

Overview: This document provides an overview on how to generate the Timecard Report for Student and Hourly employees. The report should be generated and signed by the timekeeper and employee whenever work hours are submitted on an employee's behalf.

Log In

1 Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)

2 Click the **SIGN IN** button

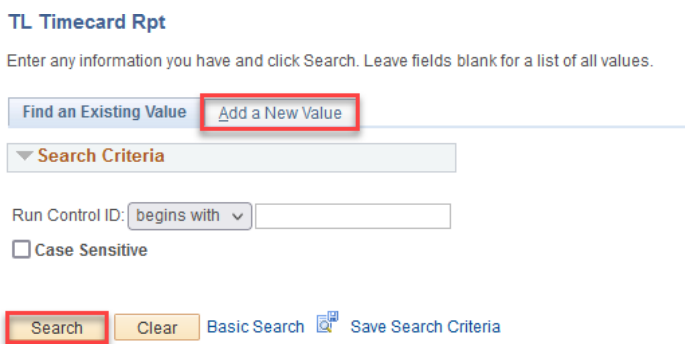


The screenshot shows a grey button with a right-pointing arrow and the text "Sign In". Below the button is a white input field with the text "SIGN IN" inside. At the bottom of the input field area is a blue link that says "Manage my NetID".

Navigation

3 Main Menu > East Bay HR > Reports N-Z > TL Timecard Rpt

4 Click the **Search** button to select an existing run control ID or select **Add a New Value** tab to create a new run control ID



The screenshot shows the "TL Timecard Rpt" search interface. It includes a header "TL Timecard Rpt" and a sub-header "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" and "Add a New Value", with the latter highlighted by a red box. Under the tabs is a "Search Criteria" section with a dropdown menu set to "begins with" and an empty input field. Below this is a checkbox labeled "Case Sensitive". At the bottom are four buttons: "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".

5 The following Run Control Parameters must be populated

- Enter the beginning and end date of the pay period in the **Start Date** and **End Date** fields
- Populate the employee classification group (**Student, Hourly or Both**) checkbox
- Enter the **Employee ID and Empl Rec Nbr** or **Group ID** (PeopleSoft Department ID)
- Click the **Run** button

TimeCard

Run Control ID: Timecard Report Manager Process Monitor **Run**

Language: English

Run Control Parameters

Start Date: 01/01/2022 End Date: 01/31/2022

If selecting Group ID, run it for:

☒ Hourly Employees
☐ Student Employees
☐ Both

Employees To Process Find | View All | First 1 of 1 Last

Empl ID	Empl Rcd Nbr	Group ID	*Include/Exclude Indicator
	0	14350	Include

Save Return to Search Previous in List Next in List Notify Add Update/Display

6 Process Scheduler Request page displays, please click **OK** to proceed

7 You will be redirected to the Timecard reports parameter page, select the **Report Manager** hyperlink

TimeCard

Run Control ID: TLStudEE **Report Manager** Process Monitor Run

8 Verify that you've landed on the Administration tab.

List Explorer **Administration** Archives

View Reports For

User ID: EESCAMIL Type: Last: 1 Days: Refresh

Status: Folder: Instance: to:

9 Your report is typically listed at the top of the page. Select the **Report Name** hyperlink visible below the Description header to view results.

Report List Personalize Find View All First 1-6 of 6 Last							
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1584422	3147615	TL Timecard Rpt	02/08/2022 5:02:27PM	Acrobat (*.pdf)	Posted	Details

10 Sample output:

- Time period dates summarized
- Run Date - date report was generated
- Run Time - time report was generated
- Employee ID - PeopleSoft employee ID
- Employee Name – Employee's legal name
- Job Code and Job Title
- Department ID and Department Name
- Reported Punch Entries
- Total Hours - summarized punch total
- Student and Work Study affirmations
- Time Reporter Signature field – a signed copy of this document must be retained for entries submitted on behalf of an employee
- Timekeepers, Approval Signature – a signed copy of this document must be retained for entries submitted on behalf of an employee

Report ID: TL002
For the period 04/01/2021 through 04/30/2021

PeopleSoft
TimeCard Report

Page No. 1
Run Date 02/08/2022
Run Time 17:02:43

Employee ID: 011456083
Name: **Daisey Duck**
Job Title: 1871 Stdnt Trainee On-Cmps WS
Department: 10450 Ethnic Studies

REPORTED PUNCH TIME DETAIL

Date/Time	Day	Type	Time Zone	Total Hrs
04/05/2021 04:00 AM	Monday	IN	PST	
04/05/2021 06:00 AM	Monday	OUT	PST	2.00
04/06/2021 01:00 AM	Tuesday	IN	PST	
04/06/2021 02:00 AM	Tuesday	OUT	PST	1.00
04/12/2021 01:00 PM	Monday	IN	PST	
04/12/2021 05:00 PM	Monday	OUT	PST	4.00
04/13/2021 01:00 PM	Tuesday	IN	PST	
04/13/2021 05:00 PM	Tuesday	OUT	PST	4.00
04/14/2021 01:00 PM	Wednesday	IN	PST	
04/14/2021 05:00 PM	Wednesday	OUT	PST	4.00
04/15/2021 01:00 PM	Thursday	IN	PST	
04/15/2021 05:00 PM	Thursday	OUT	PST	4.00
04/16/2021 01:00 PM	Friday	IN	PST	
04/16/2021 05:00 PM	Friday	OUT	PST	4.00
04/19/2021 01:00 PM	Monday	IN	PST	
04/19/2021 05:00 PM	Monday	OUT	PST	4.00
04/20/2021 01:00 PM	Tuesday	IN	PST	
04/20/2021 05:00 PM	Tuesday	OUT	PST	4.00
04/21/2021 01:00 PM	Wednesday	IN	PST	
04/21/2021 05:00 PM	Wednesday	OUT	PST	4.00
04/22/2021 01:00 PM	Thursday	IN	PST	
04/22/2021 05:00 PM	Thursday	OUT	PST	4.00
04/23/2021 01:00 PM	Friday	IN	PST	
04/23/2021 05:00 PM	Friday	OUT	PST	4.00
TOTAL HOURS:				43.00

If you are a non-Work Study student, by signing below you agree to the following certification:
I certify that I worked the hours recorded on this timesheet.

If you are a Federal Work Study student, by signing below you agree to the following certification:
I certify that I have worked the hours recorded on this timesheet, that I am currently registered and attending CSUEB, that I have a Federal Work Study award and that I did not work during my scheduled class time. I certify that I am not in default on any Title IV HEA Loan and do not owe a refund on any Title IV Grant received for attendance at any institution.

Time Reporter Signature: _____

If this is a non-Work Study Student Timecard:
I certify that the above hours were authorized by me.

If this is a Federal Work Study Student Timecard:
I certify that the above hours were authorized by me and were worked by this student in a satisfactory manner, and that there are sufficient Federal Work Study funds to cover the cost.

Approval Signature: _____ Approver's Name: _____
(please print)

Whom to Contact for Help?

For additional help or to report problems with this functionality, please refer to Knowledge Base or log a ticket via the [Service Desk](#).