

HCM 9.0 HUMAN RESOURCES

Timekeeper Guide Time and Labor

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1.0 Overview

The Time and Labor guide is for student assistants and positive attendance employees who are paid hourly. If you have questions or problems, please contact Payroll Services for assistance. The Time and Labor system has three distinct roles that work together. They are the student who enters time, the timekeeper/supervisor who audits/adjusts the time and the approver who approves the verified time.

Before learning the Time and Labor system, it is important to understand the whole process and your part in it. During the pay month, students enter their time and the timekeeper, supervisor and approver has access to audit and adjust this time. The critical time for the timekeeper role is just before final attendance is due. You must ensure that all time is correct before your approver approves it. This will be covered in more detail in a later section.

Work Study Students – as the timekeeper, you are responsible for ensuring the time entered is correct. When work study attendance is due, you will be submitting the PeopleSoft timecard signed by the manager and the Student Assistant Attendance Report to Financial Aid. Financial Aid will review the time and it will be approved by the Financial Aid department. To begin, log into the PeopleSoft system, the Home page will display.

GET Home Page

PeopleSoft.	Home	Add to Favorites	l Sian out
Menu S = X CSULA Baseline Manager Self Service Time and Labor > People Tools - Change Mr Password - Mr Statem Profile			Help

There are three sections timekeepers and approvers have access to:

- **CSULA Baseline** this section contains the Time & Labor Rpt which shows all punch time by deptid for a specific time period.
- Manager Self Service this section contains the student time sheet which allows you to view and adjust their time, the exception page to view possible irregularities in time entered and the payable time detail page which shows all payable time for the month along with the current status.
- **Time and Labor** this section allows you to view all students using time and labor within your department, view all student time exceptions and print student timecards.

Student access is slightly different with a section called Time Reporting. Students have access to the timesheet, exceptions and payable time detail pages.

The timekeeper and supervisor role has the same access as the students. The approver has the same access as the timekeeper and supervisor in addition to being able to approver time.

3.0 Viewing Time - Timesheet

The timesheet page allows you to view the punch time entered by a student for a certain time period. **IMPORTANT**: For departments which use different position numbers to charge payroll to various funds or have students who go between work study and student assistant, before students enter time for a month, it is your responsibility to make sure the student enters time on the correct record number each month, only one record number should be used. You may need to consult with your fiscal person to see where to charge your payroll.

Navigate to: Manager Self Service > Report Time > Timesheet

Timesheet Summary page

Timesheet Sur	nmary												
 Employee Selection (Criteria				Ge	t Employees							
Description			Value		i —								
Group ID			ETS	Q									
EmplID				Q									
Empl Rcd Nbr				Q									
Business Unit				Q									
Job Code				Q									
Job Description				Q									
Department				Q									
Supervisor ID				Q									
Company				Q									
Position Number				Q									
View By: Week	D	ate: 09/0	6/2008 🕅 🧟	Refresh	<< Previo	<u>us Week Nex</u>	<u>t Week >></u>						
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	<u>Denied</u> Hours	Employee ID	Empl Rcd Nbr	Job	Department	Workgroup	Tas
At bas,Raza	Student- NonResident Alien Tax	0.00	0.00	0.00		0.00	0.00	219044148	0	1868	200620	STDNT_POS	CSI
Alanel,Karina G.	Student Assistant	0.00	0.00	0.00		0.00	0.00	209027843	0	1870	200132	STUDENTS	CSI
Al Amrani,Osama Al dulghani	Student- NonResident Alien Tax	0.00	0.00	0.00		0.00	0.00	220632514	0	1868	200620	STDNT_POS	CS
	Student												-

Employee Selection Criteria: enter the appropriate criteria to search. The most common criteria would be Group ID to find all your students or EmplID to view just one particular student. Approvers will have access to the Approver Group ID which excludes work student students since their time must be approved by Financial Aid.

View By: accept default of 'Week'.

Date: current date will default, accept or enter a date within the pay month you wish to view.

Get Employees : after entering your Employee Selection Criteria and date information, click on this button to search for all applicable employees within the time period indicated. If you searched by Group ID, all active student job records in your group will be displayed below. Choose the appropriate student and record number. You can click on any of the column headings to sort by that field.

Timesheet Page Current Month

() C View Repo	By:	nstructions Week Day Fime Perio Week	Date:	07/01/2008 Scheduled	₿ (<mark>Ø Refrest</mark> Hours: 0.0) <u><</u> <u><</u> 10 Hours <u>S</u>	< Previous We Previous Er how all Punct	eek nplovee 1 Types	<u>Next Week >></u> Next Employe	<u>></u> 90 >>						
From	07/01/2 neshee	2008 to 07	//07/2008													
	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone		Rule Element 3	Date		
\bigcirc	Tue	7/1	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	PST	Q	Q	7/1		E
\bigcirc	Wed	7/2	Submitted	Č <mark>i</mark>	8:00:00AM			12:00:00PM	4.00	CSU	PST	Q	Q	7/2	-	B
\bigcirc	Thu	7/3	New							CSU	PST	Q	Q	7/3	-	E
\bigcirc	Fri	7/4	New							CSU	PST	Q	Q	7/4	-	B
\bigcirc	Sat	7/5	New							CSU	PST	Q	Q	7/5	-	B
\Diamond	Sun	7/6	New							CSU	PST	Q	Q	7/6	-	E
\bigcirc	Mon	7/7	New							CSU	PST	Q	Q	7/7	-	B
			S	ubmit	(Clear			Apply So	chedule						

Timesheet Page Previous Month

Fron	n 06/01/2	2008 to 06/3	30/2008											
Ti	meshee	t Overr	ides 💷		-									
	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone	Rule Element 3	Date	
\bigcirc	Sun	6/1	New							CSU	PST		6/1	+
\bigcirc	Mon	6/2	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	PST		6/2	+
\bigcirc	Tue	6/3	Submitted		12:00:00PM			4:00:00PM	4.00	CSU	PST	OAL AL	6/3	+
\bigcirc	Wed	6/4	Submitted	Či	8:00:00AM	12:00:00PM	2:00:00PM	6:00:00PM	8.00	CSU	PST	OAL SHL	6/4	+
\bigcirc	Thu	6/5	New							CSU	PST		6/5	+
\bigcirc	Fri	6/6	New							CSU	PST		6/6	+

Depending on the pay month chosen, the page will look different. For the current month, the time fields are open for update. Timekeepers/supervisors/approvers have access to adjust time for the current pay month and for the next 3 calendar days of the next month. Students can only enter time for the current pay month so if they forget to enter time once the pay month is over, you will have to do this for them. After the 3nd day of the following month, you are unable to adjust any time for the previous month. Adjustments must be processed through the Payroll department.

View By: click on 'Time Period' to view time for the current pay month, refer to the payroll calendar. **IMPORTANT**: for those state pay months that are more than 31 days, (ie, August 2008 7/31/09-8/31/09), when you use the Time Period view, you can only view 31 days. In order to see the last day of the pay month (ie, August 31st), you must change the view to Week or Day.

Date: the date entered on the criteria page will carry to this page. If you change the View By to Time Period, this date will default to the beginning of the month.

Reported Hours: total hours that have been submitted for the specified time period.

Links:	<< Previous Week/Time Period	takes you to the previous week/month
	Next Week/Time Period >>	takes you to the next week/month
	<< Previous Employee	takes you to the previous record or employee
	Next Employee >>	takes you to the next record or employee



Timesheet Tab:

 \bigcirc : comment field to add a note for your student to view, refer to Comments

Day/Date: based on the date entered and view choice; daily, weekly or monthly.

Status: *New* – no time has been entered for that date

Submitted - time has been entered and submit button clicked

Transmitted-Sent to PIP – time has been approved and process by Payroll

Exception: 🏐 indicates there is a problem with the time entered, refer to the Exception section.

In/Lunch/In/Out: time fields for entry. Lunch cannot be used to clock out for the day, Out must end the day's time.

Punch Total: total hours for that row.

Rule Element 3: Library and Computer Lab use only.

🛨 🖃: used to add or delete rows.

Submit : submit time, if time is not submitted, it will not be saved.

<u>Reported Hours Summary – click to view</u> – click on the link to view total hours by the period chosen.

B Reported Hours Summ	ary - click to hide				
Category	WEEK 1 (from 06-01 to 06-07)	WEEK 2 (from 06-08 to 06-14)	WEEK 3 (from 06-15 to 06-21)	WEEK 4 (from 06-22 to 06-30)	Total
Total Reported Hours	24.00	24.00	24.25	34.16	106.41

4.0 Entering or Correcting Time

Students should be entering their time on a regular basis. This allows you an opportunity to audit their time during the month rather than at the end of the pay period. Once time has been submitted or approved for the current month, you or the student can go back to make corrections during the current month by either deleting the row or changing the current value. You have until the 3rd of the following month to make adjustments for the prior month. For adjustments after this date, contact Payroll Services.

Timesheet Page

	By: N	leek	✓ Date:	06/30/200	8 🛐 🥵 Refre	sh	<< Previous << Previous	<u>Week</u> Employ	<u>Nex</u> ee Nex	<u>t Week >></u> t Employee >>				
Repor	ted Hou	irs: 25.	00 Hours	Schedule	d Hours: 0	.00 Hours	Show all Pur	nch Type	<u>es</u>					
Repor	rted tim	e on or bef	ore 06/30/2	008 is for a p	rior period.									
From	06/30/2	008 to 07/0	5/2008											
Tim	lesheet	Overrie	les 🛛 🖽			1		1	1	1				
Da	y Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone		Rule Element 3	Date	
🖓 Mo	on 6/30	Submitted		8:00:00AM			10:00:00AM	2.00	CSU	PST		OAL KHL	6/30	
0		Submitted		12:00:00PM			6:00:00PM	6.00	CSU	PST		OAL KHL	6/30	
🖓 Tu	e 7/1	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSQ	PST	Q	C	7/1	
	ed 7/2	Submitted	<u>Či</u>	8:00:00AM			12:00:00PM	4.00	CSQ	PST	Q	C	7/2	\square \square
\bigcirc We		New		8:00AM			1:00PM		CSQ	PST	Q	Q	L	
♥ ₩ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ ♥ ₩ <	u 7/3								CSQ	PST	Q	G	7/4	
♥ We ♥ Th ♥ Fri	u 7/3 7/4	New												
 We Th Fri Sa 	u 7/3 7/4 t 7/5	New New							980	PST	Q		7/5	

Enter or override the time as hh:mma or p. The field will automatically update after clicking on the Submit button. Click on Submit. Remember, if time is not submitted, you will lose everything entered.

Timesheet Confirmation Page



Click on OK, you will return to the timesheet page.

Timesheet Page

	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup		Time Zone		Rule Element 3		Date		
\geq	Mon	6/30	Submitted		8:00:00AM			10:00:00AM	2.00	CSU		PST		OAL KHL		6/30	-	
\geq			Submitted		12:00:00PM			6:00:00PM	6.00	CSU		PST		OAL KHL		6/30	-	
\geq	Tue	7/1	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	~	PST	Q	(Q	7/1	-	
>	Wed	7/2	Submitted	<u>Či</u>	8:00:00AM			12:00:00PM	4.00	CSU	2	PST	Q	(Q	7/2	-	[
\geq	Thu	7/3	Submitted		8:00:00AM			1:00:00PM	5.00	CSU	2	PST	Q	(2	7/3	-	[
)	Fri	7/4	New							CSU	2	PST	Q	(۹	7/4	-	[
>	Sat	7/5	New							CSU	2	PST	Q	(۹,	7/5	-	1
\geq	Sun	7/6	New							CSU	2	PST	Q		2	7/6	-	[
R	eported	Hours Sur	Su nmary - click to	lbmit <u>view</u>	(Clear			Apply Sc	hedule								

All time will automatically format correctly, the status will change from 'New' to 'Submitted' and the Punch Total field will calculate total hours for that row. Time will also automatically update to the Reported Hours Summary. **NOTE**: submitted time still needs to be approved by the approver before it can be paid. You can view time status on the Payable Time Detail page.

Deleting Time – click on **b** to delete the row.

Approve Time and Exceptions Report Time - Timesheet	Timesheet Delete Confirmation
 ▷ View Time Manager Search Options ▷ Time and Labor ▷ Reporting Tools ▷ PeopleTools 	? Are you sure you want to delete reported time? Row 5.
Change My Password My System Profile	Yes - Delete No - Do Not Delete

Click on **Yes – Delete**, you will return back to the timesheet page.

IMPORTANT: if you are correcting any time that has already been approved, this time must be approved again. Once time has been approved on the Final Attendance due date, contact Payroll for any adjustments after this date.

\diamond	Sun	6/22	New						CSU	Q	PST	Q		Q	6/22	-	Œ
\Diamond	Mon	6/23	New						CSU	Q	PST	Q		Q	6/23	-	Œ
\Diamond	Tue	6/24	Submitted	10:30:00AM	4:00:00PM	4:30:00PM	5:30:00PM	6.50	CSU	Q	PST	Q	OAL KHL	Q	6/24	-	Œ
\Diamond	Wed	6/25	Submitted	8:00:00AM			6:00:00PM	10.00	CSU	Q	PST	Q	OAL KHL	Q	6/25	-	Œ
\bigcirc	Thu	6/26	Submitted	7:40:00AM			12:20:00PM	4.66	CSU	Q	PST	Q	OAL KHL	Q	6/26	-	Œ
\Diamond	Fri	6/27	Submitted	8:00:00AM			3:00:00PM	7.00	CSU	Q	PST	Q	OAL KHL	Q	6/27	-	Œ
\bigcirc	Sat	6/28	New						CSU	Q	PST	Q		Q	6/28	-	Œ
\bigcirc	Sun	6/29	New						CSU	Q	PST	Q		Q	6/29	-	Œ
\bigcirc	Mon	6/30	Submitted	8:00:00AM			10:00:00AM	2.00	CSU	Q	PST	Q	OAL KHL	Q	6/30	-	Đ
\bigcirc			Submitted	12:00:00PM			4:00:00PM	4.00	CSU	Q	PST	Q	OAL KHL	Q	6/30	-	Đ
			Su	bmit	Cle	ear			Appl	y Schedul	e						
6 R	eported	Hours Su	mmary - click to	hide													
Cate	qory		WEEK 1 (fro	om 06-01 to 06-	07)	55K 2 (from 0	6-08 to 06-14)	WEEK 3 (fro	om 06-15	to 06-21)	WEE	K 4 (from (06-22 to 06-30)	To	otal		
Total	Reporte	ed Hours			24.00		24.0	D		24.	25		34.1	6		106.	41

Reported Hours Summary

Click on the link to see total hours. Depending on the View By period chosen, the total hours will be shown by week or day.

5.0 Additional Shifts

If a student works more than one shift on the same day which requires punching in and out multiple times, an additional row(s) must be added to record this time.

Timesheet Page

:30:00AM	4:00:00PM	4:30:00PM	5:30:00PM	6.50	CSU	Q	PST Q	OAL KHL	6/24	-	+
:00:00AM			6:00:00PM	10.00	CSU	Q	PST Q	OAL KHL C	6/25	-	+
:40:00AM			12:20:00PM	4.66	CSU	Q	PST	OAL KHL C	6/26	-	+
:00:00AM			3:00:00PM	7.00	CSU	Q	PST Q	OAL KHL C	6/27	-	+
					CSU	Q	PST		6/28	-	+
					CSU	Q	PST Q	C	6/29	-	+
:00:00AM			10:00:00AM		CSU	Q	PST		6/30	Ξ	Ŧ
					CSU	Q	PST Q		6/30		+
t	Cle	ear			Apply S	chedul	e				

Scroll to the right and click on the 🛨 button to add a new row for the same date.

Timesheet Page

(~ Oun 0/25	New		CSU Q PST
○ Mon 6/30	New 8:00:00AM	10:00:00AM	CSU Q PST
	12:00pm	4:00pm	CSU Q PST

Enter the time. You can enter multiple rows for the same date.

Timesheet Page (right side)

01/2008 heduled I	B <mark>ØRefresh</mark> Hours: 0.00) <u><</u> <u><</u>) Hours <u>S</u>	< Previous We < Previous Jol how all Punch	eek 2 1 Types	<u>Next Week >></u> Next Job >>								
	Lunch	In	Out	Punch Total	Taskgroup		Time Zone		Rule Element :	3	Date		
00:00AM 8:00am	12:00:00PM	1:00:00PM	5:00:00PM 12:00pm		CSU	Q Q	PST PST	Q		Q	7/1	-	+
					CSU CSU	Q Q	PST PST	Q Q		Q Q	7/3 7/4	-	+
								_		_			

Rule/Element 3 – click on the look-up button, choose the location, the field will update. Once you've updated the field, you can copy the location to your other rows.

7.0 Student Time Reports

The Time and Labor system only allows you to view one student at a time. In order to view all student's time, a Time and Labor report was created to show all punch times during a specific period for a department id. If you have more than 2-3 student assistants, you will want to run this report periodically to audit your student's time. If you have less than 3 student assistants, you may choose to use the timesheet page to review their time rather than running this report.

Novigoto to	COLLA Basalina		Time and Labor Dat
inavigate to.	CSULA Daseille >	CSULA Human Resources >	ппе апо сарог крс

Main Menu > CSULA Baseline CSULA Student Financial Exact Charace Setu Exact Charace Setu Exact CD Finance Good Encode Strict Checoal E Secured Direct Checoal E Seturation Company	CSULA Human Resources CSULA Human Resources CSULA Human Resources E La Construction Recruitment Letters Product Networks Construction V Dest Time & Labor Rot
IES <u>Set Enrolment Limits</u> IES manifav Outbound IES Update Prepaid Units	

Time and Labor Report – Find an Existing Value page

Time Labor Report Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value dd a New Value
Search by: Run Control ID v begins with Case Sensitive
Search Advanced Search
Find an Existing Value Add a New Value

Find an Existing Value tab: once you have created a Run Control ID, click on Search, if there is more than one run control, search results will update below. Click on the appropriate run control id, the Time and Labor Rpt page will display. Continue to the Time and Labor Rpt page.

Time Labor Report search page

Search	Run Control ID v begins with
Search	y. Har on a begine wat
	chaluve
Search	Advanced Search
Search F	2
Search F	Results
Search F /iew All	Results First 🕑 1-2 of 2 🕞 🛤
Search F /iew All Run Contro	Results First ◀ 1.2 of 2 [▶] / att
Search F /iew All Run Contro	Results First 🗨 1-2 or 2 🕞 dest al ID (Department (Diank)

Add a New Value tab: if you have never created a run control before, a run control id must be created before you can run the report. Click on the Add a New Value tab.

Time Labor Report	<u>- 1910 - 1910 - 1910</u> 1903
Eind an Existing Value Add a New Value	
Run Control ID: Punch_Time_Rpt	
Add	
Eind an Existing Value Add a New Value	

Click on the Add a New Value tab and enter a Run Control ID name such as Punch_Time_Rpt, there can

be no spaces. Click on <u>Add</u>, the Time and Labor Rpt page will display.

Time & Labor Rpt page

_ Time & Labor Rpt _			
Run Control ID: punch Language: English V Report Request Parameter(s) From Date: 09/01/2009 (3) End Date: 09/30/2009 (3) Group ID ETS Q	Report Manager Process Model Ru	<u>n</u>	
Save Return to Search Previous in List	List Notify	E+Add Display	

From Date: enter first date of the pay period or date range

End Date: enter ending date of the pay period or date range

Group ID: enter groupid

Click on

Run

, the Process Scheduler Request page will display.

Process Scheduler Request page

Process Schedu	ler Request						
User ID:	SCORTEZ		Run Control p ID:	unch			
Server Name:	PSNT	Run Date:	08/24/2010	Departure Course	-+ D -+-	Time	
Recurrence: Time Zone:		Run Time:	1:55:12PM	Reset to Curre	ni Dale	arime	
Process List				-			
Select Description	bn Labor Rot	Process LAHR01	2 Crystal	Type *Type Web	~	PDF V	istribution
PIP Payab	le Hours Summary	LAHR01	2B Crystal	Web	~	DOC	istribution
PIP Payab	le Hours Sum	LAHR01	2C Crystal	Web	~	PDF	istribution
						RPT RTF	
OK Cano	cel					TXT XLS	
)

Server Name: PSNT

Time and Labor Rpt – punch time

PIP Payable Hours Summary – payable time

Type: Web

Format: PDF or XLS (excel)

Click on OK, you will return to the Time & Labor Rpt page.

Time & Labor Rpt page

Time & Labo	Rpt					
Run Control II	punch	Report Manag	er Process Monitor	Run		
Language:	English 🔽			•		
Report Reque	est Parameter(s)					
From Date:	09/01/2009 🛐					
End Date:	09/30/2009 🛐					
Group ID	ETS Q					

Click on the Process Monitor link.

Process Monitor page

Proc	ess List	<u><u> </u></u>	erver List								
View	Process	Requ	est For								
Use	r ID: SCO	RTEZ	Q Type:		~	Last:	10 Days	V Refrest	1		
Sen	ver:		🚩 Name:		Q	Instance:		to			
Run Stat	us:		Distribution Status		*		Save Or	Refresh			
Proce	ess List						Custom	iize Find View	All 📒 Fir	st 🖪 1-13 o	of 13 🕑 Last
<u>Select</u>	t Instance	Seq.	Process Type	Process Name		<u>User</u>	Run Date/Ti	me	Run Status	Distributio	on Details
	387478		Crystal	LAHR012B		SCORTEZ	08/24/2010	1:55:12PM PDT	Success	Posted	Details
	387477		Crystal	LAHR012		SCORTEZ	08/24/2010	1:55:12PM PD1	Success	Posted	Details
	387193		Application Engine	TL_GRP_RFRSH	0	SCORTEZ	08/24/2010	6:00:00PM PDT	Queued	N/A	Details
	386767		Application Engine	TL_GRP_RFRSH	0	SCORTEZ	08/23/2010	6:00:00PM PDT	Success	Posted	Details

Repeatedly click on **Refresh** to update the Run Status and Distribution Status fields until it is 'Success' and 'Posted'. Click on the <u>Details</u> link, the Process Details page will display.

Process Detail page

Process Deta	ail					
Process						
Instance:	205438	Type:	Crystal			
Name:	LAHR012	Description:	Time And Labor Rpt			
Run Status:	un Status: Success Distribution Status: Posted					
Run			Update Process			
Run Control II	D: Punch_Time_	Rpt	Hold Request			
Location:	Server		Queue Request			
Server:	PSNT		O Delete Request			
Recurrence:			Restart Request			
Date/Time			Actions			
Request Crea	ited On: 12/19/	2008 2:21:17PM PST	Parameters Transfer			
Run Anytime	After: 12/19/	2008 2:20:29PM PST	Message Log			
Began Proce	ss At: 12/19/	2008 2:21:37PM PST	Batch Timings			
Ended Proces	ss At: 12/19/	2008 2:21:43PM PST	View Log/Trace			

Click on the <u>View/Log Trace</u> link.

View Log/Trace page

View Log/T	race				
Report					
Report ID:	157427	Process Instance:	205438	Message Log	
Name:	LAHR012	Process Type:	Crystal		
Run Status:	Success				
Time And Lat	bor Rpt				
Distribution	Details				
Distribution	Node: HLAPR	DNT Expiration	Date:	12/21/2008	
File Liet					
Name		File Size	e (bytes)	Datetime Created	
MICHAERING FOR		0		12/19/2008 2:21:43.000000P	
LAHR012 20	5438.XLS	10,752		12/19/2008 2:21:43.000000P	
				40/40/0000 0:04:40 0000000	
PeopleSoft Tr	ace File	604		12/19/2006 2.21.43.000000P	1
PeopleSoft Tr Distribute To	ace File	604		12/19/2008 2.21.43.000000	
PeopleSoft Tr Distribute To Distribution II	ace File	604 <u>*Distri</u>	bution ID	12/19/2008 2:21.43.000000	
PeopleSoft Tr Distribute To Distribution II User	D Type	604 <u>*Distrii</u> SCOR	bution ID TEZ	12/19/2008 2.21.43.000000	

Click on the PDF or XLS file. You will have the option to open or save the file, choose either.



Time and Labor Report

			REP	ORTED TIME				Run Date:	8/24/2010
Name	Rec #	Empl ID	Punch In	Punch Out	Hrs	Location	DeptID	Unit Jobcode	Pos #
	0 0 0))	08/04/10 08:00 AM 08/04/10 12:30 PM 08/05/10 08:00 AM	08/04/10 12:00 PM 08/04/10 04:00 PM 08/05/10 12:00 PM	4.00 3.50 4.00		500205 500205 500205	978 1870 978 1870 978 1870 978 1870	00005008 00005008 00005008
Student	0 0 0		08/05/10 12:30 PM 08/11/10 08:00 AM 08/11/10 12:30 PM 08/12/10 08:00 AM	08/05/10 03:00 PM 08/11/10 12:00 PM 08/11/10 03:00 PM 08/12/10 12:00 PM	2.50 4.00 2.50 4.00		500205 500205 500205 500205 500205	978 1870 978 1870 978 1870 978 1870 978 1870	00005008 00005008 00005008 00005008
Name	0	Ĵ	08/12/10 12:30 PM	08/12/10 03:00 PM	2.50		500205	978 1870	00005008
Grand Total:					7.00				

All students punch time and totals. You can use this report to audit their time. You can either have the student make corrections on their timesheet or you can do it yourself. This report only shows punch time, depending on when the time was keyed and when the time admin process was run, it may not match the Payable Time Detail and Approval page.

PIP Payable Hours Summary Report

				P	AYABLE	SUMMAR	Y			Run	Date: 8	/24/2010
Name	Rec #	Empi ID	Dept ID	Unit	Job Code	Pos #	Payable Date	HRS	PIP HRS	Status	TRC	Est Gros
-	0		500205	978	1870	00005008	08/04/2010	7.50	7.50	NA	REG	63.7
	0		500205	978	1870	00005008	08/05/2010	6.50	6.50	NA	REG	55.2
	0	CIN	500205	978	1870	00005008	08/11/2010	6.50	6.50	NA	REG	55.2
Student	0		500205	978	1870	00005008	08/12/2010	6.50	6.50	NA	REG	55.2
						Total	per Record	27.00	27.00			\$ 229.5
Name						Total (per Employee	27.00	27.00			\$ 229.5
rand Total								27.00	27.00			-

All students payable time totals along with an estimated gross.

8.0 Payable Time Detail

This page allows you to view time for a specific student and the status of that time. Students should be reviewing this page to make sure all their time entered on their timesheet has updated this page. The time on this page is the same time that will show on the Approval page. Navigate to: Manager Self Service > View Time > Payable Time Detail

Payable Time Detail Select Employee	page
-------------------------------------	------

DescriptionValueGroup IDCEmpIID220402271 QEmpI Rod NbrCBusiness UnitCJob CodeCJob DescriptionCSupervisor IDCCompanyCPosition NumberC	Description Value Group ID Q EmpIID 220402271 Q EmpIR Rd Nbr Q Business Unit Q Job Code Q Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	 Employee Sele 	ection Criteria					Get Employe	es					
Group ID Q Empl ID 220402271 Empl Rod Nbr Q Business Unit Q Job Code Q Job Doscription Q Department Q Supervisor ID Q Position Number Q	Group ID 220402271 Q EmpIRCd Nbr Q Business Unit Q Job Code Q Job Description Q Department Q Superivor ID Q Company Q Position Number Q	Description			Value	•								
EmpliD 220402271 Q Empli Rod Nbr Q Business Unit Q Job Code Q Job Doscription Q Department Q Supervisor ID Q Position Number Q	EmpliD 220402271 Q Empli RCd Nbr Q Business Unit Q Job Code Q Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	Group ID					Q							
Empl Rcd NbrQBusiness UnitQQJob CodeQQJob DescriptionQQDepartmentQQSupervisor IDQQCompanyQQPosition NumberQQ	Empl Rcd Nbr Q Business Unit Q Job Code Q Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	EmplID			2204	02271	Q							
Business Unit Q Job Code QQ Job Description QQ Department QQ Supervisor ID QQ Company QQ Position Number QQ	Business Unit Q Job Code Q Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	Empl Rcd Nbr					Q							
Job Code Q Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	Job Code Q Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	Business Unit					Q							
Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	Job Description Q Department Q Supervisor ID Q Company Q Position Number Q	Job Code					Q							
Department Q Supervisor ID Q Company Q Position Number Q	Department Q Supervisor ID Q Company Q Position Number Q	Job Description					Q							
Supervisor ID Q Company Q Position Number Q	Supervisor ID Q Company Q Position Number Q	Department					Q							
Company Q Position Number Q	Company Q Position Number Q	Supervisor ID					Q							
Position Number Q	Position Number Q	Company					Q							
		Position Numbe	er				Q							
		Employees For I	Employee				1000000	Debartmen	tib Business Unit	Department Desc	Loca	nton	workgroup	
Anne Employees for Na Le Name Employee Empl Rcd Nbr Job Code Job Description Department ID Business Unit Department Description Location Workgroup 1	Tame Description version versi	Employees For II <u>Name</u>	<u>Emploγee</u> ID	Empl Rcd Nbr	Job Code	500 0030								
Imply dees for full Le Imply dees for full Le Name Employee Impl Red Ilbr Job Code Job Description Pepartment ID Business Unit Pepartment Description Location Workgroup I Student Test 220402271 0 1870 Student Assistant 200132 CSULA Educational Technology Service 200132 CSULA	Infine ID Empirica nor Job Lode Job Lode Job Lode Job Lode Department ID Business Unit Department Description Location Workgroup I Nudent Test 220402271 0 1870 Student Assistant 200132 CSULA Educational Technology Service 200132	Employees For M Name Student,Test	Employee ID 220402271	Empl Rcd Nbr	1870	Student A	ssistant	200132	CSULA	Educational Tech Service	nology 2001	132		

Enter the Group ID or EmpIID. Click on Get Employees. Choose the appropriate employee and record number.

IMPORTANT: this page is updated every four hours when the Time Administration process runs beginning at 9:45am. This process takes all time entered on the time sheet and updates this page. If this page is does not match the timesheet, it may because the process has not run yet.

Payable Time Detail page

Payabl	e Time	e Detail					
Student,T	est				EmplID:	220402271	
Job Title:	Student A	Assistant			Empl Rcd Nbr:	1	
Payable Tin	ne Detail di	isplayed for	up to thir	ty-one days.			
Start Date	06/01/2008 1e	B 🗊 E	nd Date	06/30/2008 🕅	Get Rows		
Date	<u>Status</u>	Time Reporting	Type	Quantity	User ID		Taskgroup
06/02/2008	Approved - Goes to Payroll	Code REG	Hours	9.00000	SCORTEZ	_	CSU
06/03/2008	Approved - Goes to Payroll	REG	Hours	4.000000	SCORTEZ		CSU
06/04/2008	Needs Approval	REG	Hours	10.000000			CSU
06/07/2008	Needs Approval	REG	Hours	4.000000			CSU
06/09/2008	Needs Approval	REG	Hours	8.000000			CSU
	Moodo						

Start Date: automatically updates to the current date, enter begin date

End Date: automatically updates for one week, enter end date. Maximum number of days is 31.

Get Rows : click on the button, all available rows will update below

Overview Tab:

Status: Needs Approval – time entered and is pending manager approval
 Approved – Goes to Payroll – time has been approved for Payroll
 Transmitted – Sent to PIP – time submitted to the State Controllers Office
 Quantity: Total hours for the date

UserID: Name of approver

9.0 Exceptions

When there is a problem with the time entered, the system will notify the student that there is an exception on timesheet page. Exceptions must be reviewed before time is approved by the manager for the month. You should review the exceptions page before the end of the month to check for any exceptions for your students.

\bigcirc	Wed	6/18	Submitted		9:30:00AM			12:00:00PM	2.50	CSU	۱ [PST
\bigcirc	Thu	6/19	Submitted	<u>Či</u>	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	٤ [PST
\bigcirc	Fri	6/20	New							CSU	۱ [PST
\bigcirc	Sat	6/21	New							CSU	۱ [PST
\bigcirc	Sun	6/22	New							CSU	۱ [PST
\bigcirc	Mon	6/23	New							CSU	٤ [PST
\bigcirc	Tue	6/24	Submitted		10:30:00AM	4:00:00PM	4:30:00PM	5:30:00PM	6.50	CSU	٤ [PST
\bigcirc	Wed	6/25	Submitted		8:00:00AM			6:00:00PM	10.00	CSU	٤ [PST
\bigcirc	Thu	6/26	Submitted	Č <mark>i</mark>	7:40:00AM			12:20:00PM	4.66	CSU	۱ [PST
\bigcirc	Fri	6/27	Submitted	<u>Či</u>	8:00:00AM			3:00:00PM	7.00	CSU	۱ [PST

Once an exception occurs, students will be able to immediately see there is a problem. For those rows in the Exception column with a \bigotimes symbol, this indicates an exception. If you are on the timesheet, you can click on the symbol to go to the exception page.

Exception Page

Exceptions			
Test Student		EmpliD:	220402271
Job Title: Student	Assistant	Empl Rcd Nb	r. 1
Payable time will be o exception with a High	created for time with Low or Mediu severity level will not create payal	m severity exceptions. Til ble time.	ne that has an
Filter Options			
Exceptions		<u>Find</u>	First 🛋 1-6 of 6 🕩 Last
Overview D	etails 💷		<u>, </u>
Exception ID	Description	Date	Severity
TLX90002	Student hour exceed 20	06/04/2008	Medium
TLX90002	Student hour exceed 20	06/07/2008	Medium
TLX90002	Student hour exceed 20	06/12/2008	Medium
TLX90002	Student hour exceed 20	06/19/2008	Medium
TLX90002	Student hour exceed 20	06/26/2008	Medium
TLX90002	Student hour exceed 20	06/27/2008	Medium

All exceptions are listed along with the reason.

Students: there are two exception types:

- 1. Student Weekly Hours Exceed 20 total hours for the week (Sunday Saturday) exceeds 20 hours.
- 2. Daily Hours Exceed 16 total hours for a day exceeds 16 hours.

Positive Attendance: there are three exception types:

- 1. Exception Over 40 Hours time reported exceeds 40 hours for the week.
- 2. Daily Hours Exceed 16 total hours for a day exceeds 16 hours.
- 3. Monthly Hours Exceed 176 hours reported for the month exceeds 176 hours.

Review the exception by going back to the time sheet and correct if necessary or have the student correct by adjusting punch times. The exception for exceeding 16 hours in a day must be corrected as students are not allowed to work longer than 8 hours in a day. **NOTE**: if the student is exceeding 20 hours for the week and you are unable to verify on the timesheet, check to see if the student entered additional time on another record number. The system adds all time entered on all record numbers and if the time exceeds 20 hours for the week, the exception will appear on the lowest record number.

You can also navigate to the exception page to view exceptions for all your students, there are two ways to navigate:

Manager Self Service > Approve Time and Exceptions > Exceptions

<u>Main Menu</u> >		
Manager Self Service		
Navigate to self service information and activities for people reporting to	you.	
Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions.	Report Time Report time or request absences.	View Time Vew cleardors, balances, forecasted and payable time, accumulators and more. Monthly Time Calendar Daty Time Calendar Daty Time Calendar Payable Time Detail
Access manager search Options		

Time and Labor > View Exceptions and Attendance > Exceptions

Main Menu >		
👸 Time and Labor		
Report, manage and approve time, create and review schedules, and p	roduce payable time for payroll and financial systems.	
View Time Review comp time balances, group membership, reported time audit, and time reporter status.	View Exceptions and Attendance Transperse exceptions and attendance for time reporters. Exceptions	Create reports for payable status, scheduled hours, and summary of time and exceptions.

Manage Exceptions page

 Employee Selection Criteria 		Get E	mployees	
Description	Value			
Group ID	ETS	Q		
EmpliD		Q		
Empl Rcd Nbr		9		
Business Unit		9		
Job Code		9		
Job Description		9		
Department		Q		
Supervisor ID		Q		
Company		Q		
Position Number		Q		
Allowing an exception will enable the time to allowed, it will no longer appear on this pag source of Time Administration can only be r create payable time. Fitter Options	o be processed and create je. Time that has an excep resolved by running the Tim	payable time without tion with a Low or Mec ne Administration proc	having to resolve the exce lium severity level will stil ess. Time that has an ex	eption. Once an exception I create payable time. Exce ception with a High severit
Exceptions			<u>Find</u> 🎫	First 🖾 1-42 of 42 🖾 Las
Exceptions Overview Details	1		Find	First 🗅 1-42 of 42 🖒 Las
Exceptions Details FFFF Overview Details FFFF Allow Exception Description	Date Name		Eind III	First 🖸 1-42 of 42 🖆 Las

Enter your Group ID or EmpIID. All exceptions in the system that have not been corrected or approved will show, even prior months. In order to review the punch times for the exception, you will need to go to the student's timesheet.

Manage Exceptions page

	TLX90002	Student hour exceed 20	11/02/2007	Hong,Ronghui	Student Assistant	Medium
	TLX90002	Student hour exceed 20	06/26/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	06/07/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	06/04/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	06/19/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	07/02/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	06/27/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	06/12/2008	Student,Test	Student Assistant	Medium
	TLX90002	Student hour exceed 20	07/04/2008	Tran, Christine Lien	Student Assistant	Medium
Click thi correcte source	s button to res ed using the T of Time Valida	solve non-setup related exce imesheet page. This button w ition-Elapsed or Punch.	tions once repo ill only resolve e	rted time has been xceptions with a	Clean Up Exceptions	
Allow	All	· ·				
Sav	e					

Once you have reviewed the exception and it is a valid exception, you must allow the exception to go through. Low and Medium exceptions will still process without allowing them but any exception with High Severity must be fixed before it will process. Click on the checkbox and click on Save button. Once the exception is allowed, it will no longer appear on this page.

IMPORTANT: Even though you may allow the exception for exceeding 20 hours in a week, this only takes the exception and removes it from this page. Excess hours must still go through the current paper approval process through the Career Center.

10.0 Time Card

The timecard feature allows you to print a form similar to a timesheet and must be kept by your department after time has been approved for audit purposes. This form can only be printed by the timekeeper, supervisor or approver and should run once all time has been audited. The timecard can also be used by the Approver to compare total hours on the approval page. Navigate to: **Time and Labor > Reports > TimeCard**

Time Card Find an Existing Value page

	New Window Help
TimeCard Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Run Control ID: begins with V	
Search Clear Basic Search Save Search Criteria	
Find an Existing Value Add a New Value	

If you have established a Run Control ID, click on the search button, continue to the Time Card Search Results screen shot. If you need to create a Run Control ID, continue to the next screen shot on creating one.

Time Card Add a New Value page

Time Card Search Results page

	Home	Add to Favorites	
			New Wil
TimeCard			
Find an Existing Value Add a New Value			
Run Control ID: Time_Card			
Add			
Find an Existing Value Add a New Value			

Click on the Add a New Value tab. Enter a Run Control name, no spaces.

	New Window Help 🖷
TimeCard 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	
Run Control ID: begins with 🖌	
Case Sensitive	
Search Basic Search Save Search Criteria	
Search Results	
View All First 1 1-2 of 2 D Last	
Run Control ID Language Code	
Time Card English	
Find an Existing Value Add a New Value	

If you have more than one Run Control set-up, click on the appropriate on.

Time Card Criteria page – print by group



Time Card Criteria page – print by EmplID

TimeCarc	1						
Run Control ID:	Time_Card		Report	<u>t Manager</u>	Process	Monitor	Run
Run Control Par	ameters						
Start Date:	06/01/2008	31	End Date:	06/30/2008	3	Ħ	
Employees To	Process		1	Find View All	📕 Fi	rst 🖪 1 of	1 🗈 Last
EmpliD		Empl Rcd Nbr	*Include/E	xclude Indica	<u>tor</u>		
220402271	Q	1Q	Include	~		+	-
Save N	otify				E+Add	<i>E</i> Upda	ate/Display

Start Date/End Date: enter pay period dates from the Payroll calendar.

Group ID: if you want to print time cards for all the students in your group.

OR

EmplID: enter the EmplID to print for certain employees only

Empl Rcd Nbr: enter the appropriate record number (if you enter the wrong record number, you will not pull any time).

E if you want to print for multiple students, click on to add a new row. Enter the Emplid and record number.

Run : click on the button, the Process Scheduler Request page will display

Process Scheduler Request page

ser ID:	INLE	Run	Control ID: Time_Card					
erver Name:	PSUNX Y	Run Date: 07/16/2	008					
ecurrence:	¥ F	Run Time: 7:29:29	AM Reset	to Current Dat	e/Time			
me Zone:	Q							
ocess List								
lect Descriptio	n	Process Name	Process Type	*Type	*Format	Distribution		
AE for the 1	Time Card Report	TL_TMCRD_RPT	Application Engine	Web 💌	PDF 🗸	Distribution		

Server Name: PSUNX

Type: Web Format: PDF

οκ : click on button. You will return to the Time Card page.

Time Card Criteria page

TimeCar	d					
Run Control ID: Language:	Time_Card English		<u>Repo</u>	rt Manager Proc	cess Monitor	Run 143497
Run Control Pa	rameters					
Start Date:	06/01/2008	B EI	nd Date:	06/30/2008		
Employees To	Process	Empl Dod libr	tipeludo/	Find View All	First 🕙 1	of 1 🕑 Last
220402271	Q	1Q	Include	V	+	-
	Votifie			E	Add 🖉 U	date/Display
Save EN	voury			_		

Click on the Process Monitor link.

Process Monitor page

										New Window	<u>w Help Customize Page</u>	http
Proce	ss List	Ser	ver List									
Viow P	rocose P		et For			_						
VIEW P	TOCESS K	eque			_							
User	ID: INLE		C Type:		La:	st: 1 Days N	Refresh					
Serv	er:		Mame:			stance: to	_	,				
Run Statu	IS:		Distribution Status		*	Save On Refres	sh					
Proce	ss List					Customize Find Vie	w All 🚻 🛛 I	First 🖪 1-2 of:	2 🕑 Last	1		
Select	Instance	<u>Seq.</u>	Process Type	Process Name	<u>User</u>	Run Date/Time	Ru i Status	Distribution Status	<u>Details</u>	I		
	143498		SQR Report	TL002	INLE	07/16/2008 7:30:03AM PDT	Quued	N/A	<u>Details</u>			
	143497		Application Engine	TL_TMCRD_RPT	INLE	07/16/2008 7:29:29AM PDT	Success	N/A	<u>Details</u>			
<u>Go bac</u>	<u>k to TimeC</u>	Card										
📳 Sav	e 🖹 No	tify										
Process	s List <u>Ser</u>	ver Li	st									

Click on Refresh frequently until the Run Status updates to 'Success' and Distribution Status is 'Posted'.

Process Monitor page

	Process R ID: INLE ver:	equest For C V	Type: Name: Distribution		La:	st: 1 Days stance: to Save On Refres	Refresh h		
roce	us: ss List		Status			Customize Find Vie	w All	First 🛃 1-2 of	2 🕑 Last
Selec	Instance	Seq. Proce	ss Type	Process Name	User	Run Date/Time	Run Status	Distribution	Details
	143498	SQR	Report	TL002	INLE	07/16/2008 7:30:03AM PDT	Success	Posted	<u>Details</u>
	143497	Applic	ation Engine	TL_TMCRD_RPT	INLE	07/16/2008 7:29:29AM PDT	Success	Posted	<u>Details</u>
<u>Go ba</u>	<u>k to Time</u>	Card							
Go ba	e EN	tify							

Once the status updates to Success/Posted, click on the <u>Details</u> link.

Process Detail page

				New Window Help Cu
Process Deta	ail			
Process Deta				
Process				
Instance:	143498	Type: S	QR Report	
Name:	TL002	Description: T	imeCard Report	
Run Status:	Success	Distribution St	atus: Posted	
Run			Update Process	
Run Control II	D: Time_Card		O Hold Request	
Location:	Server		Queue Request	
Server:	PSNT		Cancel Request	
Recurrence:			O Delete Request	
			C Restart Request	
Date/Time			Actions	
Request Crea	ted On: 07/16/2008 7:30:	04AM PDT	Parameters Transfer	
Run Anytime	After: 07/16/2008 7:30:	03AM PDT	Message Log	
Began Proces	ss At: 07/16/2008 7:30:	21AM PDT	Botch Timinge	
Ended Proces	as At: 07/16/2008 7:30:	31AM PDT	View Log/Trace	
OK	Cancel			
	odiloor			
1				

Click on the <u>View Log Trace</u> link.

View Log Trace page

View Log/	Traco						
Report	Tace						
Report ID:	44024	7 Droopen Instan		2.400		Street and	
Report ID:	11234	Process Instan	ce: 14	3498		Message Log	
Name:	TL002	Process Type:	SC	R Report	t		
Run Status:	Succes	is.					
TimeCard R	eport						
Distribution	Details						ļ
Distributio	n Node:	HLATSTNT Expirat	ion Dat	e: 07/	/18/2008		
File Link							
File List		File	Size (b)	rtes)	Datatime Cr	ested	
	_	141	4		07/16/2008	7:30:31 000000A	Ā
TL002 1434	- 98.PDF	4,90	1		07/16/2008	7:30:31.000000A	į
Trace File		0			07/16/2008	7:30:31.000000A	ļ
Distribute To)						
Distribution	ID Type	<u>*Di</u>	stributi	on ID			
User		IN	.E				
_							
Return							

Click on the PDF file and print your forms.

Time Card page (top)

				DeemleCoft	
	Boport ID. TLOOD			Peoplesoit TimeCard Benert	Dage No. 1
	Report ID: TL002			rimecard Report	Page No. I Dum Dato 07/16/2008
	For the period 06/	01/2008 through 06/30	/2008		Run Date 07/16/2008
	FOI CHE PETIOU 08/	01/2008 through 06/30	/2008		Run Time 07150121
	Employee ID:	220402271			
	Name :	Student, Test			
	Job Title:	1870 Stude	ent Assist	ant	
	Department:	200620 Educa	tional Te	chnology Support	
	REPORTED PUNCH TIM	E DETAIL			
	P. 1. (77)		-		
	Date/Time	Day	Type		
	06/02/2008 08:00	Monday	MEAT	PSI	
	06/02/2008 12:00	Monday	TN	PS1 DCT	
	06/02/2008 05:00	Monday	OUT	DCT	
	06/03/2008 12:00	Tuesday	TN	PST	
	06/03/2008 04:00	Tuesdav	OUT	PST	
	06/04/2008 08:00	Wednesday	IN	PST	
	06/04/2008 12:00	Wednesday	MEAL	PST	
	06/04/2008 02:00	Wednesday	IN	PST	
	06/04/2008 06:00	Wednesday	OUT	PST	
	06/07/2008 12:00	Saturday	IN	PST	
	06/07/2008 04:00	Saturday	OUT	PST	
	06/09/2008 10:00	Monday	IN	PST	
	06/09/2008 06:00	Monday	OUT	PST	
	06/10/2008 08:00	Tuesday	IN	PST	
	06/10/2008 01:00	Tuesday	OUT	PST	
	06/11/2008 09:00	Wednesday	IN	PST	
	06/11/2008 03:00	Wednesday	OUT	PST	
0	06/12/2008 10:00	Thursday	IN	PSI	
Ø	06/12/2008 03:00	Monday	TN	PS1 DCT	
	06/16/2008 09:00	Monday	MRAT.	DCT	
-	06/16/2008 02:05	Monday	TN	DOT	
~~~	00/10/2008 02:05	Monuay	114	101	

#### Time Card page (bottom)

				_
	Total for Am	ounts. 0.00000		L
	Total for Ha	dies. 0.000000		
	Total for Un	IICS: 0.00000		
	Total for Ho	urs: 113.916670		
	OUTSTANDING	EXCEPTIONS		
	Date	Exception		
	06/04/2008	Student hour exceed 20		
	06/07/2008	Student hour exceed 20		
	06/12/2008	Student hour exceed 20		
	06/19/2008	Student hour exceed 20		
	06/26/2008	Student hour exceed 20		E
	06/27/2008	Student hour exceed 20		
n	Time Reporte	r Signature:		
Ø				
<b></b>	Approval Sic	mature.	Approver's Name.	
<b>1</b>	Approval Sig			
_			(prease princ)	<b>*</b>
Dana			amedau/7.ranate caletata adu	12.0

The timecard breaks down the student's time in sections. There are sections for the punch time, payable time, exceptions and total hours. When attendance is due, if the timecard is run just before time is due, the total on this page can be used to match the total hours on the approval page so the approver will know that all the time is correct.

**Work study students**: After time has been verified for the month, the timecard report should be run and all work study students forms must be signed by the approver. These timecards are then submitted to Financial Aid along with the Student Assistant Attendance Report sheet by the financial aid attendance due date which may be different than the final attendance due date.

# 11.0 Final Attendance Due Date

Before the final attendance due date, refer to the Payroll calendar, the timekeeper and supervisor should review all student time before it is approved and run the time card or student time report for all students so that the total hours for the month is verified and correct.

**IMPORTANT**: the time admin process picks up all punch time and updates the Approver and Payable Time Detail pages. This process runs once a day. Any time added or adjusted after this time will not be picked up until the next run. In order to approve this time, contact Payroll Services to request the Time Admin process be run manually so that the time will update on the approval page.

With all the student assistant time cards, student time report or verification from the timekeepers on total hours, the Approver will navigate to the Approve Payable Time page. The following screens are only accessed by the approver.

Navigate to: Time and Labor > Approve Time > Payable Time

Main Menu >			
ime and Labor			
Report, manage and approve time, create and review schedules, and pr	roduce payable time for payroll and financial systems.		
View Time Review comp time balances, group membership, reported time audi, and time reporter status. Time Reporters in Groups Reported Time Audit	Approve Time Approval process. Pavable Time	Manage exceptions and Attendance Manage exceptions and attendance for tir Exceptions	me reporters.
Reports Create reports for payable status, scheduled hours, and summary of time and exceptions.			

Click on Payable Time link.

# Approve Payable Time Search page

Approve Payable Time			
Approve Time for Time Reporter	s		
<ul> <li>Employee Selection Criteria</li> </ul>			Get Employees
Description	Value		
Group ID	ETS	Q	
EmpIID	220402271	Q	
Empl Rcd Nbr		Q	
Business Unit		Q	
Job Code		Q	
Job Description		Q	
Department		Q	
Supervisor ID		Q	
Company		Q	
Position Number		Q	
Position Number		Q	
Start Pate 070108	08 100		
No employees were returned for the time period spec	fied		
the employees were related to the time period oper			

**Group ID**: enter the approver Group ID (this id will end with an 'A', this group excludes work study students 1871, 1872, and 1151)

**EmplID**: enter to view for only one student

**Start Date/End Date**: enter the current pay period. **IMPORTANT**: enter the correct dates from the payroll calendar. Incorrect dates will affect the correct student hours.

# Approve Payable Time page

Department			Q						
Supervisor ID			Q						
Company			9						
Position Number			Q						
Start Date 06/01/2008 1 Select an employee and c period. Click on the employee the date range by changin blank to return all employee Employees For Salvador N	Start Date         06/01/2008         End Date         06/30/2008         Image: Start Date         Start Date								
<u>Select</u> <u>Name</u>	Employee ID	Empl Rcd Jo Nbr	b Job Descriptio	n <u>Payable</u> Hours	<u>Department</u>	Workgroup	Taskgroup	<u>Business</u> <u>Unit</u>	Location Code
Student_Test	22040227	1 1 18	70 Student Assistant	100.916670	200620			CSULA	200620
Select All	All								
Approve									

- The approver will compare the students total hours worked (the example above only shows one student but if you enter your group id, you will view all your students) to the total hours on the time card, time report or other verification. If the approver needs to verify the time in detail for a student, they can click on the name to go to their timesheet. If there is a discrepancy, the timekeeper needs to be notified to research the problem.
- 2. Once all the total time is verified, it can be approved. The Approver can approve for a few students at a time or for all your students. There are two options, click the 'Select' button next to each student or the 'Select All' button can be checked to select all students in your group.
- 3. The approver will click on the Approve button.