High Level Description	
Process	Enter Time
Module	Time & Labor
Document Type	Business Process Guide

Revision Control			
Date	**By**	**Action**	**Pages**
08-18-2009	T Mistry	Document created	7
12-16-2011	T Mistry	Modified	8

Table of Contents

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 <u>previous</u> version of PeopleSoft (HCM 8.9). Please be advised that from the <u>fourth week of February 2012</u>, 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
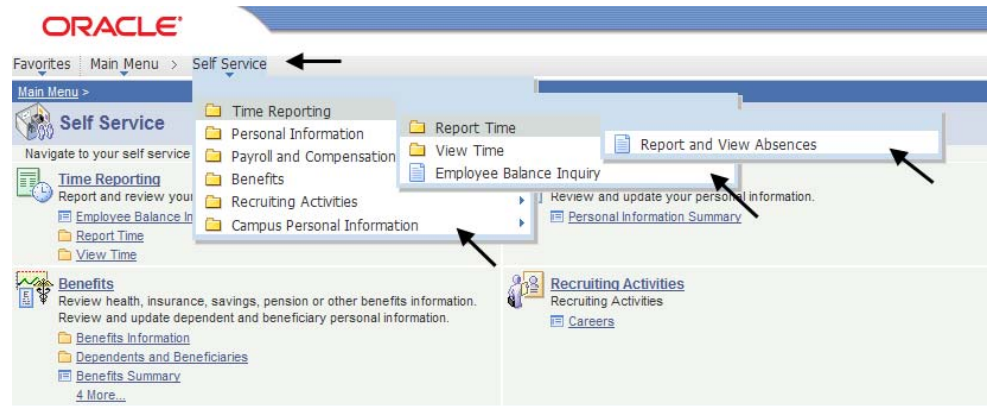
Log In

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.*

Timesheet

Job Description	Empl Rcd Nbr	Department	Department Description	Position Description	Hourly Rate
Hrly Intrprt/Rltmecap/Catscrbr	0	14750	Stu Disability Resource Ctr	Hrly Intrprt/Rltmecap/Catscrbr	49.110000
Lead Interpreter	1	14750	Stu Disability Resource Ctr	Lead Interpreter/Translit	33.582692

John Smith — Customize | Find — First 1-2 of 2 Last

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**

Timesheet

John Smith
Job Title: Speech Pathologist ←   EmplID   000000099
                                            Empl Rcd Nbr: 0 ←

🛈 Click for Instructions

View By: Week   Date: 08/24/2009 📅 🔄 Refresh   << Previous Week   Next Week >>
Reported Hours: 0.00 Hours   Scheduled Hours: 0.00 Hours   Show all Punch Types

From 08/24/2009 to 08/30/2009

Timesheet

	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
💬	Mon	8/24	New	9:30am	12:00pm		CSU 🔍	PST 🔍	8/24	➖	➕
💬	Tue	8/25	New				CSU 🔍	PST 🔍	8/25	➖	➕
💬	Wed	8/26	New				CSU 🔍	PST 🔍	8/26	➖	➕
💬	Thu	8/27	New				CSU 🔍	PST 🔍	8/27	➖	➕
💬	Fri	8/28	New				CSU 🔍	PST 🔍	8/28	➖	➕
💬	Sat	8/29	New				CSU 🔍	PST 🔍	8/29	➖	➕
💬	Sun	8/30	New				CSU 🔍	PST 🔍	8/30	➖	➕

→ Submit   Clear

Timesheet

John Smith
Job Title: Speech Pathologist   EmplID   000000099
                                         Empl Rcd Nbr: 0

🛈 Click for Instructions

View By: Week   Date: 08/24/2009 📅 🔄 Refresh   << Previous Week   Next Week >>
Reported Hours: 0.00 Hours   Scheduled Hours: 0.00 Hours   Show all Punch Types

From 08/24/2009 to 08/30/2009

Timesheet

	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
💬	Mon	8/24	New	9:30:00AM	12:00:00PM		CSU 🔍	PST 🔍	8/24	➖	➕ ←
			New	1:00:00PM	3:00:00PM		CSU 🔍	PST 🔍	8/24	➖	➕ ←
💬	Tue	8/25	New				CSU 🔍	PST 🔍	8/25	➖	➕
💬	Wed	8/26	New				CSU 🔍	PST 🔍	8/26	➖	➕
💬	Thu	8/27	New				CSU 🔍	PST 🔍	8/27	➖	➕
💬	Fri	8/28	New				CSU 🔍	PST 🔍	8/28	➖	➕
💬	Sat	8/29	New				CSU 🔍	PST 🔍	8/29	➖	➕
💬	Sun	8/30	New				CSU 🔍	PST 🔍	8/30	➖	➕

→ Submit   Clear

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.

Timesheet
Submit Confirmation

✔ The Submit was successful.

Reported Time for the Week of 2009-08-24 to 2009-08-30 is submitted

[OK] ◄——

ⓘ Click for Instructions

View By:	Week ▾	Date:	08/24/2009 📅 🔄 Refresh		<< Previous Week	Next Week >>
Reported Hours:	4.50 Hours		Scheduled Hours:	0.00 Hours	Show all Punch Types	

From 08/24/2009 to 08/30/2009

Timesheet 🔲

	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
💬	Mon	8/24	Submitted	9:30:00AM	12:00:00PM	2.50	CSU 🔍	PST 🔍	8/24	⊟	⊞
💬			Submitted	1:00:00PM	3:00:00PM	2.00	CSU 🔍	PST 🔍	8/24	⊟	⊞
💬	Tue	8/25	New				CSU 🔍	PST 🔍	8/25	⊟	⊞
💬	Wed	8/26	New				CSU 🔍	PST 🔍	8/26	⊟	⊞
💬	Thu	8/27	New				CSU 🔍	PST 🔍	8/27	⊟	⊞
💬	Fri	8/28	New				CSU 🔍	PST 🔍	8/28	⊟	⊞
💬	Sat	8/29	New				CSU 🔍	PST 🔍	8/29	⊟	⊞
💬	Sun	8/30	New				CSU 🔍	PST 🔍	8/30	⊟	⊞

[Submit]   [Clear]

ⓘ Reported Hours Summary - click to hide

Category	Total	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29
Total Reported Hours	4.50	4.50					

Timesheet
John Smith   EmplID   000000099
Job Title: Speech Pathologist   Empl Rcd Nbr: 0

ⓘ Click for Instructions

View By:	Week ▾	Date:	08/24/2009 📅 🔄 Refresh		<< Previous Week	Next Week >>
Reported Hours:	4.50 Hours		Scheduled Hours:	0.00 Hours	Show all Punch Types	

From 08/24/2009 to 08/30/2009

Timesheet 🔲

	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
➤ 💬	Mon	8/24	Submitted	9:30:00AM	12:00:00PM	2.50	CSU 🔍	PST 🔍	8/24	⊟	⊞
💬			Submitted	1:00:00PM	3:00:00PM	2.00	CSU 🔍	PST 🔍	8/24	⊟	⊞
💬	Tue	8/25	New				CSU 🔍	PST 🔍	8/25	⊟	⊞
💬	Wed	8/26	New				CSU 🔍	PST 🔍	8/26	⊟	⊞
💬	Thu	8/27	New				CSU 🔍	PST 🔍	8/27	⊟	⊞
💬	Fri	8/28	New				CSU 🔍	PST 🔍	8/28	⊟	⊞
💬	Sat	8/29	New				CSU 🔍	PST 🔍	8/29	⊟	⊞
💬	Sun	8/30	New				CSU 🔍	PST 🔍	8/30	⊟	⊞

[Submit]   [Clear]

8. Enter your comments

9. Click **Save**

Comments

John Smith

Job Title: Speech Pathologist

EmplID: 000000099

Empl Rcd Nbr: 0

Date Under Report: 08/24/2009

Comments				Customize | Find | View All | 田 First ◀ 1 of 1 ▶ Last
Created By	**DateTime Created**	**Source**	**Comment**	
000000099	08/26/2009 9:31AM	Time Reporting	I worked morning today because you wanted me to finish the filing.	⊞

Save   Cancel

The comments confirmation page displays.

10. Click **OK**

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

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.

From 08/24/2009 to 08/30/2009

Timesheet   ▦▸

		Day	Date	Status	In	Out	Punch Total	Taskgroup		Time Zone		Date		
	💬	Mon	8/24	Submitted	9:30:00AM	12:00:00PM	2.50	CSU	🔍	PST	🔍	8/24	⊟	⊞
	💬			Submitted	1:00:00PM	3:00:00PM	2.00	CSU	🔍	PST	🔍	8/24	⊟	⊞
	💬	Tue	8/25	New				CSU	🔍	PST	🔍	8/25	⊟	⊞
	💬	Wed	8/26	New				CSU	🔍	PST	🔍	8/26	⊟	⊞
	💬	Thu	8/27	New				CSU	🔍	PST	🔍	8/27	⊟	⊞
	💬	Fri	8/28	New				CSU	🔍	PST	🔍	8/28	⊟	⊞
	💬	Sat	8/29	New				CSU	🔍	PST	🔍	8/29	⊟	⊞
	💬	Sun	8/30	New				CSU	🔍	PST	🔍	8/30	⊟	⊞

Submit   Clear

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.

Time Reporting
- Timesheet
- View Reported Hours
- View Reported Hours Status

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

Time and Labor Launch Pad

John Smith | Employee ID: 000000099

Job Title: Speech Pathologist

Reported Elapsed Hours

August 2009 | 08 - August | 2009 | Reported Elapsed Hours | View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 P$	4	5	6	7	8
9	10 P$	11	12	13	14	15
16	17 P$	18	19	20	21	22
23	24 P	25 P	26 P	27	28	29
30	31 $					

Forecast Payable Time | Previous Month | Next Month

Go To: Self Service
Time Reporting
Go

X	Exception
P	Reported Punched Time
E	Reported Elapsed Time
$	Payable Time
F	Forecasted Payable Time
R	Recommended Action

View Status of Reported Hours

5. From your STUDENT or EMPLOYEE tab, click **View Reported Hours Status** under the Time Reporting section
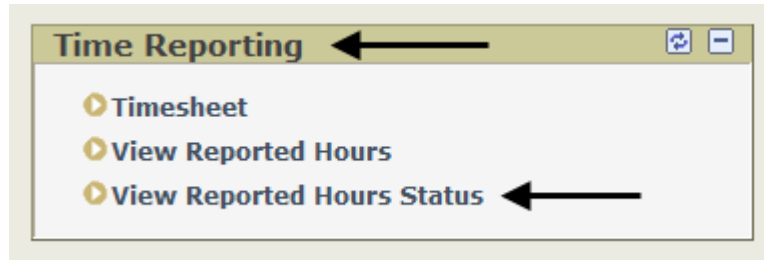
The Payable Time Detail page displays.

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.