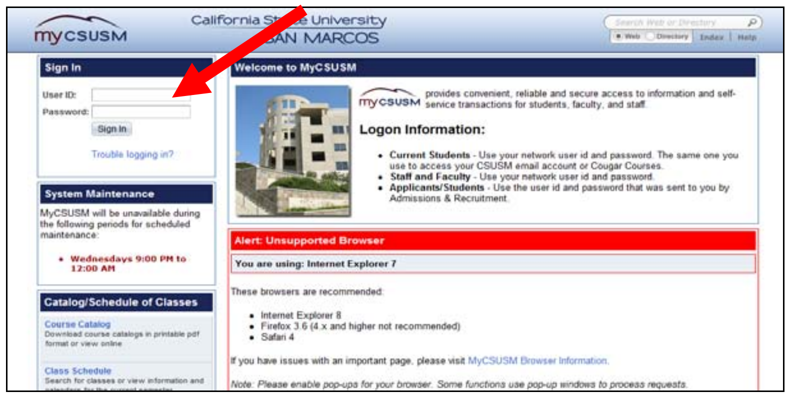
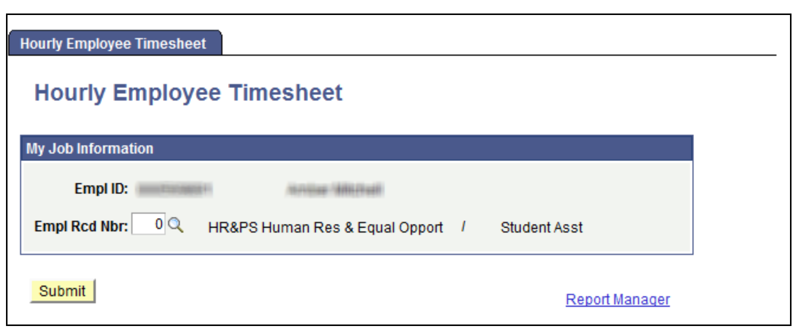
Steps to Print Your Timesheet

Each campus department has defined their local business process for processing time. After all time is submitted for the month, you **MAY** need to print a hard copy timesheet, obtain supervisor approvals and submit the timesheet to your Department Timekeeper.

*Check with your Department Timekeeper for specifics as to the printing and approval of your timesheet**.**

You will need PeopleSoft Human Resources access to print your Reported Time Report.

*If you do not have 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).

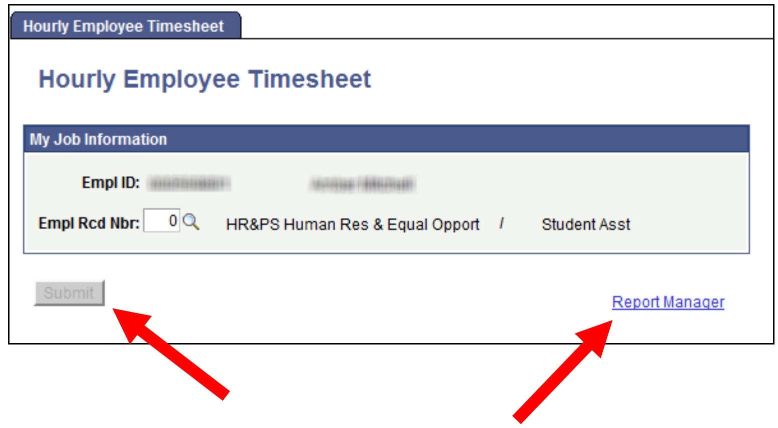
Processing Steps	Screen Shot
1. Use your web browser to sign into PeopleSoft Human Resources through the campus portal at https://my.csusm.edu to generate your timesheet.	
2. Under Student Assistant Information, select the link for **Hourly Timesheet Report.**	
3. You should now be at the **Hourly Employee Timesheet** page with **your emplid specified.** A. Select your current Employee Record Number using the magnifying class. **This will show a list of all your employee records (assignments both active and inactive.)*	

4. Click the Submit button to submit the Timesheet Report request.

   The current timesheet report will be submitted for processing; you must now retrieve the output and print it.

   Wait for the Submit button to grey out like this Submit.

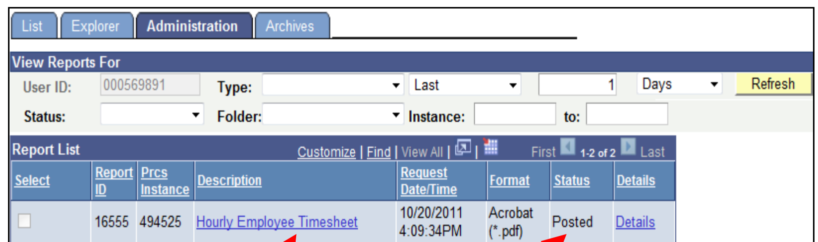
   Then click the Report Manager link to go to the Report Manager and obtain your .PDF output file.



5. A new window will open, directing you to the Report Manager page as shown in the photo.

   Click Refresh until the Status of the report shows “**Posted**.”

   When the “Status” is set to “Posted,” click the **Hourly Employee Timesheet** link to open up the .PDF Report.



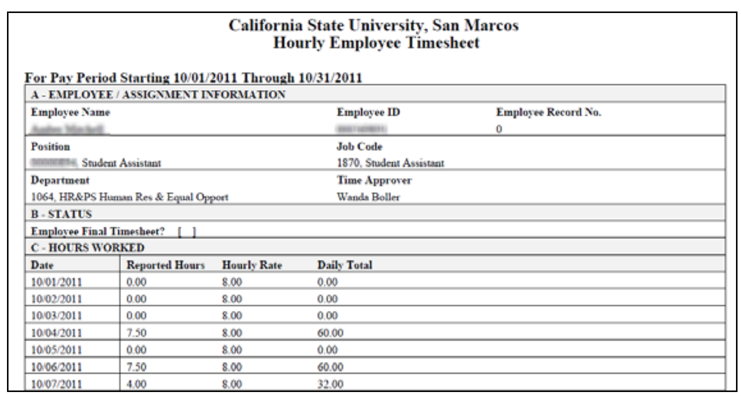
When the “Status” is set to “Posted”, click the Hourly Employee Timesheet link to open up the pdf. report.

6. The .PDF document will look similar to the photo shown.

   A. Print the timesheet.

   B. Sign your Timesheet and obtain any necessary manager approval signatures on your Timesheet.

   C. Turn your Timesheet in to your Department Timekeeper.



California State University, San Marcos
Hourly Employee Timesheet

For Pay Period Starting 10/01/2011 Through 10/31/2011

A - EMPLOYEE / ASSIGNMENT INFORMATION

Employee Name	Employee ID	Employee Record No.
		0

Position	Job Code
Student Assistant	1870, Student Assistant

Department	Time Approver
1064, HR&PS Human Res & Equal Opport	Wanda Boller

B - STATUS

Employee Final Timesheet? [ ]

C - HOURS WORKED

Date	Reported Hours	Hourly Rate	Daily Total
10/01/2011	0.00	8.00	0.00
10/02/2011	0.00	8.00	0.00
10/03/2011	0.00	8.00	0.00
10/04/2011	7.50	8.00	60.00
10/05/2011	0.00	8.00	0.00
10/06/2011	7.50	8.00	60.00
10/07/2011	4.00	8.00	32.00

Close the Adobe Acrobat window.

Sign out of PeopleSoft.

You need to click Sign out at the top right of the page to exit PeopleSoft before closing the browser window. If you fail to do so, others can access your records from the same computer.