



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Human Resources 9.0

**Time and Labor: Printing Your
Adjustment Timesheet**

Quick Reference Guide



REVISION CONTROL

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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)



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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
4. Approve Reported Time	Department Time Approver

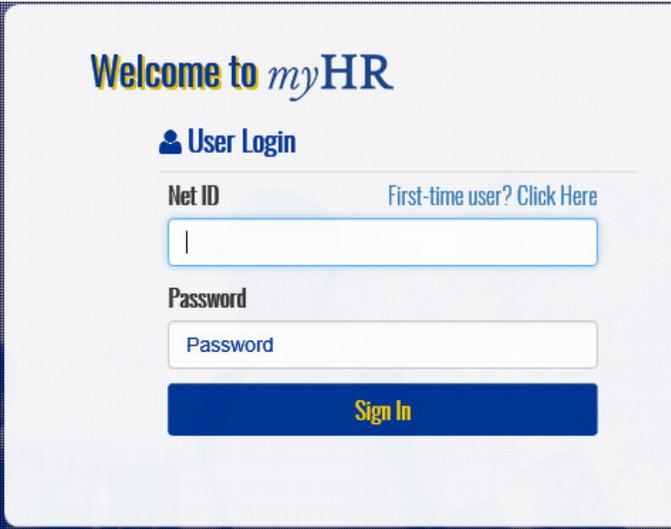
This guide describes step #3.

1.1 General Information

All updates, additions or changes to a prior pay period's reported time (including late time) require the submission of an Adjustment Timesheet to Payroll Services. If you need to adjust time submitted for a prior period, follow these procedures to generate an Adjustment Timesheet. Obtain the necessary approvals and submit the Adjustment Timesheet to your Department Timekeeper.



2.0 Logging into myHR

Steps	Illustrations
<p>1. Login to myHR. Enter your Net ID, Password, and click  button.</p> <p>If you need help obtaining and/or using your Net ID, refer to the <i>“First-time user? Click here”</i> help link located on the myHR 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"> • Use your Add to Favorites to save time. • Sign out when you are done • Don't use your browser buttons to navigate 	



3.0 Submit Adjustment Timesheet to Print

These instructions will assist you with submitting and printing your Adjustment Timesheet.

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

Main Menu > CSUB Processes and Reports > Timesheet - Adjustment

2. Submit Adjustment Timesheet

On the Job Search page, click the “Search” button to display all current jobs. If you have more than one active job, select a job from the Job Search list for which you want to generate a timesheet. If you do not see the correct job, contact your Department Timekeeper for assistance.

Timesheet - Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID:

Empl Rcd Nbr:

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Description	Empl Rcd Nbr	Department	Descr	Hourly Rate
Student Assistant	2	D21200	University Police 9	
Brdg Student Assistant	3	D21200	University Police 10	

Select a job from Search list



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:

Year:

Submit

[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”**.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below these is a 'View Reports For' section with fields for 'User ID', 'Type', 'Last' (set to 1 Days), 'Status', 'Folder', and 'Instance' (104695 to 104695). A 'Refresh' button is visible. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one entry: Report ID 39511, Prcs Instance 104695, Description 'Hourly Employee Timesheet Adj', Request Date/Time '11/11/2008 6:08:17PM', Format 'Acrobat (*.pdf)', and Status 'Posted'. A callout box with arrows points to the 'Status' and 'Description' columns of this entry.

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.



5.0 Getting Help

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)
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at hr@csub.edu.
- Contact Help Desk at 654-2307