Human Resources 9.0

Time and Labor: Printing Your Timesheet

Quick Reference Guide

REVISION CONTROL

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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
6/5/2014	M. Murie	Created document to replace old 8.9 version	All
2/10/2017	M. Murie	Included instructions for hourly staff employees	All
2/27/2018	M. Murie	Changed login instructions to reference myHR site	All

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

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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:

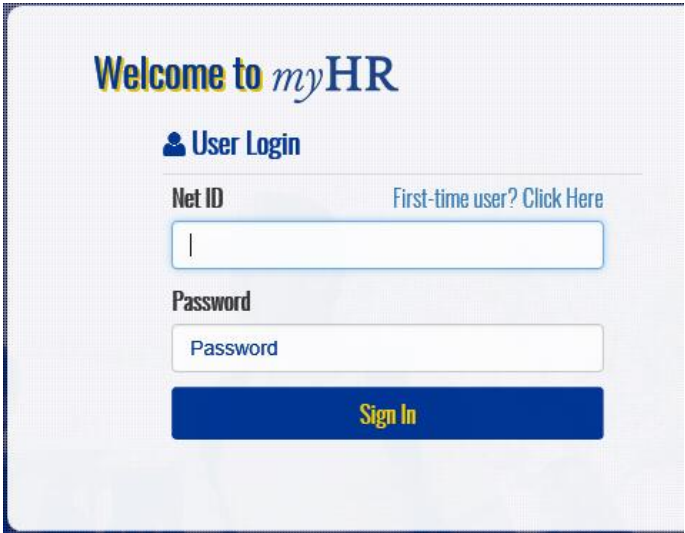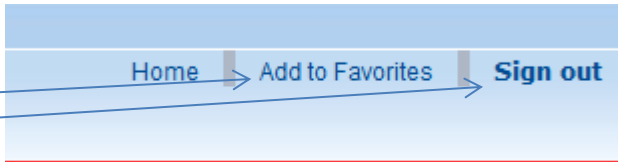| Step	Person Responsible
1. Enter Time Worked	Hourly Employee/Student
2. Print Timesheet *(if required by department)*	Hourly Employee/Student
3. Print Adjustment Timesheet *(if applicable)*	Hourly Employee/Student
4. Approve Reported Time	Department Time Approver

This guide describes step #2.

1.1   General Information

After all time has been entered for the month, you **_may_** need to print a hard copy timesheet, obtain supervisor approval(s) and submit the timesheet to your Department Timekeeper. Each campus department has defined their internal procedure for processing and reporting time. Check with your Department Timekeeper for specific requirements and instructions.

2.0   Logging into myHR

Steps	Illustrations
1. Login to **myHR**. Enter your Net ID, Password, and click **Sign In** button. If you need help obtaining and/or using your Net ID, refer to the *"First-time user? Click here"* help link located on the **myHR** web page for assistance.	**Welcome to** *my*HR & User Login Net ID First-time user? Click Here | Password Password Sign In
2. Now that you are logged in, please remember the following tips: • Use your **Add to Favorites** to save time. • **Sign out** when you are done • Don't use your browser buttons to navigate	Home Add to Favorites **Sign out**

3.0   Submit Timesheet to Print

These instructions will assist you with submitting and printing your timesheet.

1. From the **Main Menu**, navigate to **Timesheet - Current**:

    Main Menu > CSUB Processes > TL Processes and Reports > Timesheet - Current

2. Submit Timesheet

    At the Job Search page, click the "Search" button to display all current jobs. If you have more than one active job, select a job from the Job Search list for which you want to generate a timesheet.   If you do not see the correct job, contact your Department Timekeeper for assistance.

Timesheet - Current

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

Find an Existing Value

▼ **Search Criteria**

Empl ID: begins with ▼ 123456789
Empl Rcd Nbr: = ▼

[Search]   [Clear]   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-2 of 2 ► Last

Description	Empl Rcd Nbr	Department	Descr	Hourly Rate
Student Assistant	2	D21200	University Police	9
Brdg Student Assistant	3	D21200	University Police	10

Select a job from Search list

3. If you have only <u>one</u> active job, the Hourly Employee Timesheet page will be displayed:

```
┌─────────────────────────────┐
│ Hourly Employee Timesheet   │
└─────────────────────────────┘

  Hourly Employee Timesheet

    Employee Name



   [Submit]                      Report Manager




  [Save] [Return to Search] [Notify]
```

Click the **"Submit"** button to submit the Timesheet for the current Pay Period.

Note: the "current" timesheet is defined as the prior months' time through the 2nd of the following month. Example: November is considered the "current" month through the 2nd of December. After the 2nd of December, December then becomes the "current" month. Any alterations to time in November would have to be submitted on an Adjustment Timesheet. See the Quick Reference Guide entitled "Printing Your Adjustment Timesheet" on the HR website for Business Process Guides (http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html)

4.0   Print Your Timesheet

Once your Timesheet has been submitted, click the "Report Manager" link and go to Report Manager to obtain your PDF Timesheet file.

From the Report Manager page, click the "Refresh" button until the "Status" of the report displays as "Posted".

| List | Explorer | Administration | Archives |

View Reports For

| User ID: | 000037076 | Type: | | Last: | 1 | Days | | Refresh |
| Status: | | Folder: | | Instance: | | to: | |

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

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	39510	104694	Timesheet Report	11/11/2008 6:06:11PM	Acrobat (*.pdf)	Posted	Details

When the "**Status**" displays "**Posted**", click the Timesheet Report link to open up the PDF Timesheet file.

Click on the Timesheet Report link to open the PDF file and print the Timesheet.

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.

If applicable, follow your department procedures for turning in your timesheet.

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