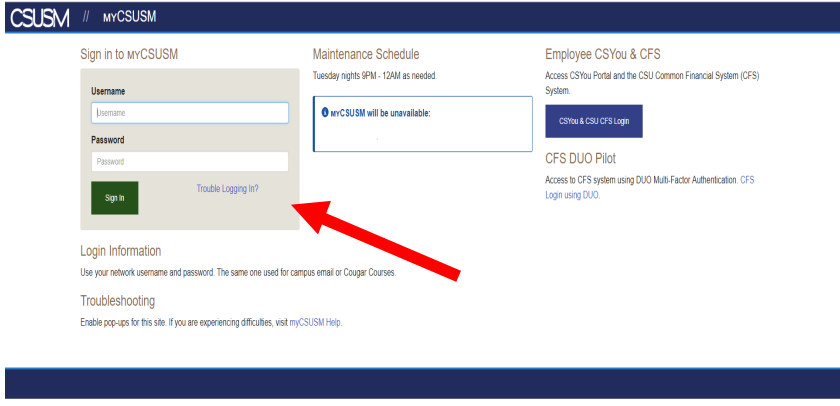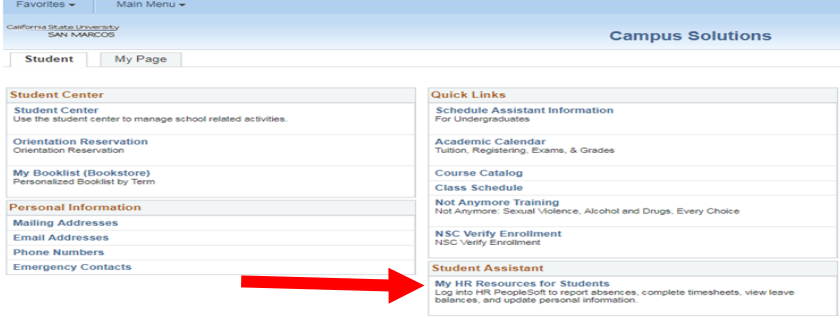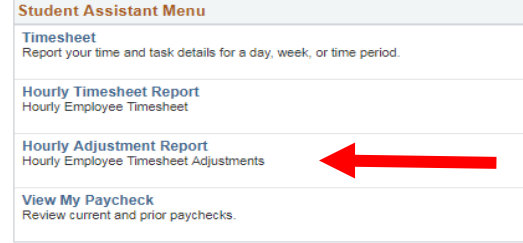# Steps to Adjust Hourly Report

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
1. Use your web browser to sign into PeopleSoft Human Resources through the campus portal at https://my.csusm.edu.	
2. Under Student Assistant, select the link for: **My HR Resources for Students**	
3. Under Student Assistant Menu, select the link for: **Hourly Adjustment Report**	

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.

    A. Select the job for which you wish to adjust time by clicking on the row containing that job's information.

(If you have any questions as to which job you should report time to, contact your Department Timekeeper for assistance.)

Processing Steps	Screen Shot
5. Under Pay Period Information, enter the: **Month and Year** for which time needs to be adjusted. Then click **Submit** and select **Report Manager**	Favorites ▾ Main Menu ▾ > CSUSM HR Custom ▾ CSUSM HR Time & Labor ▾ > H California State University SAN MARCOS Hourly Employee Timesheet Adj **Hourly Employee Timesheet Adjustment** **My Job Information** Empl ID: Empl Rcd Nbr: 0 🔍 OHR Office of Human Resources / Student Asst **Pay Period Information** Month 11 - November ▾ Year 2018 ▾ Submit Report Manager
6. Under Report List, select **Details**	Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager California State University SAN MARCOS **Human Resources** List │ Explorer │ Administration │ Archives **View Reports For** User ID ___ Type ___ Last ___ 1 Days ___ Refresh Status ___ Folder ___ Instance ___ to ___ **Report List** Personalize │ Find │ View All │ 🔀 │ 🔲 First ◀ 1 of 1 ▶ Last | Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	1714505	2675648	Hourly Employee Timesheet Adj	10/29/2018 10:11:20AM	Acrobat (*.pdf)	Posted	Details	 ☑ Select All ☐ Deselect All Delete Click the delete button to delete the selected report(s) Save List │ Explorer │ Administration │ Archives
8. Under File List, select the link which contains: **.PDF**	Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager California State University SAN MARCOS **Report Detail** **Report** Report ID 1714505 Process Instance 2675648 Message Log Name SMOTL008 Process Type SQR Report Run Status Success Hourly Employee Timesheet Adj **Distribution Details** Distribution Node HSMPRD Expiration Date 12/13/2018 **File List** 	Name	File Size (bytes)	Datetime Created
SQR_SMOTL008_2675648.log	1,688	10/29/2018 10:11:58.722954AM PDT
smotl008_2675648.PDF	5,826	10/29/2018 10:11:58.722954AM PDT
smotl008_2675648.out	258	10/29/2018 10:11:58.722954AM PDT	 **Distribute To** 	Distribution ID Type	*Distribution ID
User	| OK Cancel
7. After selecting the **.PDF** file from the previous menu, the *Hourly Employee Timesheet - Adjustment* file should automatically download.	

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**.

California State University SAN MARCOS

<u>DEADLINES</u>

- 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.