

# Timekeeper Guide

This step-by-step guide will show Timekeepers how to enter and view hourly time entered by employees using Manager Self Service in PeopleSoft (<u>MyCSUSM</u>).

Time can be reviewed or entered at any time during the pay period. However, all time must be entered by the close of business on the last day of the pay period. Failure to enter and approve time by deadline dates may result in incorrect processing in pay.

# Enter Time on Behalf of an Hourly Employee

Timekeepers can use the Timesheet feature to enter hours worked on behalf of an hourly employee.

 From the main PeopleSoft HR page, navigate to Timesheet by selecting: Main Menu > Manager Self Service > Time Management > Report Time > <u>Timesheet</u>

Favorites -	Main Menu 👻 >	Manager Self Service - Ti	me Ma	nagement 🗸 🚿 Report T	rime 🔻	> Timest	neet		
California State Univ SAN MAR	cos Logged On HA	Time Management		Manage Schedules Approve Time and Excep	tions	÷	ources	Home	Add t
Report Time	9			Report Time View Time		Timesheet Timekeepe	r Absence Entry		
Timeshee	et Summary			Timekeeper Balance Inqu Manager Search Options	Jiry				
Employe     Description	e Selection Criteria	Vis	due				1		



2. To enter the time for a specific employee, enter known selection criteria or just press the Get Employees button to display with a list of employees for whom you are the designated timekeeper. Please note that Absences should not be entered here, but rather through the Timekeeper Absence Entry Page.

Timesheet Summary			
<ul> <li>Employee Selection Criteria</li> </ul>			
Description	Value		
Group ID		Q	
Empl ID		Q	
Empl Rcd Nbr		Q	
.ast Name		Q	
First Name		Q	
lob Code		Q	
lob Description		Q	
Department		Q	
Reports To Position Number		Q	
Position Number		٩	
Clear Selection Criteria Save Selection Criteria	Get Employees		
Select for Instructions		Show Sched	lule Information
View By: Week V Date: 05/12/2021		2 Reti	esh

3. Select the employee you wish to enter time for.

Employees For	T	tals From	05/10/2021 -	05/16/2021										Personalize	Find   🖉 👘 First 🛞 1-	125 of 125 🛞 Last
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Emp Roi Nb	l Job	Department	Department Description	Hourly Rate	Workgroup	Reports To Position Number	Position Number
	Student - Non Citizen Status	0.0	0.0	0.0		0.0	0.0			1868	1021	CHABSS Liberal Studies Dept		STDNT_POS	00001876	00003897
	Student - Non Citizen Status	0.0	0.0	0.0		0.0	0.0		,	1868	1021	CHABSS Liberal Studies Dept		STDNT_POS	00001876	00003897

You should be navigated to the Timesheet page displaying the Employee's information at the top.
 Select the View by (Day, Week or Month) and Date



## Business Process Guide | Time and Labor Detail Steps | Timekeeper Guide

Time	sheet										
Meliss	а						Employee ID:				
Job Titl	e: Stu	dent Asst					Employee R	ecord Number: 0			
6 Sele	ect for Ins	tructions									
View E	w: We	ek	~	*Date:	05/01/202	21 🕅 🤅	Refresh	<< Previous Week	Next W	/eek >>	
Repor	ted Hour	s: 0.01	Hours	Sche	duled Ho	ours: 0	0.0 Hours				
From	Saturda	y 05/01/	2021	to Friday	05/07/20	021					
Time	sheet										
Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Total	Time Reporting Code			
									~	-	+
-									~		H
									$\checkmark$	-	+
	Subm	nit	1	Apply Ru	les	A	pply Schedule				
6 Rei	oorted Tin	ne Status	- selec	ct to hide							
	orted Tin	ne Statu	s					[]	First 🕙 1	of 1 🕑	Las
Repo							Total Time	e Reporting Code	Comment	s	
Repo Date		Status									

5. Enter the actual hours worked and select the Time Reporting Code (TRC). In most cases, the TRC will be 'REG' for Regular time. Time for different reporting codes should be entered on different lines.

Tim	esheet	[:::: <b>)</b>								
Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Total	Time Reporting Code		
		4	3	4				REG - Regular Hours Worked 🔽		+
								V	-	+
								<b>v</b>	-	+

- 6. Click Submit when entry is complete.
  - The employee will automatically receive an e-mail indicating time entry has been created on their behalf.



## View Payable Time

Once the Time Administration process is run in payroll, Timekeepers can view employee Payable Time entered using the Payable Time Detail functionality.

1. From the main PeopleSoft HR home page, navigate to Payable Time Detail by selecting:

#### Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

2. To enter the time for a specific employee, enter known selection criteria or just press the Get Employees button to display with a list of employees for whom you are the designated timekeeper

Employee Selection Criteria		
Description	Value	
Group ID		Q
Empl ID	200092248	Q
Empl Rcd Nbr		Q
Last Name		Q
First Name		Q
Job Code		Q
Job Description		Q
Department		Q
Reports To Position Number		Q
Position Number		Q

<b>Employees For</b>								Find   View All   🗖 Fi	st 🛞 1 of 1 🛞 Lasi
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Description	Workgroup	Reports To Position Number	Position Number
	200092248		0 1150	Instr Stdnt Asst	1021	CHABSS Liberal Studies Dept	STDNT_POS	00001876	00001568

Manager Self Service Time Management



3. Status of entered time will display for review. Note: The time shown below has already been submitted to the State Controllers Office.

Favorites 🔻	Main Menu -	• > M	anager Se	elf Service 🔻 🔿	Time Ma	inagement	• > `	view i ime ->	Payable Time Det	ail
iforni <u>a State Uni</u> SAN MA	RCOS							ŀ	luman Reso	ur
Payable	Time Detail									
				Emp	oloyee ID:		200	092248		
Job Title:	Instr Stdnt Asst			Em	ployee Rec	ord Numbe	er: 0			
Select Payabl the selected s tart Date:	le Statuses to view statuses 04/12/2021	rrom the Pa	ayable Sta End Date:	tus Filter expanses	ndable sec	Refresh		SIT DUILOIT tO TEN		
Select Payable the selected s start Date: Payable	le Statuses to view statuses 04/12/2021 Status Filter	/ from the Pa	ayable Sta End Date	. 04/16/2021	ndable sec	Refresh	erteire			
Select Payable the selected s Start Date: Payable Payable Tim	le Statuses to view statuses 04/12/2021 • Status Filter	) from the Pa	ayable Sta	ttus Filter expansion (04/16/2021	ndable sec	Refresh				
Select Payable the selected s Start Date: Payable Payable Tim Overview	le Statuses to view statuses 04/12/2021 • Status Filter ne Time Reporting	Elements	End Date: Task Re	ttus Filter expansion (04/16/2021) : 04/16/2021 eporting Eleme	ndable sec	Refresh				
Select Payable the selected s start Date: Payable Payable Tin Overview Date	le Statuses to view statuses 04/12/2021 e Status Filter ne Time Reporting Status	Elements Reason Co	End Date Task Re ode T	ttus Filter expansion (04/16/2021) eporting Eleme	ndable sec	C Refresh artFields	pe rteile	Quantity	Taskgroup	
Select Payable the selected s tart Date: Payable Tim Overview Date	e Statuses to view statuses 04/12/2021 • Status Filter ne Time Reporting Status Transmitted - Sent to PIP	Elements Reason Co	Task Roode T	ttus Filter expansion expansion expansion expansion exporting Elementing exporting (REG)	ndable sec	Refresh artFields Ty He	(TTT) pe purs	Quantity 2.000000	Taskgroup CSU	
Select Payable the selected s itart Date: Payable Tim Overview Date 04/12/2021	e Statuses to view statuses 04/12/2021 e Status Filter ne Time Reporting Status Transmitted - Sent to PIP Transmitted - Sent to PIP	Elements Reason Co	ayable Sta End Date: Task Re ode T R	ttus Filter expansion (04/16/2021) eporting Eleme ime Reporting ( REG REG	ndable sec	Refresh artFields Ty Ho	pe purs	Quantity 2.000000 2.000000	Taskgroup CSU CSU	
Select Payable the selected s tart Date: Payable Payable Tin Overview Date 04/12/2021 04/13/2021	le Statuses to view statuses 04/12/2021 Status Filter ne Time Reporting Status Transmitted - Sent to PIP Transmitted - Sent to PIP	Elements Reason Co	End Date: Task Re ode T R R	itus Filter expansional eporting Eleme ime Reporting C REG REG REG	ndable sec	Refresh  artFields  Ty  Ho  Ho	(TTT)) pe purs purs	Quantity           2.000000           2.000000	Taskgroup CSU CSU CSU	
Select Payable the selected s (tart Date: Payable Tim Overview Date 14/12/2021 14/13/2021 14/14/2021	le Statuses to view statuses 04/12/2021 Status Filter Time Reporting Status Transmitted - Sent to PIP Transmitted - Sent to PIP Transmitted - Sent to PIP Transmitted - Sent to PIP	Elements Reason Co	ayable Sta End Date: Task Re ode T R R R	itus Filter expansional eporting Eleme ime Reporting ( REG REG REG	Indable sec	Refresh  artFields  Ty  Ho  Ho  Ho  Ho  Ho  Ho  Ho  Ho  Ho  H	pe ours ours ours	Quantity           2.000000           2.000000           2.000000           2.000000           2.000000	Taskgroup CSU CSU CSU CSU CSU	

## **Reported Time Report**

Time can also be reviewed anytime after entry by running the Reported Time Report.

1. From the main PeopleSoft HR home page, navigate to **Reported Time Report** by selecting:

Main Menu > CSUSM HR Custom > CSUSM HR Time & Labor > Reported Time Report

2. Enter a Run Control ID

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 Criteria
Search by: Run Control ID begins with
Search Advanced Search



3. Enter the Run Control criteria and click Run, from the Process Scheduler Request, Click OK.

Run Control ID: test123		Report Mana	ger Pro	cess Monitor	Run
*Business Unit:	SMCMP Q				
Group ID:	Q				
Department:	1021				
*Dev Devied Devie Dete	04/12/2021				
"Pay Period Begin Date:	04/12/2021				
*Pay Period End Date:	04/15/2021				
cess Scheduler Reques	it				
cess Scheduler Reques	st	Run Control ID 1	021		
cess Scheduler Reques User ID cdyal Server Name	st V	Run Control ID 1 Run Date 05/17/2021	021		
User ID cdyal	st 	Run Control ID 1 Run Date 05/17/2021 Run Time 6:30:35PM	021	Reset to Currer	it Date/Time
User ID cdyal User Vame Recurrence Time Zone		Run Control ID 1 Run Date 05/17/2021 Run Time 6:30:35PM	021	Reset to Currer	it Date/Time
User ID cdyal User ID cdyal Server Name Recurrence Time Zone Tocess List	st   Q	Run Control ID 1 Run Date 05/17/2021 Run Time 6:30:35PM	021	Reset to Curren	t Date/Time
User ID cdyal User ID cdyal Server Name Recurrence Time Zone ocess List tect Description	st V Q Process Name	Run Control ID 1 Run Date 05/17/2021 Run Time 6:30:35PM Process Type	021	Reset to Currer	t Date/Time
Cess Scheduler Reque: User ID cdyal Server Name Recurrence Time Zone occess List lect Description Reported Time Report	St Q Process Name SMOTL012	Run Control ID 1 Run Date 05/17/2021 Run Time 6:30:35PM Process Type SQR Report	021	Reset to Currer *Format PDF	tt Date/ Distr Distr
ess Scheduler Reque: User ID cdyal Server Name Recurrence Time Zone cess List ct Description Reported Time Report	St Process Name SMOTL012	Run Control ID 1 Run Date 05/17/2021 Run Time 6:30:35PM Process Type SQR Report	021	Reset to Currer *Format PDF	Distribution

4. When the process completes, click on the View Log/Trace and select the report name to view it.

Report				
Report ID 1800661	Proces	s Instance 277	9152	Message Log
Name SMOTL012	Pro	cess Type SQ	R Report	
Run Status Success				
Reported Time Report				
Distribution Details				
Distribution Node HASMTST		Expiration Dat	e 07/16/2021	
File List				
Name	Fi	le Size (bytes)	Datetime Cre	ated
SMOTL012_OTH.pdf	5,	157	05/17/2021	6:18:56.012950PM F
SMOTL012_STU.pdf	4,	174	05/17/2021	6:18:56.012950PM F
SQR_SMOTL012_2779152.log	1,	632	05/17/2021	6:18:56.012950PM F
smotl012_2779152.out	57	78	05/17/2021	6:18:56.012950PM F
Distribute To				
Distribution ID Type		*Distribution ID		
User		cdval		



5.

## **Business Process Guide | Time and Labor** Detail Steps | Timekeeper Guide

Report ID: SMOTL012 Page 1 of 1

California State University, San Marcos TL Reported Time Report - Salaried/Hourly Employees

Report Date: 05/17/21 Report Time: 18:18:43

Group ID:

Department: 1021, CHABSS Liberal Studies Dept Pay Period: 04/12/21 - 04/15/21

Employee Name	Empl ID	Rec#	Job Cd	Rpt Date	TRC	Rpt Hours	Rpt Status
	004649604	2	1151	04/15/21	REG	3.00	Approved
					Total:	3.00	
	004728085	0	1150	04/15/21	REG	0.50	Approved
					Total:	0.50	
	200092248	0	1150	04/12/21	REG	2.00	Approved
			1150	04/13/21	REG	2.00	Approved
			1150	04/14/21	REG	2.00	Approved
			1150	04/15/21	REG	2.00	Approved
					Total:	8.00	
	000007810	0	2360			0.00	
	000014635	0	2358			0.00	
	000033641	2	2482			0.00	