



REVISION CONTROL

Document Title:	Time and Labor – Printing Your Adjustment Timesheet
Author:	CSUB HR
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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
6/5/2014	M. Murie	Created document to replace old 8.9 version	All
2/2/2017	M. Murie	Included instructions for hourly staff employees	All
2/27/2018	M. Murie	Changed login instructions to reference myHR site	All

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

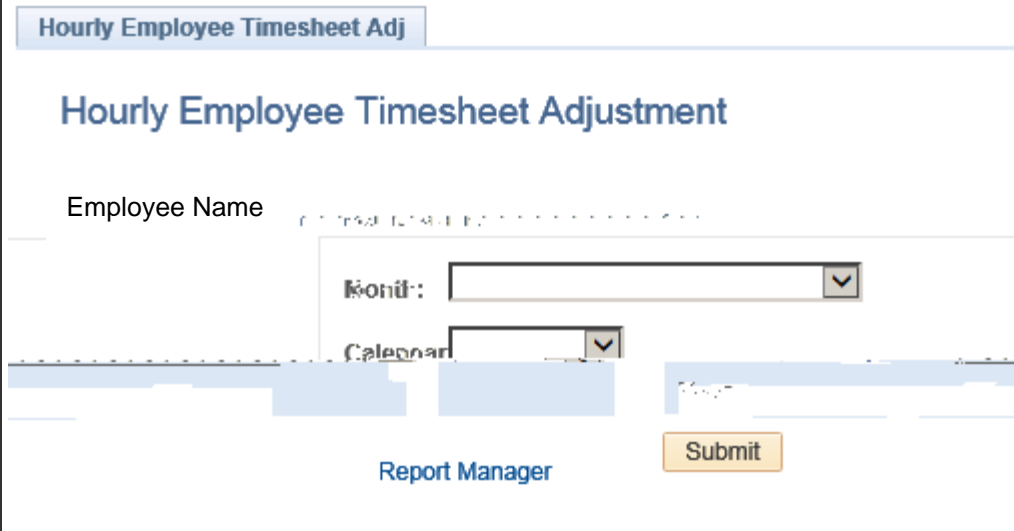
1.0 Introduction

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 <i>(if required by department)</i>	Hourly Employee/Student
3. Print Adjustment Timesheet <i>(if applicable)</i>	Hourly Employee/Student

2.0 Logging into myHR

3. If you have only one active job, the Hourly Employee Timesheet page will be displayed:



Hourly Employee Timesheet Adj

Hourly Employee Timesheet Adjustment

Employee Name

Month:

Calendar:

[Report Manager](#)

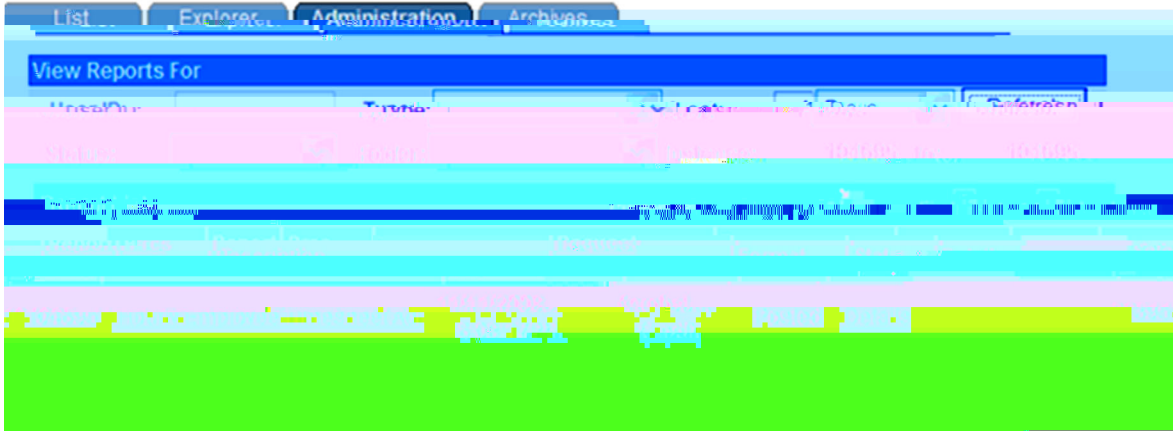
Select the Pay Period Month and Year to generate an Adjustment Timesheet.

Click the **Submit** button to submit the Adjustment Timesheet request for the Pay Period Month and Year selected.

4.0 Print Your Adjustment Timesheet

Once your Adjustment Timesheet has been submitted, click the **“Report Manager”** link and go to Report Manager to obtain your PDF Timesheet file.

From the Report Manager page, click the **“Refresh”** button until the **“Status”** of the report displays as **“Posted”**.



When the **“Status”** displays **“Posted”**, click the [Hourly Employee Timesheet Adj](#) link to open up the PDF Adjustment Timesheet file.

Click on the [Hourly Employee Timesheet Adj](#) link to open the PDF file and print the Timesheet.

You will need to write in the adjustment(s) on the form, sign the Adjustment Timesheet, and obtain necessary supervisor approvals. Turn in your Adjustment Timesheet to your Department Timekeeper who will submit it to Payroll Services for processing.

Close the Adobe Acrobat window and log out of PeopleSoft by clicking the **“Sign Out”** button at the top right of the page before closing the browser window. If you fail to do so, others can access your records from the same computer.

