

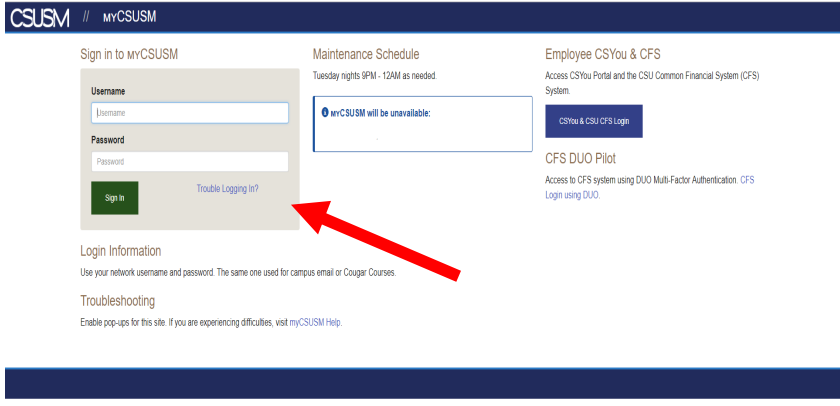
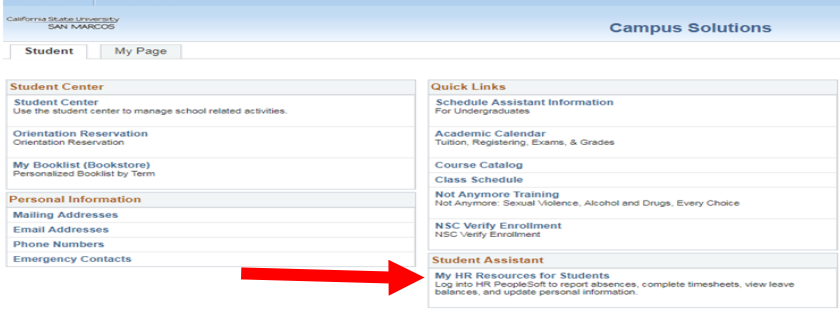
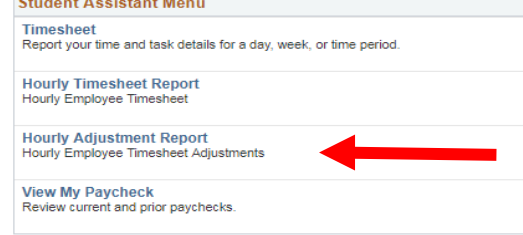


Steps to Adjust Hourly Report



You will need PeopleSoft Human Resources access to enter your Absence Time. PeopleSoft is accessed through the campus portal at the following address: <https://my.csusm.edu>.

*If you do not have a PeopleSoft access please send an email to helpdesk@csusm.edu or contact your Department Timekeeper for assistance. If the access is needed immediately please call the helpdesk (ext. 4790).

Processing Steps	Screen Shot
<p>1. Use your web browser to sign into PeopleSoft Human Resources through the campus portal at https://my.csusm.edu.</p>	
<p>2. Under Student Assistant, select the link for: My HR Resources for Students</p>	
<p>3. Under Student Assistant Menu, select the link for: Hourly Adjustment Report</p>	
<p>4. If you have only one active job, you will immediately be taken to the Hourly Adjustment Report page. If you have multiple active jobs, you will be presented a list to choose from.</p> <p>A. Select the job for which you wish to adjust time by clicking on the row containing that job's information. <i>(If you have any questions as to which job you should report time to, contact your Department Timekeeper for assistance.)</i></p>	



Business Process Guide | CMS PeopleSoft Human Resources Student Assistant – Adjust Hourly Report

Processing Steps	Screen Shot
<p>5. Under Pay Period Information, enter the: Month and Year for which time needs to be adjusted. Then click Submit and select Report Manager</p>	
<p>6. Under Report List, select Details</p>	
<p>8. Under File List, select the link which contains: .PDF</p>	
<p>7. After selecting the .PDF file from the previous menu, the <i>Hourly Employee Timesheet - Adjustment</i> file should automatically download.</p>	



Business Process Guide | CMS PeopleSoft Human Resources Student Assistant – Adjust Hourly Report

8. Verify that the information in **Section A** is correct, then proceed to **Section B**. For each day that requires an adjustment, enter the total number of hours worked on the calendar day in **Correct Hours**, note how many hours were added or reduced from the entry of original hours within the **Adjustment (+/-)** section, as well as the **Reason** for the adjustment in the indicated area.

California State University, San Marcos
Hourly Employee Timesheet - Adjustment

For Pay Period Starting 10/31/2018 Through 11/29/2018

A. EMPLOYEE / ASSIGNMENT INFORMATION				
Employee Name	Employee ID	Employee Record No.	SSN	
Position	Job Code			
Department	Time Approver			
B. STATUS				
Employee Final Timesheet?				
C. HOURS WORKED				
Date	Orig Hours	Correct Hours	Adjustment (+/-)	Reason
10/31/2018	0.00			
11/01/2018	0.00			
11/02/2018	0.00			
11/03/2018	0.00			
11/04/2018	0.00			
11/05/2018	0.00			
11/06/2018	0.00			
11/07/2018	0.00			
11/08/2018	0.00			
11/09/2018	0.00			
11/10/2018	0.00			
11/11/2018	0.00			
11/12/2018	0.00			
11/13/2018	0.00			
11/14/2018	0.00			
11/15/2018	0.00			
11/16/2018	0.00			
11/17/2018	0.00			
11/18/2018	0.00			
11/19/2018	0.00			
11/20/2018	0.00			
11/21/2018	0.00			
11/22/2018	0.00			
11/23/2018	0.00			
11/24/2018	0.00			
11/25/2018	0.00			
11/26/2018	0.00			
11/27/2018	0.00			
11/28/2018	0.00			
11/29/2018	0.00			
Total	0.00			
D. CERTIFICATION				
Employee Signature				Date
MPP Approval				Date
Approval #2				Date



Enter time in tenths (.5, .6, .7 etc).

- **Employees should NOT enter in hundredths.*
- **Round up to the next tenth.*

Conversion Table	
Minutes	Tenths
1-6	1
7-12	2
13-18	3
19-24	4
25-30	5
31-36	6
37-42	7
43-48	8
49-54	9
55-60	1 hr

Be sure to attain all necessary signatures. Once all appropriate sections are filled, print the form and deliver to your **Department Timekeeper** or to **Payroll Services**.





**Business Process Guide | CMS PeopleSoft Human Resources
Student Assistant – Enter Student Time Worked**

DEADLINES

- Time must be submitted by 5:00 PM on the last day of the pay period.
- If you fail to submit your time by the last day of the pay period, payment may be delayed.
- Should you need to make any adjustments to a prior month's time, you will need to submit an **Adjustment Timesheet**. Follow the above instructions to generate an adjustment timesheet to use in submitting adjustments to Payroll.
- Consult your Department Timekeeper for your own Department deadlines.