



Human Resources 9.0 Time and Labor: Approving Reported Time

Quick Reference Guide



# **REVISION CONTROL**

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

#### **Revision History**

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
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**

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)



Human Resources 9.0

Time and Labor: Approving Reported Time Quick Reference Guide

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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:

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

This guide describes step #4.

## 1.1 General Information

### 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
1.	Login to <b>myHR</b> . Enter your Net ID, Password, and click Sign button. If you need help obtaining and/or using your Net ID, refer to the <i>"First-time user? Click here"</i> help link located on the <b>myHR</b> web page for assistance.	Welcome to my HR User Login Net ID First-time user? Click Here 1 Password Password Sign In
2.	<ul> <li>Now that you are logged in, please remember the following tips:</li> <li>Use your Add to Favorites to save time.</li> <li>Sign out when you are done</li> <li>Don't use your browser buttons to navigate</li> </ul>	Home Add to Favorites Sign out



### 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

Timesheet Summary								
<ul> <li>Employee Selection Criteria</li> </ul>				Ge	et Employee	s		
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## 4.0 Approve Time Reported

CALIFORNIA STATE UNIVERSITY **BAKERSFIELD** 

<u>Select</u>	<u>Name</u>	Job Description	<u>Hours to be</u> Approved	<u>Reported</u> Hours	<u>Scheduled</u> Hours	Exception	<u>Approved/Submitted</u> Hours	<u>Denied</u> Hours	<u>Employee</u> ID	<u>Empl</u> Rcd	<u>Job</u>
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	Sandy Squirrel	Student Assistant	20.00	20.00	0.00		0.00	0.00	000036517	0	1870
	Sponge Bob	Student Assistant	16.00	16.00	0.00		0.00	0.00	000037232	0	1870
	Squid Ward	Student Assistant	16.00	16.00	0.00		0.00	0.00	000037531	0	1870
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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? (13504,2500)
Once the pag Press OK to	je is saved, f Approve or p	the time cannot be "Unapproved" ress 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 I
Approve Confirmation
The Approve 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: <u>http://www.csub.edu/BAS/hr/HR\_Forms\_WebPage/index.html</u>

### 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 (<u>http://www.csub.edu/BAS/hr/HR\_Forms\_WebPage/index.html</u>)
- 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