### Table of Contents

Table of Contents ............................................................................................................................................................. 1  
Overview ........................................................................................................................................................................... 1  
Notice about the new version of PeopleSoft ................................................................................................................... 1  
Log In ............................................................................................................................................................................ 3  
Enter Work Hours ......................................................................................................................................................... 4  
View Work Hours .......................................................................................................................................................... 7  
  View Status of Reported Hours ................................................................................................................................... 8  
Whom to Contact for Help? ........................................................................................................................................... 8  

### Overview

All Student employees and Hourly employees must enter their worked hours via MyCSUEB. This business process guide demonstrates how to do self service time entry and how to view the status of the reported time via MyCSUEB. You should enter your work hours each day you work. Your supervisor monitors and approves the reported time throughout the month. At the end of each month your time is electronically transmitted to the State Controller’s Office for paycheck generation. You will need your NetID and Password to log in to MyCSUEB.

### 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 MyCSUEB (https://my.csueb.edu)

1. Enter your NetID and Password
2. Click Sign In

The MyCSUEB Home page displays.

Note: If you are a student employee, you will see a STUDENT tab at the top of the home page. If you are an hourly employee, you will see an EMPLOYEE tab at the top of the home page. Select your applicable tab.

3. Under the Time Reporting section, click Timesheet

Note: If you have multiple jobs, they will display. Be careful to select the correct job/record number when reporting time.
Enter Work Hours
This section demonstrates how to enter hours.

The Timesheet displays.

1. Verify the following to make sure you have selected the correct job to enter time for:
   - Job Title
   - Empl Rcd Nbr

2. Enter In and Out time by entering actual hours. For example, in time 9:30am and out time 12pm

   Note: Only regular work hours should be entered on the timesheet. Hourly employees do not enter overtime or shift time on the timesheet. Contact your department administrator on how to submit overtime and shift time.

3. If you do not see the date you need to enter time for, type in a date in the Date field

4. Click Refresh or change the View By field to Time Period

4. If you leave and return to work the same day, you can insert a row by clicking the plus sign on the row for that date and enter the time you resumed work and the time you ended. For example, in time 1pm and out time 3pm. More rows can be inserted if needed.

5. Click Submit
The Submit Confirmation will display.

6. Click OK

You are returned to the timesheet. The lower section of your timesheet displays the **Reported Hours Summary**. These are the total reported hours for the dates you submitted.

7. You can enter comments about your time entry by clicking the **comments bubble**. These comments are available to your supervisor to read. Although, supervisors will not be notified there are comments.
8. Enter your comments

9. Click **Save**

**The comments confirmation page displays.**

10. Click **OK**

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

*Note: This is the end of this section.*
View Work Hours
This section demonstrates how to view previously entered hours and the status of those hours.

1. From your STUDENT or EMPLOYEE tab, click View Reported Hours under the Time Reporting section.

The Time and Labor Launch Pad displays the current month.

- **Job Title:** If you have multiple active jobs a drop-down menu will display.

2. To change the time periods use the drop-down box and click View.

- **Reported Elapsed:** Hours time has been entered.

- **Payable Hours:** Time that has been approved by supervisors.

3. Underlined date indicates that hours have been entered for that date

4. View the legend at the bottom, which explains the values that appear in the calendar
View Status of Reported Hours

5. From your STUDENT or EMPLOYEE tab, click View Reported Hours Status under the Time Reporting section.

The Payable Time Detail page displays.

6. Type the Start Date and End Date you wish to view the status for and click Get Rows. The Dates and Status of each date displays.

   • **Needs Approval** means the hours have not yet been approved by your supervisor.

   • **Approved Goes to Payroll** means the hours have been approved by your supervisor and sent to Payroll.

   • **Transmitted** means the hours have been approved and sent to State Controller’s Office for paycheck generation.

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.