



**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. Enter your **NetID**, **Password** and Click **SIGN IN**

**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

**TL Timecard Rpt**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Run Control ID: begins with

Case Sensitive

**Search** Clear Basic Search 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 You will be redirected to the Report Manager page. 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	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1584422	3147615	<b>TL Timecard Rpt</b>	02/08/2022 5:02:27PM	Acrobat (*.pdf)	Posted	Details

9 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



# CAL STATE EAST BAY

## HUMAN RESOURCES & PAYROLL SERVICES

### Human Resources/Payroll Services – Quick Step

Process Name: Timecard Report

Module: Time and Labor

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: 011456003  
Name: **Daisy 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](#).