Human Resources 9.0

Time and Labor: Enter Time Worked

Quick Reference Guide

1.0   Introduction

Time and Labor is a component within the PeopleSoft Human Capital Management (HCM) suite of applications. It provides the ability to enter and report hourly employee or student time online. Before you can be paid for time worked, each of these steps must be completed:

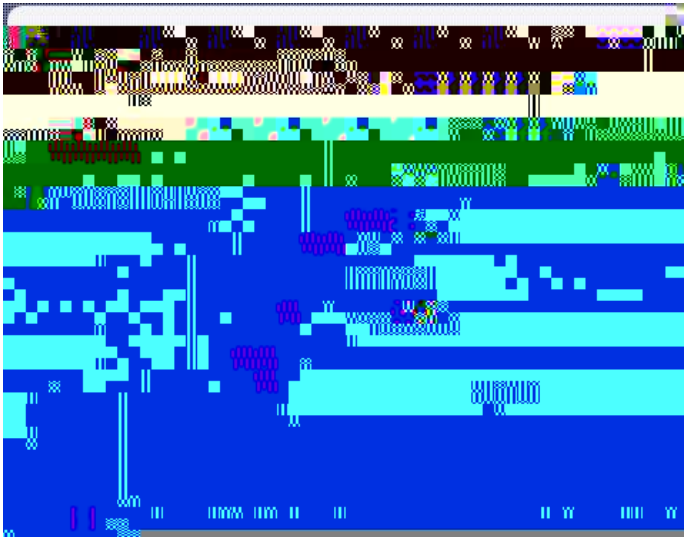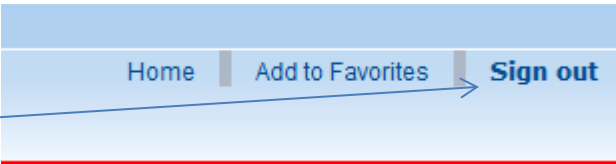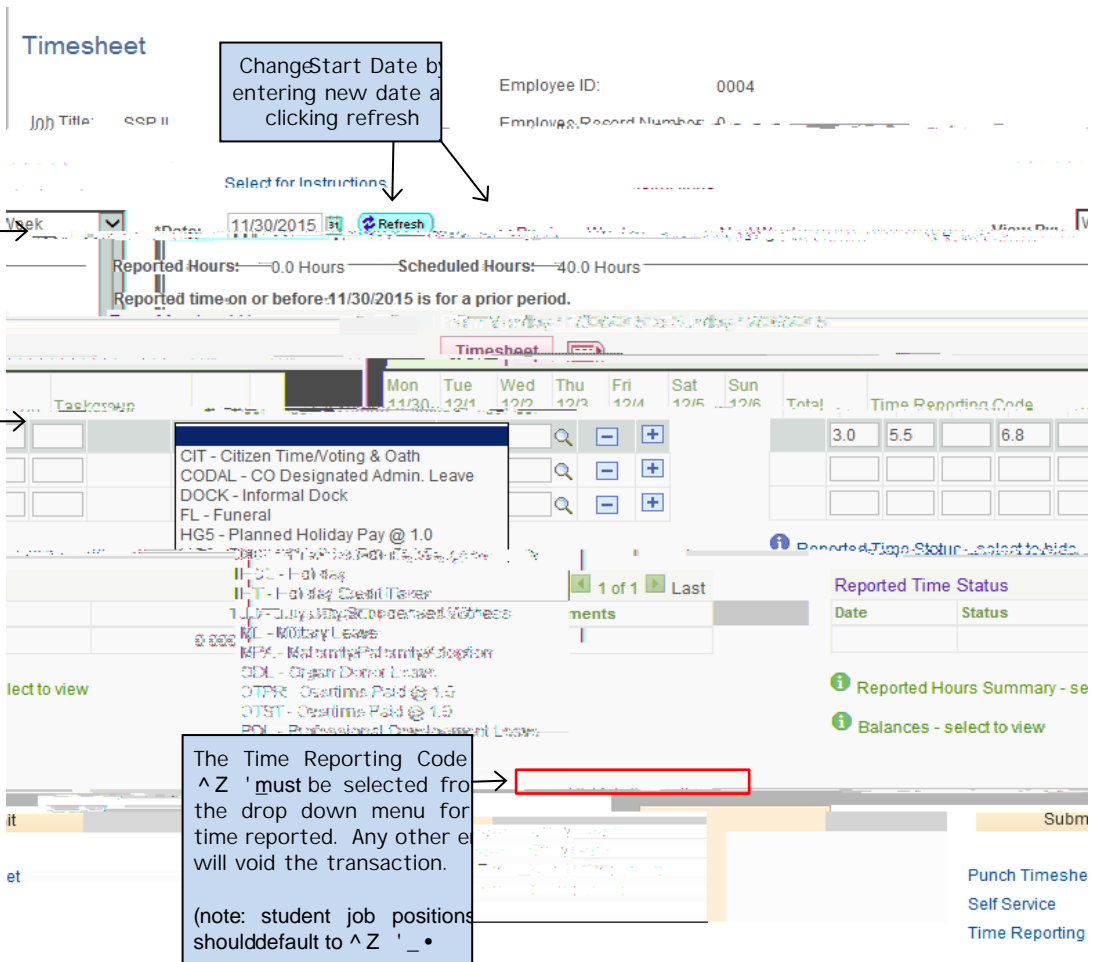| Step	Person Responsible
1. Enter Time Worked	Hourly Employee/Student
2. Print Timesheet (if required by department)	Hourly Employee/Student
3. Print Adjustment Timesheet (if applicable)	Hourly Employee/Student
4. Approve Reported Time	Department Time Approver

This guide describes step #1.

1.1   General Information

DEADLINES

You must

2.0   Logging in to myHR

Steps	Illustrations
1. Login to myHR. Enter your Net ID, Password, and click _____ button. If you need help obtaining and/or using your Net ID, refer to the ³) L tin'e'user? & O L F N help link located on the myHR web page for assistance.	
2. Now that you are logged in, please remember the following tips: x Use your Add to Favorites to save time. x Sign out when you are done x	

CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

2. If you have only <u>one</u> active job, the Timesheet will be displayed. Enter the total number of hours worked on each calendar day:

Timesheet

Change Start Date by entering new date a clicking refresh

Employee ID: 0004

Job Title: SSP II   Employee Record Number 0

Select for Instructions

Timesheet can be viewed by day, week full Pay Period mont (Time Period)

Week   *Date: 11/30/2015   🔁 Refresh

Reported Hours: 0.0 Hours   Scheduled Hours: 40.0 Hours

Reported time on or before 11/30/2015 is for a prior period.

Timesheet

	Taskgroup			Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Sun 12/6	Total	Time Reporting Code
								3.0	5.5		6.8	

Enter total hours worked for each applicable date

CIT - Citizen Time/Voting & Oath
CODAL - CO Designated Admin. Leave
DOCK - Informal Dock
FL - Funeral
HG5 - Planned Holiday Pay @ 1.0
HOL - Holiday
HT - Holiday Credit Taken
JD - Jury Duty
ML - Military Leave
MPX - Maternity Paternity Adoption
ODL - Organ Donor Leave
OTPR - Overtime Paid @ 1.5
OTST - Overtime Paid @ 1.0
PDL - Professional Development Leave

1 of 1 ▶ Last

Reported Time Status

Date	Status

The Time Reporting Code ^Z 'must be selected fro the drop down menu for time reported. Any other e will void the transaction.

(note: student job positions should default to ^Z '_•

ℹ Reported Hours Summary - se

ℹ Balances - select to view

it

et

Submit

Punch Timeshe

Self Service

Time Reporting

Any hours worked after midnight should be entered on the following day. Enter time in tenths of an hour increments (i.e. .3 , .5 , .8) using the following table to report fractions of hours:

Minutes	Tenths
1-15	0.3
16-30	0.5
31-45	0.8
46-60	1.0

4.0   Adjustments

As previously mentioned, any corrections to a prior pay period will be considered an Adjustment and must be reported on an Adjustment Timesheet. This includes a situation where no time was entered or submitted for a month. To print an Adjustment Timesheet, refer to the Quick Reference Guide entitled "Printing Your Adjustment Timesheet" (http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html)

5.0   Getting Help

If you are unsure or need assistance, please consider the preferred sources or order in which to contact listed below:

x   Click the ![info icon] link for basic instructions.

x   Click the Click Here for Detailed Instructions for detailed instructions, when the link is available

x   HR website for Business Process Guides (http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html)

x   Check with your department admin or timekeeper, if appropriate

x   Check with your manager

x   Email Human Resources at hr@csub.edu.

x   Contact Help Desk at 654-2307