Human Resources 9.0
Time and Labor: Printing Your Adjustment Timesheet
Quick Reference Guide
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**Author:** CSUB HR  
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### Revision History

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<tr>
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### Review / Approval History

<table>
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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 #3.

1.1 General Information

After all time has been entered 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 and reporting time. Check with your Department Timekeeper for specific requirements and instructions.
## 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)  
User Login  
Net ID:  
First-time user? Click Here  
Password:  
Sign In |
| 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 | ![myHR Navigation](image)  
Home ➔ Add to Favorites ➔ Sign out |
3.0 Submit Adjustment Timesheet to Print

These instructions will assist you with submitting and printing your Adjustment Timesheet.

1. From the **Main Menu**, navigate to **Timesheet**:

   Main Menu > CSUB Processes and Reports > Timesheet - Adjustment

2. Submit Adjustment Timesheet

   On the Job Search page, click the “Search” button to display all current jobs. If you have more than one active job, select a job from the Job Search list for which you want to generate a timesheet. If you do not see the correct job, contact your Department Timekeeper for assistance.

### Timesheet - Adjustment

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

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Criteria</strong></td>
</tr>
<tr>
<td><strong>Empl ID:</strong> begins with</td>
</tr>
<tr>
<td><strong>Empl Rcd Nbr:</strong></td>
</tr>
</tbody>
</table>

[Search] [Clear] Basic Search [Save Search Criteria]

### Select a job from Search list

<table>
<thead>
<tr>
<th>Description</th>
<th>Empl Rcd Nbr</th>
<th>Department</th>
<th>Descr</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant 2</td>
<td>D21200</td>
<td></td>
<td>University Police 9</td>
<td></td>
</tr>
<tr>
<td>Brdg Student Assistant 3</td>
<td>D21200</td>
<td></td>
<td>University Police 10</td>
<td></td>
</tr>
</tbody>
</table>
3. If you have only one active job, the Hourly Employee Timesheet page will be displayed:

**Hourly Employee Timesheet Adjustment**

Employee Name

<table>
<thead>
<tr>
<th>Month:</th>
<th>Calendar:</th>
<th>Year:</th>
</tr>
</thead>
</table>

Select the Pay Period Month and Year to generate an Adjustment Timesheet.

Click the **Submit** button to submit the Adjustment Timesheet request for the Pay Period Month and Year selected.
4.0 Print Your Adjustment Timesheet

Once your Adjustment Timesheet has been submitted, click the “Report Manager” link and go to Report Manager to obtain your PDF Timesheet file.

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

Click on the **Hourly Employee Timesheet Adj** link to open the PDF Adjustment Timesheet file.

You will need to write in the adjustment(s) on the form, sign the Adjustment Timesheet, and obtain necessary supervisor approvals. Turn in your Adjustment Timesheet to your Department Timekeeper who will submit it to Payroll Services for processing.

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.
5.0 Getting Help

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

- Click the **Select for Instructions** link 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](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