



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

Human Resources 9.0

**Time and Labor: Enter Time Worked**

*Quick Reference Guide*

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## REVISION CONTROL

**Document Title:** Time and Labor – Enter Time Worked  
**Author:** CSUB HR  
**File Reference:** HR90 TL Enter Time Worked – 2018.02.27.docx

### 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
2/2/2018	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)



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## 1.0 Introduction

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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
4. Approve Reported Time	Department Time Approver

This guide describes step #1.

## 1.1 General Information

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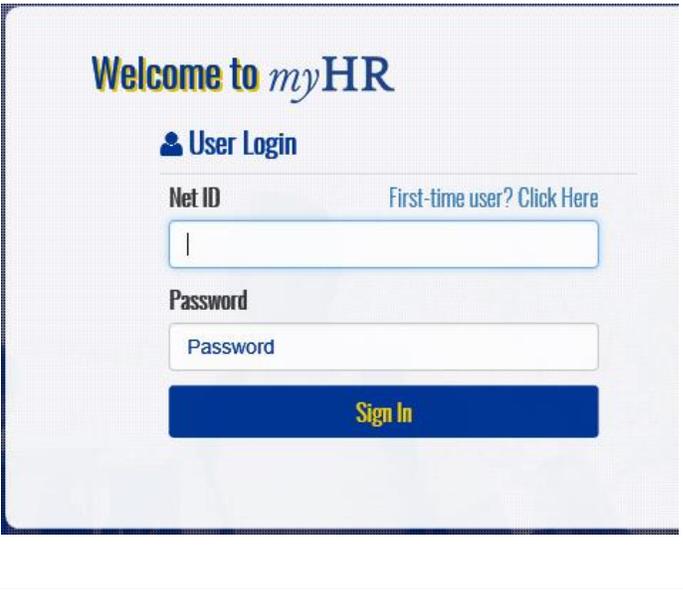
### DEADLINES

You must **enter** and **submit** all time worked for a month by 11:59 pm on the 2<sup>nd</sup> calendar day of the following month, even if the 2<sup>nd</sup> falls on a weekend. ***As of the 3<sup>rd</sup> calendar day of each month, you will be locked out of the prior Pay Period and will not be able to enter time or make any changes.***

If you need to make any adjustments to a prior pay period, you must submit an **Adjustment Timesheet**. Follow the ***“Printing Your Adjustment Timesheet”*** guide to print and submit the timesheet to your Department Timekeeper for approval. The Adjustment Timesheet must then be forwarded to Payroll Services for processing.



## 2.0 Logging into myHR

Steps	Illustrations
<p>1. Login to <b>myHR</b>. Enter your Net ID, Password, and click  button.</p> <p>If you need help obtaining and/or using your Net ID, refer to the <a href="#">“First-time user? Click here”</a> help link located on the <b>myHR</b> web page for assistance.</p>	
<p>2. Now that you are logged in, please remember the following tips:</p> <ul style="list-style-type: none"> <li>• Use your <b>Add to Favorites</b> to save time.</li> <li>• <b>Sign out</b> when you are done</li> <li>• Don't use your browser buttons to navigate</li> </ul>	



### 3.0 Enter Time Worked

These instructions will assist you with reporting and viewing your Time Worked.

1. From the **Main Menu**, navigate to **Timesheet**:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

If you have multiple active jobs, you will be presented with a list of jobs to choose from:

Report Time

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**Timesheet**

View Instructions

Personalize   Find					
First  1-2 of 2  Last					
Name	Empl Rcd Nbr	Department	Department Description	Position Description	Hourly Rate
<a href="#">Student Asst</a>	0	D22315	Hardware & Events	Student Assistant - C0013	9.500000
<a href="#">Brdg Stdnt Asst</a>	8	D22300	Infrastructure & Support Svcs	Bridge Student Asst-MX045C0013	9.500000

Select the job link for which you wish to enter time by clicking on the row containing information for that job (i.e. Department Description, Hourly Wage, Position Description, etc.) If you have any questions as to which job you should report time to, contact your Department Timekeeper for assistance.

Once the link has been clicked, you will be taken to the following Timesheet page.



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

**Timesheet**

Job Title: SSP II

Employee ID: 0004

Employee Record Number: 0

Change Start Date by entering new date and clicking refresh

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

Select for Instructions

View By: Week \*Date: 11/30/2015 Refresh << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours: 40.0 Hours

Reported time on or before 11/30/2015 is for a prior period.  
From Monday 11/30/2015 to Sunday 12/06/2015

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	Taskgroup
3.0	5.5			6.8					

Enter total hours worked for each applicable date

Reported Time Status - select to hide

Reported Time Status

Date	Status	Hours
		0.000

Reported Hours Summary - select to view

Balances - select to view

Submit

Punch Timesheet  
Self Service  
Time Reporting

The Time Reporting Code of "REG" **must** be selected from the drop down menu for all time reported. Any other entry will void the transaction.

*(note: student job positions should default to "REG")*

- CIT - Citizen Time/Voting & Oath
- CODAL - CO Designated Admin. Leave
- DOCK - Informal Dock
- FL - Funeral
- HG5 - Planned Holiday Pay @ 1.0
- HG6 - Planned Holiday Pay @ 1.5
- HOL - Holiday
- HT - Holiday Credit Taken
- JD - Jury Duty/Subpoenaed Witness
- ML - Military Leave
- MPA - Maternity/Paternity/Adoption
- ODL - Organ Donor Leave
- OTPR - Overtime Paid @ 1.5
- OTST - Overtime Paid @ 1.0
- PDL - Professional Development Leave
- PH - Personal Holiday
- PL - Parental Leave
- REG - Regular Hours Worked
- SL - Sick
- SLD - Sick Leave - Family Death
- SLF - Sick Leave - Family Care
- UTN - Union Time - Non-Reimbursed
- UTR - Union Time - Reimbursed
- VA - Vacation

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



3. When time entry is complete you must submit the time. Click the "Submit" button to save and submit the time to your supervisor. Please note the following:
  - a. **Time must be submitted** by 11:59 pm on the 2nd calendar day of the month after the end of the Time Period.
  - b. If you fail to submit your time by the 2nd calendar day of the month, payment may be delayed.

A Submit Confirmation page will display after you submit your time. If this is not displayed, your time has not been submitted.



Click "OK" to continue. This will return you to the Timesheet page which will now reflect time just entered:

**Timesheet**  
**Submit Confirmation**

✓ The Submit was successful.  
Time for the Week of 2015-11-30 to 2015-12-06 is submitted  
**OK**

Click "OK" to continue. This will return you to the Timesheet page which will now reflect time just entered:

**Timesheet**

Select for Instructions

View By:  \*Date:  Refresh << Previous Week Next Week >>

Reported Hours: 9.5 Hours Scheduled Hours: 40.0 Hours

Reported time on or before 11/30/2015 is for a prior period.  
From Monday 11/30/2015 to Sunday 12/06/2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code	Taskgroup
11/30	12/1	12/2	12/3	12/4	12/5	12/6	9.5	REG - Regular Hours Worked	CSU

Reported Time Status - select to hide

Date	Status	Total	Time Reporting Code	Comments
12/01/2015	Submitted	3.0	REG	
12/02/2015	Submitted	4.5	REG	
12/03/2015	Submitted	2.0	REG	

Grid shows the status of time submitted thus far

Click on "Sign Out" at the top right of the page to exit **myHR** before closing the browser window. If you fail to do so, others could access your records from the same computer.



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## **4.0 Adjustments**

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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](http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html))



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## 5.0 Getting Help

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

- Click the  [Select for Instructions](#) link for basic instructions.
- Click the [Click Here for Detailed Instructions](#) for detailed instructions, when the link is available
- HR website for Business Process Guides ([http://www.csub.edu/BAS/hr/HR\\_Forms\\_WebPage/index.html](http://www.csub.edu/BAS/hr/HR_Forms_WebPage/index.html))
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at [hr@csub.edu](mailto:hr@csub.edu).
- Contact Help Desk at 654-2307