

Timekeeper Guide

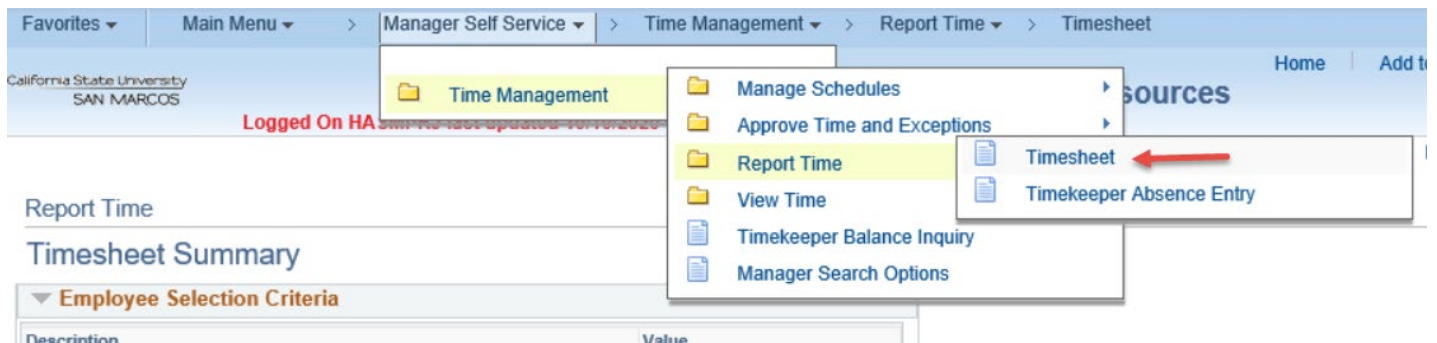
This step-by-step guide will show Timekeepers how to enter and view hourly time entered by employees using Manager Self Service in PeopleSoft ([MyCSUSM](#)).

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.

1. From the main PeopleSoft HR page, navigate to **Timesheet** by selecting:
*Main Menu > Manager Self Service > Time Management > Report Time > **Timesheet***



- 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.

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

 Select for Instructions

Show Schedule Information

View By: Date:

 Refresh

<< Previous Week Next Week >>

- Select the employee you wish to enter time for.

Employees For													Totals 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	Empl Rcd Job Nbr	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	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	1	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

Timesheet
 Melissa Employee ID:
 Job Title: Student Asst Employee Record Number: 0

Select for Instructions

View By: Week *Date: 05/01/2021 Refresh << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours: 0.0 Hours

From Saturday 05/01/2021 to Friday 05/07/2021

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

Submit Apply Rules Apply Schedule

Reported Time Status - select to hide

Reported Time Status | 1 of 1 First Last

Date	Status	Total Time Reporting Code	Comments
		0.000000	

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

- 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.

From Saturday 05/01/2021 to Friday 05/07/2021

Timesheet

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

Submit Apply Rules Apply Schedule

- 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.

- 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
- 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

Payable Time Detail Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	200092248
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Employees For								Find	View All	First	1 of 1	Last
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](#)

- 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](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Payable Time Detail](#)

California State University
SAN MARCOS
 Human Resources

Payable Time Detail

Employee ID: 200092248

Job Title: Instr Stdnt Asst Employee Record Number: 0

Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date:

▶ **Payable Status Filter**

Payable Time						
Overview	Time Reporting Elements	Task Reporting Elements	ChartFields			
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
04/12/2021	Transmitted - Sent to PIP		REG	Hours	2.000000	CSU
04/13/2021	Transmitted - Sent to PIP		REG	Hours	2.000000	CSU
04/14/2021	Transmitted - Sent to PIP		REG	Hours	2.000000	CSU
04/15/2021	Transmitted - Sent to PIP		REG	Hours	2.000000	CSU
04/16/2021	Transmitted - Sent to PIP		REG	Hours	2.000000	CSU

Reported Time Report

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

- 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
- 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.

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

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

Reported Time Report

Run Control ID: test123 Report Manager Process Monitor **Run**

*Business Unit:

Group ID:

Department:

*Pay Period Begin Date:

*Pay Period End Date:

Process Scheduler Request

User ID cdyal Run Control ID 1021


Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Reported Time Report	SMOTL012	SQR Report	Web	PDF	Distribution



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

View Log/Trace

Report

Report ID 1800661 Process Instance 2779152 [Message Log](#)

Name SMOTL012 Process Type SQR Report

Run Status Success

Reported Time Report

Distribution Details

Distribution Node HASMTST Expiration Date 07/16/2021

File List

Name	File Size (bytes)	Datetime Created
SMOTL012_OTH.pdf	5,157	05/17/2021 6:18:56.012950PM PDT
SMOTL012_STU.pdf	4,174	05/17/2021 6:18:56.012950PM PDT
SQR_SMOTL012_2779152.log	1,632	05/17/2021 6:18:56.012950PM PDT
smotl012_2779152.out	578	05/17/2021 6:18:56.012950PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	cdyal

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
<u>Lopez, Claudia</u>	004649604	2	1151	04/15/21	REG	3.00	Approved
					Total:	3.00	
<u>Prince, Jordan</u>	004728085	0	1150	04/15/21	REG	0.50	Approved
					Total:	0.50	
<u>Ross, David</u>	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	
<u>Alford, Timothy</u>	000007810	0	2360			0.00	
<u>Arden, Ann</u>	000014635	0	2358			0.00	
<u>Bozeman, Nicholas</u>	000033641	2	2482			0.00	

5.