



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

Human Resources 9.0  
**Time and Labor: Approving Reported  
Time**  
*Quick Reference Guide*

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## REVISION CONTROL

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### Revision History

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| 6/5/2014      | M. Murie   | Created document to replace old 8.9 version       | All                |
| 2/10/2018     | M. Murie   | Included instructions for hourly staff employees  | All                |
| 2/27/2018     | M. Murie   | Changed login instructions to reference myHR site | All                |

### Review / Approval History

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## 1.0 Introduction

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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:

| Step  | Person Responsible       |
|---|--------------------------|
| 1. Enter Time Worked                                  | Hourly Employee/Student  |
| 2. Print Timesheet <i>(if required by department)</i> | Hourly Employee/Student  |
| 3. Print Adjustment Timesheet <i>(if applicable)</i>  | Hourly Employee/Student  |
| 4. Approve Reported Time                              | Department Time Approver |

This guide describes step #4.

## 1.1 General Information

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### DEADLINES

You must **approve** all time reported for a month by 11:59 pm on the **6<sup>th</sup> calendar day of the following month**, even if the 6<sup>th</sup> falls on a weekend. ***As of the 7<sup>th</sup> 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 as a reference. Approved Adjustment Timesheets must then be forwarded to Payroll Services for processing.



## 2.0 Logging into myHR

| Steps   | Illustrations  |
|---|--|
| <p>1. Login to <b>myHR</b>. Enter your Net ID, Password, and click  button.</p> <p>If you need help obtaining and/or using your Net ID, refer to the <a href="#">“First-time user? Click here”</a> help link located on the <b>myHR</b> web page for assistance.</p> |    |
| <p>2. Now that you are logged in, please remember the following tips:</p> <ul style="list-style-type: none"> <li>• Use your <b>Add to Favorites</b> to save time.</li> <li>• <b>Sign out</b> when you are done</li> <li>• Don't use your browser buttons to navigate</li> </ul>   |  |



### 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

**Approve Reported Time**

**Timesheet Summary**

**Employee Selection Criteria**

| Description  | Value                |
|--------------|----------------------|
| Group ID     | <input type="text"/> |
| EmplID       | <input type="text"/> |
| Empl Rcd Nbr | <input type="text"/> |
| Last Name    | <input type="text"/> |
| First Name   | <input type="text"/> |
| Job Code     | <input type="text"/> |
| Department   | <input type="text"/> |

**Get Employees**

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.

**View By:**  **Date:**  **Refresh**

**Employees For Mark Murie, Time Needing Approval From 06/16/2007 - 06/22/2007**

| Select                   | Name | Job Description | Hours to be Approved | Employee ID | Empl Rcd Nbr | Job | Department | Departm |
|--------------------------|------|-----------------|----------------------|-------------|--------------|-----|------------|---------|
| <input type="checkbox"/> | Name |                 | 0.000000             |             | 0            |     |            |         |

**Select All**    **Clear All**

**Approve Selected**   **Deny Selected**



## 4.0 Approve Time Reported

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

| Select                   | Name                           | Job Description   | Hours to be Approved | Reported Hours | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID | Empl Rcd Nbr | Job  |
|--------------------------|--------------------------------|-------------------|----------------------|----------------|-----------------|-----------|--------------------------|--------------|-------------|--------------|------|
| <input type="checkbox"/> | <a href="#">Mister Krabbs</a>  | Student Assistant | 20.00                | 20.00          | 0.00            |           | 0.00                     | 0.00         | 000035282   | 0            | 1870 |
| <input type="checkbox"/> | <a href="#">Sandy Squirrel</a> | Student Assistant | 20.00                | 20.00          | 0.00            |           | 0.00                     | 0.00         | 000036517   | 0            | 1870 |
| <input type="checkbox"/> | <a href="#">Sponge Bob</a>     | Student Assistant | 16.00                | 16.00          | 0.00            |           | 0.00                     | 0.00         | 000037232   | 0            | 1870 |
| <input type="checkbox"/> | <a href="#">Squid Ward</a>     | Student Assistant | 16.00                | 16.00          | 0.00            |           | 0.00                     | 0.00         | 000037531   | 0            | 1870 |

[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 EmplID:  
 Job Title: Bldg Student Assistant Empl Rcd Nbr: 2

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[Click for Instructions](#)

View By: Time Period Date: 07/01/2007 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 47.50 Hours Scheduled Hours: 0.00 Hours [Next Employee >>](#)

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

[Timesheet](#)

| Sun | Mon  | Tue  | Wed | Thu | Fri | Sat | Sun | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  | Sun  | Mon  | Tue  | Wed  | Thu  |
|-----|------|------|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|
| 7/1 | 7/2  | 7/3  | 7/4 | 7/5 | 7/6 | 7/7 | 7/8 | 7/9  | 7/10 | 7/11 | 7/12 | 7/13 | 7/14 | 7/15 | 7/16 | 7/17 | 7/18 | 7/19 |
|     | 3.25 | 3.25 |     |     |     |     |     | 3.25 | 3.25 | 3.00 | 3.25 |      |      |      | 3.00 | 3.25 | 3.25 | 3.00 |

[Submit](#)

[Reported Time Status - click to hide](#)

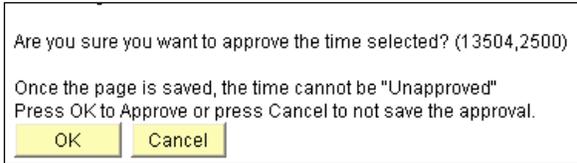
| Select                   | Date       | Status         | Total | Time Reporting Code | Comments |
|--------------------------|------------|----------------|-------|---------------------|----------|
| <input type="checkbox"/> | 07/02/2007 | Needs Approval | 3.25  |                     |          |
| <input type="checkbox"/> | 07/03/2007 | Needs Approval | 3.25  |                     |          |
| <input type="checkbox"/> | 07/09/2007 | Needs Approval | 3.25  |                     |          |
| <input type="checkbox"/> | 07/10/2007 | Needs Approval | 3.25  |                     |          |

[Select All](#) [Deselect 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

[http://www.csub.edu/BAS/hr/HR\\_Forms\\_WebPage/index.html](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.



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## 5.0 Adjustments

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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](http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html)

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## 6.0 Getting Help

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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](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@csb.edu](mailto:hr@csb.edu).
- Contact Help Desk at 654-2307