider the preferred sources or order in which to contact listed below:

- Click the link Select for Instructions for basic instructions
- Click the Click Here for Detailed Instructions for detailed instructions, when the link is available
- HR website for Business Process Guides (http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html)
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at hr@csub.edu.
- Contact Help Desk at 654-2307