



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Human Resources 9.0

**Time and Labor: Printing the Reported
Time Report**

Quick Reference Guide



REVISION CONTROL

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6/5/2014	M. Murie	Created document to replace old 8.9 version	All
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Review / Approval History

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1.0 Introduction

Time and Labor is a component within the PeopleSoft Human Capital Management (HCM) suite of applications. It provides the ability to enter and report hourly employee or student time online. Before you can be paid for time worked, each of these steps must be completed:

Step	Person Responsible
1. Enter Time Worked	Hourly Employee/Student
2. Print Timesheet <i>(if required by department)</i>	Hourly Employee/Student
3. Print Adjustment Timesheet <i>(if applicable)</i>	Hourly Employee/Student
4. Approve Reported Time	Department Time Approver
5. Print the Reported Time Report <i>(if applicable)</i>	Department Time Approver


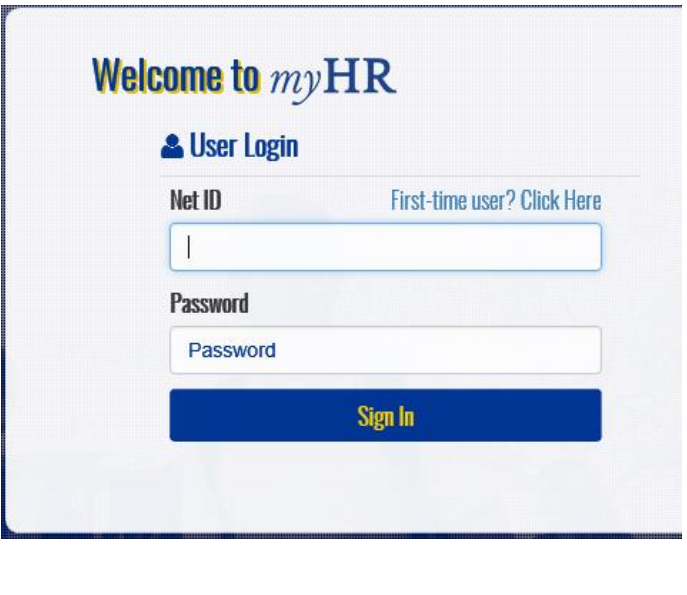
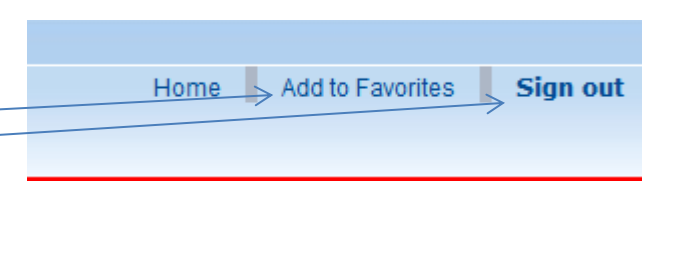
This guide describes step #5.

1.1 General Information

This guide provides step by step instructions on printing the Reported Time Report. The Reported Time Report can be used for both reconciling reported time or documenting MPP manager approval. *Departments with time processed by an "Approver Designee" (excluding Dept Chairs) **must** print the Reported Time Report for signature & approval by the department's MPP appropriate administrator.*



2.0 Logging into myHR

Steps	Illustrations
<p>1. Login to myHR. Enter your Net ID, Password, and click  button.</p> <p>If you need help obtaining and/or using your Net ID, refer to the <i>"First-time user? Click here"</i> help link located on the myHR web page for assistance.</p>	
<p>2. Now that you are logged in, please remember the following tips:</p> <ul style="list-style-type: none"> • Use your Add to Favorites to save time. • Sign out when you are done • Don't use your browser buttons to navigate 	



3.0 Submit Reported Time Report to Print

These instructions will assist you with submitting and printing your Reported Time Report.

1. From the **Main Menu**, navigate to **Reported Time Report**:

Main Menu > CSUB Processes > TL Processes and Reports > Reported Time Report

2. **Submit Report**

In order to submit a report request for processing, you must select, enter, or create a Run Control ID. You may enter the ID if known or select one from a list by clicking the "Search" button. If no run control ID exists, add one by clicking on the "Add a New Value" link. If you wish, you may set up standard Run Control ID's such as 1, 2, 3, etc. for future use.

Once a valid Run Control ID has been entered, the Reported Time Report run control page will display. Populate the appropriate fields as described below:

Reported Time Report

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 by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The screenshot shows the 'Reported Time Report' form. At the top, there is a 'Run Control ID: MM' field and a 'Run' button highlighted with a red box. Below this are 'Report Manager' and 'Process Monitor' links. The main form area includes:

- Business Unit:** A dropdown menu with 'BKCMP' selected. A callout box points to this field with the text: 'Business Unit will always be 'BKCMP''.
- *Group ID:** A dropdown menu with '21400' selected. A callout box points to this field with the text: 'Click the Spyglass icon to list and select the Group ID you wish to report on. A group ID defines a department or grant related grouping of employees for time processing.'
- Pay Group:** Radio buttons for 'Student' (selected) and 'Other'. A callout box points to this section with the text: 'Enter the Pay Begin and Pay End dates of the pay period you wish to report on.'
- *Pay Period Begin Date:** A date field with '01/01/2018' and a calendar icon.
- *Pay Period End Date:** A date field with '01/30/2018' and a calendar icon.

 At the bottom of the form, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. A callout box on the left side of the form points to the 'Business Unit' dropdown with the text: 'Select Applicable Pay Group'.

Click the "Run" button to submit the report request.



4.0 Print Reported Time Report

Click the “[Report Manager](#)” link and go to Report Manager to obtain the Reported Time Report PDF file.

Reported Time Report

Run Control ID: 01 [Report Manager](#) [Process Monitor](#)

Process Instance:24181

Business Unit

***Group ID**

Pay Group

Student Other

***Pay Period Begin Date** ***Pay Period End Date**

From the Report Manager page, click the “**Administration**” tab. Click the “**Refresh**” button until the “Status” of the report displays as “Posted”.

List Explorer **Administration** Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2263	24109	Reported Time Report	07/05/2007 3:40:01PM	Acrobat (*.pdf)	Posted	Details

When the “**Status**” displays “**Posted**”, click the [Reported Time Report](#) link to open up the PDF file.


On the “**Administration**” tab, click the [Reported Time Report](#) link to open up the PDF file. You may either print the report or save it to your workstation for future printing.

Close the Adobe Acrobat window and log out of PeopleSoft by clicking the “**Sign Out**” button at the top right of the page before closing the browser window. If you fail to do so, others can access your records from the same computer.



5.0 Getting Help

If you are unsure or need assistance, please consider the preferred sources or order in which to contact listed below:

- Click the  [Select for Instructions](#) link for basic instructions.
- Click the [Click Here for Detailed Instructions](#) for detailed instructions, when the link is available
- HR website for Business Process Guides (http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html)
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at hr@csub.edu.
- Contact Help Desk at 654-2307