Before students 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 Student Time Worked</td>
<td>Student</td>
</tr>
<tr>
<td>2. Print Timesheet (if required by department)</td>
<td>Student</td>
</tr>
<tr>
<td>3. Print Adjustment Timesheet (if applicable)</td>
<td>Student</td>
</tr>
<tr>
<td>4. Approve Reported Time</td>
<td>Department Time Approver</td>
</tr>
</tbody>
</table>

This guide describes step #4.

**DEADLINES**

You must **approve** all time reported for a month by 11:59 pm on the 5th calendar day of the following month, even if the 5th falls on a weekend. **As of the 6th calendar day of each month, you will be locked out of the prior Pay Period and will not be able to approve or change reported time.**

If there is a need to make any adjustments to reported time from a previous pay period and the approval deadline has passed, the student must print and submit an Adjustment Timesheet for department approval. Students may use the “Printing Your Adjustment Timesheet” guide ([http://www.csub.edu/selfservice/guides](http://www.csub.edu/selfservice/guides)) as a reference. Approved Adjustment Timesheets must then be forwarded to Payroll Services for processing.

### 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](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.

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

- Self Service Guides for Faculty ([www.csub.edu/selfservice/guides/faculty](http://www.csub.edu/selfservice/guides/faculty)) or
- Staff ([http://www.csub.edu/selfservice/guides/staff](http://www.csub.edu/selfservice/guides/staff)).
2.0 Approve Time Worked

2.1 Navigation

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

2.2 Search for 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.
2.3 Approve Reported Time

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>Melissa</td>
<td>Student Assistant</td>
<td>20.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 000359262</td>
<td>0.00</td>
<td>01670</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sandy</td>
<td>Student Assistant</td>
<td>20.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 00036517</td>
<td>0.00</td>
<td>01670</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brooke</td>
<td>Student Assistant</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 00037232</td>
<td>0.00</td>
<td>01670</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Louis</td>
<td>Student Assistant</td>
<td>16.00</td>
<td>16.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 00037621</td>
<td>0.00</td>
<td>01670</td>
<td></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. Student 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

EmpID: 2

Click for Instructions

View By: Time Period  Date: 07/01/2007  Next Time Period >>
Reported Hours: 41.50 Hours  Scheduled Hours: 0.00 Hours

From Sunday 07/01/2007 to Tuesday 07/31/2007

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
07/04/2007  Needs Approval  3.25
07/05/2007  Needs Approval  3.25
07/06/2007  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:

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:

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 www.csub.edu/selfservice/guides/Staff/index.shtml

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

2.4 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/selfservice/guides.