

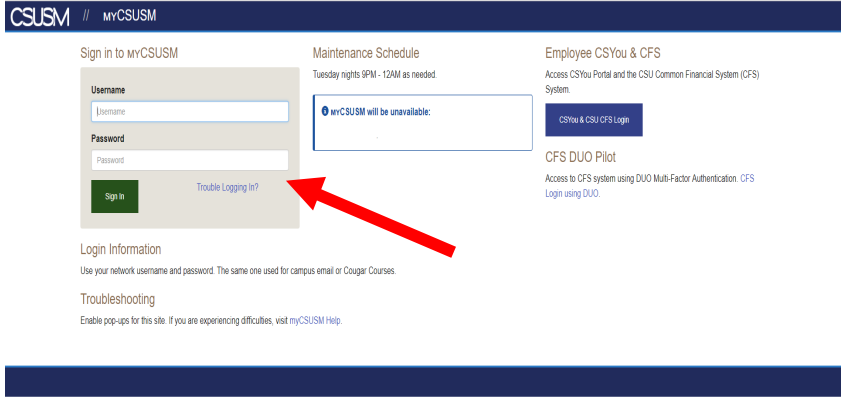
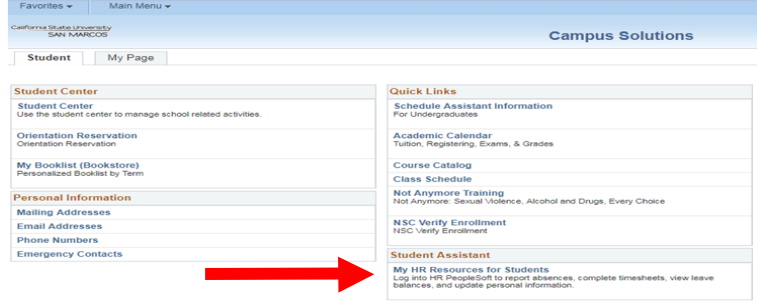
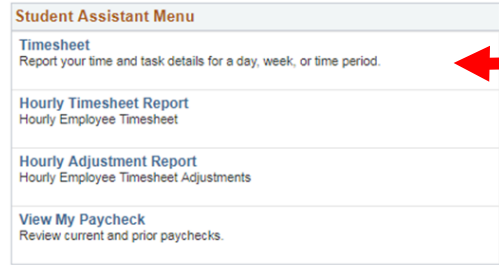


# How to Report Time Online

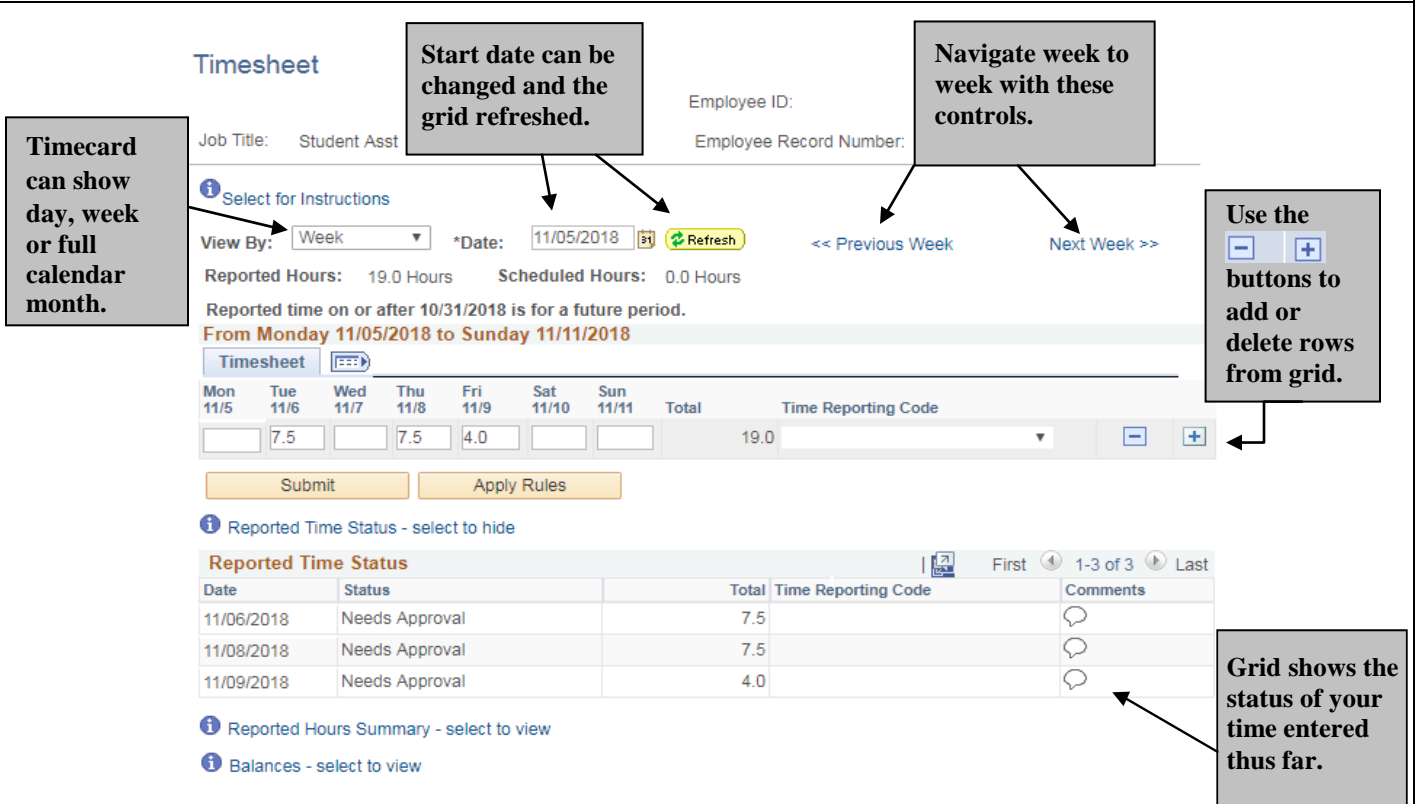


You will need PeopleSoft Human Resources access to enter your Absence Time. PeopleSoft is accessed through the campus portal at the following address: <https://my.csusm.edu>.

\*If you do not have a PeopleSoft access please send an email to [helpdesk@csusm.edu](mailto: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 <a href="https://my.csusm.edu">https://my.csusm.edu</a>.</p>	
<p>2. Under Student Assistant, select the link for: <b>My HR Resources for Students</b></p>	
<p>3. Under Student Assistant Menu, select the link for: <b>Timesheet</b></p>	
<p>4. If you have only <b>one active job</b>, you will immediately be taken to the <b>time entry page</b>. If you have <b>multiple active jobs</b>, you will be presented a list to choose from.</p> <p>A. Select the job for which you wish to enter time by clicking on the row containing that jobs information. <i>(If you have any questions as to which job you should report time to, contact your Department Timekeeper for assistance.)</i></p>	

5. Enter the total number of hours worked on each calendar day.



**Timesheet**

Job Title: Student Asst

Employee ID: \_\_\_\_\_  
Employee Record Number: \_\_\_\_\_

Select for Instructions

View By: Week \*Date: 11/05/2018 Refresh

Reported Hours: 19.0 Hours Scheduled Hours: 0.0 Hours

Reported time on or after 10/31/2018 is for a future period.  
From Monday 11/05/2018 to Sunday 11/11/2018

Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Total	Time Reporting Code
	7.5		7.5	4.0			19.0	

Submit Apply Rules

Reported Time Status - select to hide

Date	Status	Total	Time Reporting Code	Comments
11/06/2018	Needs Approval	7.5		
11/08/2018	Needs Approval	7.5		
11/09/2018	Needs Approval	4.0		

Reported Hours Summary - select to view  
Balances - select to view

**Callout Boxes:**

- Timecard can show day, week or full calendar month.** (Points to View By dropdown)
- Start date can be changed and the grid refreshed.** (Points to \*Date field)
- Navigate week to week with these controls.** (Points to Previous Week and Next Week buttons)
- Use the - + buttons to add or delete rows from grid.** (Points to minus and plus buttons in the grid)
- Grid shows the status of your time entered thus far.** (Points to the Reported Time Status table)




Any hours after midnight should be entered on the following day.

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



6. When time entry is complete you may either save the time or submit the time. When time entry is ready to submit time to your supervisor, click the  button.

A. You will see a save confirmation page as shown below after submitting or saving.

B. Click  to continue. This will take you back to the time entry page



## **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 instructions **How to Print an Adjustment Timesheet** to generate an adjustment timesheet to use in submitting adjustments to Payroll.
- Consult your Department Timekeeper for your own Department deadlines.