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Overview
All Student employees and Hourly employees enter their worked hours via MyCSUEB. At the end of each business day, the Time Administration process is run to convert the reported hours into payable hours so they are ready for approval. As the supervisor or manager of your student employees or hourly employees, you must approve their worked hours regularly (daily or weekly) via PeopleSoft HR/Student (https://cmsweb.csueastbay.edu/psp/HEBPRD).

This business process guide demonstrates how to view and approve your employees’ time and generate the monthly reports. This guide also demonstrates how to edit your employees’ time and clean exceptions. You will have four grace days after the end of each pay period to edit and approve time. At the end of each pay period, the approved time of your employees is electronically transmitted to the State Controller’s Office for paycheck generation. You will need your NetID and Password to log in to PeopleSoft HR/Student.
Notice about the new version of PeopleSoft
All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Log In

Navigate to the Staff home page (http://www.csueastbay.edu/staff)

1. Click PeopleSoft HR/Student

The PeopleSoft login page displays.

2. Enter your NetID and Password

3. Click Sign In

The Main Menu displays.
**View Timesheet**

This section demonstrates how to view work hours entered by your employees.

Navigate to Manager Self Service > Time Management > Report Time > Timesheet

The Timesheet Summary page displays.

1. Enter criteria to search your employee, such as EmpID, Last Name, First Name, or Group ID

2. Click **Get Employees**

   *Note: You can view the employee population by a week or a day. Use the Previous Week or Next Week hyperlinks to move between weeks.*

3. The search result displays the employees. Once you see your employee, click the employee **Name** to drill down to the timesheet.
The Timesheet page displays.

4. Check the Name, Job Title, EmplID, and Empl Rcd Nbr to make sure you are viewing the timesheet for the correct employee.

5. Click the View By drop down to view the timesheet by Day, Time Period or Week.

6. Reported Hours total displays for the date range you select to view.

   Note: Use the Next or Previous hyperlinks to move between date range and employees.

7. View In and Out punches and the Punch Total for each worked day to make sure there are no discrepancies.

8. Click Return to Select Employee to return to the Timesheet Summary page to search or select another employee.
Add, Delete, or Change Time

This section demonstrates how to add, delete, or change the time of your employees after the pay period is over. Your employees do not have access to correct their time entry mistakes after the pay period is over so you may be asked by your employee to add, delete or change time during your four days grace period at the end of the pay period. All corrected time will be available for approval the next business day after the Time Administration process converts the new reported hours into payable hours.

Navigate to the Timesheet

1. Search and select your employee that needs time correction

*Note: The best practice is to discuss any time discrepancies with your employee before the pay period is over and have the employee correct the time via his/her own account.*

The Timesheet page displays.

2. Check the Name, Job Title, EmplID, and Empl Rcd Nbr to make sure you are making correction for the right employee

*Note: In this example, the missing punch out time needs to be entered.*

Information: You can use the plus sign on the row corresponding to the date to insert more rows if your employee leaves and returns to work the same day.

3. Click Submit
The Submit Confirmation will display.

4. Click **OK**

You are returned to the Timesheet, which now shows the punch out time that you just entered.

The lower section of the timesheet displays the **Reported Hours Summary**. These are the total reported hours for the dates after you edited the time.

It is a good business practice to enter comments for the date you edited time for

5. Click the **comments bubble**

6. Enter your comments

7. Click **Save**
The comments confirmation page displays.

8. Click **OK**

You are returned to the timesheet. Notice the comments bubble now displays contents. This is an indicator to your employees that comments are entered.

Information: The corrected time will be ready for approval the next business day.

Are you sure you want to save the comment(s) entered? (13504,10060)

Once the page is saved, the comments cannot be changed. Press **OK** to Save or press **Cancel** to return to the Comments page without saving.

**OK**  **Cancel**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Taskgroup</th>
<th>Time Zone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>9/14</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>9/14</td>
</tr>
<tr>
<td>Tue</td>
<td>9/15</td>
<td>Submitted</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td>2.90</td>
<td>CSU</td>
<td>PST</td>
<td>9/15</td>
</tr>
<tr>
<td>Wed</td>
<td>9/16</td>
<td>Submitted</td>
<td>1:30 PM</td>
<td>2:30 PM</td>
<td>1.90</td>
<td>CSU</td>
<td>PST</td>
<td>9/15</td>
</tr>
<tr>
<td>Thu</td>
<td>9/17</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>9/17</td>
</tr>
<tr>
<td>Fri</td>
<td>9/18</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>9/18</td>
</tr>
<tr>
<td>Sat</td>
<td>9/19</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>9/19</td>
</tr>
<tr>
<td>Sun</td>
<td>9/20</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>9/20</td>
</tr>
</tbody>
</table>
This section demonstrates how to view and resolve exceptions. At the end of each business day, the Time Administration process runs that converts your employees’ reported time into payable time. If any time entry does not comply with the time reporting rules, exceptions are generated.

Exceptions are either high or medium severity. Unless resolved, a high exception will not allow payable time to be generated for your employee, which basically prevents the employee from being paid for the reported time corresponding to the high exception. A medium exception will allow payable time to be generated, but stays on the employee’s record.

Check your employees’ exceptions every week and resolve them as needed. The resolved time exceptions are reprocessed by the Time Administration process.

From the main menu, navigate to Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

The Manage Exceptions page displays.

1. Enter criteria to search your employee, such as EmplID, Last Name, First Name, or Group ID
2. Click Get Employees

Note: Group ID is the same as Department ID. We recommend using Group ID to search all your employees who have exceptions.

The search result displays the Exception ID, Description, Date, Name, Job Description, and Severity of your employees’ exceptions.

In this example, two High severity exceptions are created because one employee worked without a break and the other employee exceeded daily average hours. One medium severity exception is created because the employee’s total work hours exceed 20 for the corresponding date.

Note: A warning needs to be
given to employees who have repeated exceptions so that they do their time entry more accurately and comply with the rules.

3. High exceptions need to be corrected on the timesheet. Navigate to the timesheet and edit the time entry for your employee as explained in the previous section. If the pay period is not yet over, you can instruct your employee to make the correction via his/her account.

4. Medium exceptions need to be reviewed and allowed as appropriate.

5. To allow the medium exception, select the checkbox and click Save

Note: *Never click Allow All because each exception needs to be individually reviewed and resolved.*

Information: At the end of each business day, the Time Administration process will reprocess the resolved exceptions and create payable time as applicable. The resolved exception will also be removed from the Manage Exceptions page and from the employee’s record.
Approve Time
This section demonstrates how to approve payable time of your employees. We recommend that you approve your employees' time on a weekly basis. However, you will have four grace days after the end of each pay period to correct and approve any pending time.

From the main menu, navigate to Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

The Approve Payable Time page displays.

1. Enter criteria to search your employee, such as EmplID, Last Name, First Name, or Group ID

   Note: We recommend using Empl ID or Group ID to search your employees who need their time approved.

2. Enter the pay period begin and end dates in the Start Date and End Date fields because payable time will only display for the dates entered

3. Click Get Employees

   The search result displays the employee.

4. Check the Name, Employee ID, Empl Rcd Nbr, Job Code, Job Description, and Total Payable Hours

5. If the Total Payable Hours displayed for your employee are correct, select the checkbox and click Approve

6. If you want to see the payable hours for specific Business Process Guide Page: 11

dates, click on the employee Name to drill down to the details page.

Note: Make sure you only approve the time for your own employees. Do not approve time for employees who do not report to you.

The approval message displays.

Note: Approved time cannot be unapproved. If you have any questions do not approve the time. Click Cancel and contact the Payroll Office.

8. Click OK if you are sure about approving the time.

The Save Confirmation page displays.

9. Click OK.

Save Confirmation

The Save was successful.
The Approve Payable Time page displays.

Note: The approved time will no longer display on this page because it is now sent to the Payroll Office.

10. If you have more employees to approve time for, continue to search and select your next employee.
**View Payable Time Detail (optional)**

This section demonstrates how to view the details of the payable time, such as status and gross pay.

From the main menu, navigate to Manager Self Service > Time Management > View Time > Payable Time Detail

The Payable Time Detail page displays.

1. Enter criteria to search your employee, such as EmplID, Last Name, First Name, or Group ID

2. Click **Get Employees**

The search result displays the employee.

3. Make sure it is the correct employee you wish to view

4. Click the employee **Name** to drill down to view payable time details

The Payable Time Detail page displays.

5. Enter the **Start** and **End Date** you wish to view

6. Click **Get Rows**

The result displays, the payable dates, status and quantity of the hours.
7. Click the **Task Reporting Elements** tab to view more details.

The Approval Process
Date/time and Estimated Gross dollar amount displays.

8. If you wish to view payable time details for another employee, click **Return to Select Employee**.
Generate Time Approval Report
This section demonstrates how to generate the Student or Hourly Time Approval Report. Payroll Office requires each department to print these reports at the end of each pay period after all time is approved for the student and hourly employees. The departments may be asked to submit this report to the Payroll Office during auditing. Typically, the attendance coordinator of the department will generate and print these reports for each pay period.

From the Main Menu, navigate to East Bay HR > Reports N-Z > TL Hourly Approval Report or TL Student Approval Report

- **TL Hourly Approval Report** will display hourly (non-student) positive pay employees.

- **TL Student Approval Report** will display student employees.

1. Click the report applicable for your employees. In this example, we will generate the TL Student Approval Report.

The TL Student Employee Approval report's run control search page displays.

2. If it is your first time generating this report, click the **Add a New Value** tab to create a new run control ID

   *Note: A run control ID needs to be created just one time. Once the run control ID exists, you can click the **Search** button and use it going forward everytime you run any report in PeopleSoft.*
3. Enter a Run Control ID for this report. It can be no more than 30 characters and cannot contain spaces. Example: Student_report.

4. Click Add

The TL Student Employee Approval report's parameter page displays.

5. Enter the Pay Period End Date

6. Enter Department ID(s) for the department(s) you wish to generate the report for

Note: You may generate this report by Employee ID if you wish to see only specific employees on this report.

Information: You can click the plus sign to insert additional rows to add more departments or employees.

7. Click Run

The Process Scheduler Request page displays.

8. Make sure a Server Name is selected, the Type is Web and the Format is PDF

9. Click OK
The TL Student Employee Approval report’s parameters page displays.

Note: A Process Instance number appears, indicating that your report is being generated.

10. Click Report Manager

11. Click the Administration tab

12. Wait at least 15 seconds, and then click Refresh. Continue to click Refresh every 15 seconds until the status of your report is Posted.

13. Once the status is posted, click the TL Student Approval Report link to retrieve the report

Note: A new window will open displaying the PDF report. You must have Adobe Reader installed on your machine to be able to view the report.

The TL Student Approval Report PDF displays.

Note: The report shows the Employee ID, RCD, Name, Job Code, Unit, Hourly Rate, Approved Hours, and Gross Amount and the Status of the hours. It also provides, estimated gross total for the department.

This report can be used to reconcile your pay warrants. It can also be used to track monthly student or hourly employment expenses.
Generate Timecard Report

This section demonstrates how to generate the Timecard Report. You can generate this report if your attendance coordinator requires a wet signature from the employee and the supervisor/manager for the worked hours each pay period.

From the Main Menu, navigate to East Bay HR > Reports N-Z > TL Timecard Rpt

The TL Timecard Report’s run control search page displays.

1. Search and select your existing run control ID or add a new value

The Timecard parameters page displays.

2. Enter the Start and End Date you wish to generate the report for

3. Enter the Employee ID and Empl Rcd Nbr of the employee you wish to generate the report for or you can enter the Group ID (Dept ID) to generate timecard report for the entire department

Information: You can click the plus sign to insert additional rows to add more employees or departments.

4. Click Run
The Process Scheduler Request page displays.

5. Make sure a Server Name is selected, the Type is **Web** and the Format is **TXT**.

6. Click **OK**

The Timecard parameters page displays.

**Note:** A **Process Instance** number appears, indicating that your report is being generated.

7. Click **Report Manager**

8. Click the **Administration** tab

9. Wait at least 15 seconds, and then click **Refresh**. Continue to click Refresh every 15 seconds until the status of your report is **Posted**.

10. Once the status is posted, click the **TL Timecard Rpt** link to retrieve the report.

**Note:** A new window will open displaying the report. You must have Adobe Reader installed on your machine to be able to view the report.
The TL Timecard Report displays.

Note: The report shows the Employee ID, Name, Job Code, Department, Reported Punch Time Detail, Total Hours, and a section for Time Reporter’s signature and Approver’s signature.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk) or contact your Payroll Technician at 510-885-3651.