Timekeeper Guide
Time and Labor

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1.0 Overview

The Time and Labor guide is for student assistants and positive attendance employees who are paid hourly. If you have questions or problems, please contact Payroll Services for assistance. The Time and Labor system has three distinct roles that work together. They are the student who enters time, the timekeeper/supervisor who audits/adjusts the time and the approver who approves the verified time.

Before learning the Time and Labor system, it is important to understand the whole process and your part in it. During the pay month, students enter their time and the timekeeper, supervisor and approver has access to audit and adjust this time. The critical time for the timekeeper role is just before final attendance is due. You must ensure that all time is correct before your approver approves it. This will be covered in more detail in a later section.

Work Study Students – as the timekeeper, you are responsible for ensuring the time entered is correct. When work study attendance is due, you will be submitting the PeopleSoft timecard signed by the manager and the Student Assistant Attendance Report to Financial Aid. Financial Aid will review the time and it will be approved by the Financial Aid department.

2.0 Time and Labor System

To begin, log into the PeopleSoft system, the Home page will display.

GET Home Page

There are three sections timekeepers and approvers have access to:

- **CSULA Baseline** – this section contains the Time & Labor Rpt which shows all punch time by deptid for a specific time period.
- **Manager Self Service** – this section contains the student time sheet which allows you to view and adjust their time, the exception page to view possible irregularities in time entered and the payable time detail page which shows all payable time for the month along with the current status.
- **Time and Labor** – this section allows you to view all students using time and labor within your department, view all student time exceptions and print student timecards.

Student access is slightly different with a section called Time Reporting. Students have access to the timesheet, exceptions and payable time detail pages.

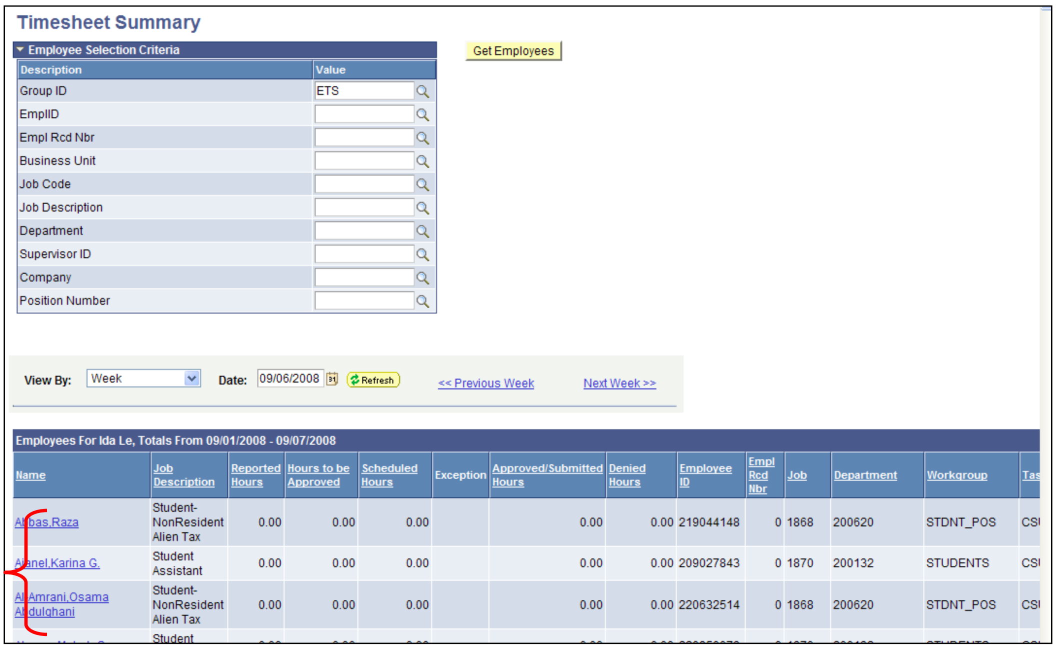
The timekeeper and supervisor role has the same access as the students. The approver has the same access as the timekeeper and supervisor in addition to being able to approver time.

3.0 Viewing Time - Timesheet

The timesheet page allows you to view the punch time entered by a student for a certain time period. **IMPORTANT**: For departments which use different position numbers to charge payroll to various funds or have students who go between work study and student assistant, before students enter time for a month, it is your responsibility to make sure the student enters time on the correct record number each month, only one record number should be used. You may need to consult with your fiscal person to see where to charge your payroll.

Navigate to: **Manager Self Service** > **Report Time** > **Timesheet**

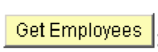
Timesheet Summary page



Employee Selection Criteria: enter the appropriate criteria to search. The most common criteria would be Group ID to find all your students or EmplID to view just one particular student. Approvers will have access to the Approver Group ID which excludes work student students since their time must be approved by Financial Aid.

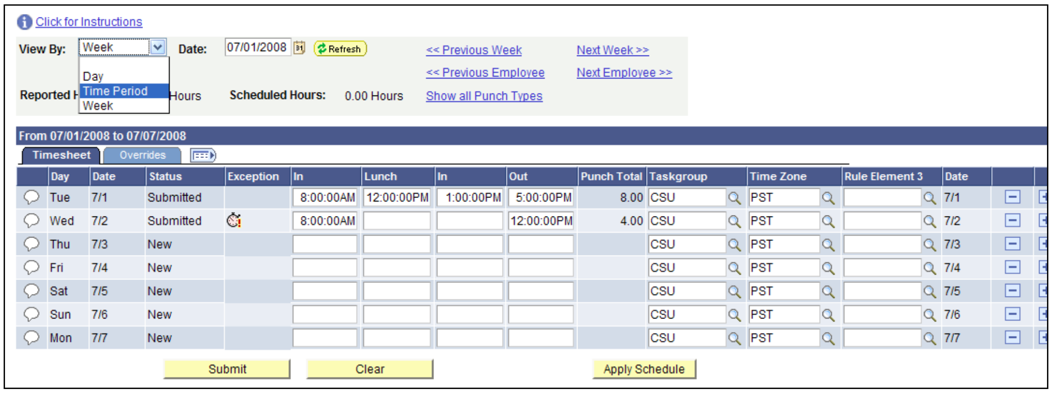
View By: accept default of 'Week'.

Date: current date will default, accept or enter a date within the pay month you wish to view.



: after entering your Employee Selection Criteria and date information, click on this button to search for all applicable employees within the time period indicated. If you searched by Group ID, all active student job records in your group will be displayed below. Choose the appropriate student and record number. You can click on any of the column headings to sort by that field.

Timesheet Page Current Month


Click for Instructions

View By: Week (Day / Time Period / Week) Date: 07/01/2008 Refresh << Previous Week Next Week >> << Previous Employee Next Employee >>

Reported Hours Scheduled Hours: 0.00 Hours Show all Punch Types

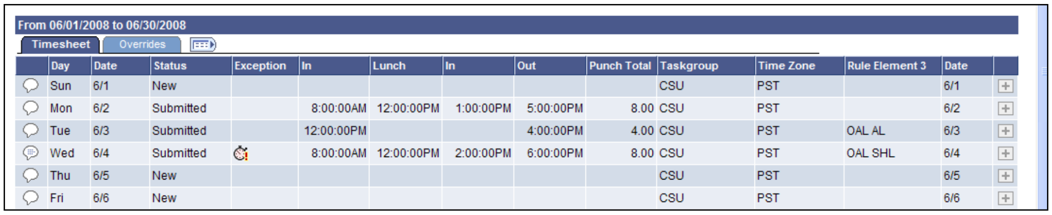
From 07/01/2008 to 07/07/2008

Timesheet | Overrides

Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone	Rule Element 3	Date
Tue	7/1	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	PST		7/1
Wed	7/2	Submitted		8:00:00AM			12:00:00PM	4.00	CSU	PST		7/2
Thu	7/3	New							CSU	PST		7/3
Fri	7/4	New							CSU	PST		7/4
Sat	7/5	New							CSU	PST		7/5
Sun	7/6	New							CSU	PST		7/6
Mon	7/7	New							CSU	PST		7/7

Submit Clear Apply Schedule

Timesheet Page Previous Month


From 06/01/2008 to 06/30/2008

Timesheet | Overrides

Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone	Rule Element 3	Date
Sun	6/1	New							CSU	PST		6/1
Mon	6/2	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	PST		6/2
Tue	6/3	Submitted		12:00:00PM			4:00:00PM	4.00	CSU	PST	OAL AL	6/3
Wed	6/4	Submitted		8:00:00AM	12:00:00PM	2:00:00PM	6:00:00PM	8.00	CSU	PST	OAL SHL	6/4
Thu	6/5	New							CSU	PST		6/5
Fri	6/6	New							CSU	PST		6/6

Depending on the pay month chosen, the page will look different. For the current month, the time fields are open for update. Timekeepers/supervisors/approvers have access to adjust time for the current pay month and for the next 3 calendar days of the next month. Students can only enter time for the current pay month so if they forget to enter time once the pay month is over, you will have to do this for them. After the 3rd day of the following month, you are unable to adjust any time for the previous month. Adjustments must be processed through the Payroll department.

View By: click on 'Time Period' to view time for the current pay month, refer to the payroll calendar. **IMPORTANT**: for those state pay months that are more than 31 days, (ie, August 2008 7/31/09-8/31/09), when you use the Time Period view, you can only view 31 days. In order to see the last day of the pay month (ie, August 31st), you must change the view to Week or Day.

Date: the date entered on the criteria page will carry to this page. If you change the View By to Time Period, this date will default to the beginning of the month.

Reported Hours: total hours that have been submitted for the specified time period.

Links:	<< Previous Week/Time Period	takes you to the previous week/month
	Next Week/Time Period >>	takes you to the next week/month
	<< Previous Employee	takes you to the previous record or employee
	Next Employee >>	takes you to the next record or employee

Timesheet | Overrides

Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone	Rule Element 3	Date

Timesheet Tab:

: comment field to add a note for your student to view, refer to Comments

Day/Date: based on the date entered and view choice; daily, weekly or monthly.

Status: *New* – no time has been entered for that date

Submitted – time has been entered and submit button clicked

Transmitted-Sent to PIP – time has been approved and process by Payroll

Exception: indicates there is a problem with the time entered, refer to the Exception section.

In/Lunch/In/Out: time fields for entry. Lunch cannot be used to clock out for the day, Out must end the day's time.

Punch Total: total hours for that row.

Rule Element 3: Library and Computer Lab use only.

: used to add or delete rows.

Submit: submit time, if time is not submitted, it will not be saved.

Reported Hours Summary – click to view – click on the link to view total hours by the period chosen.

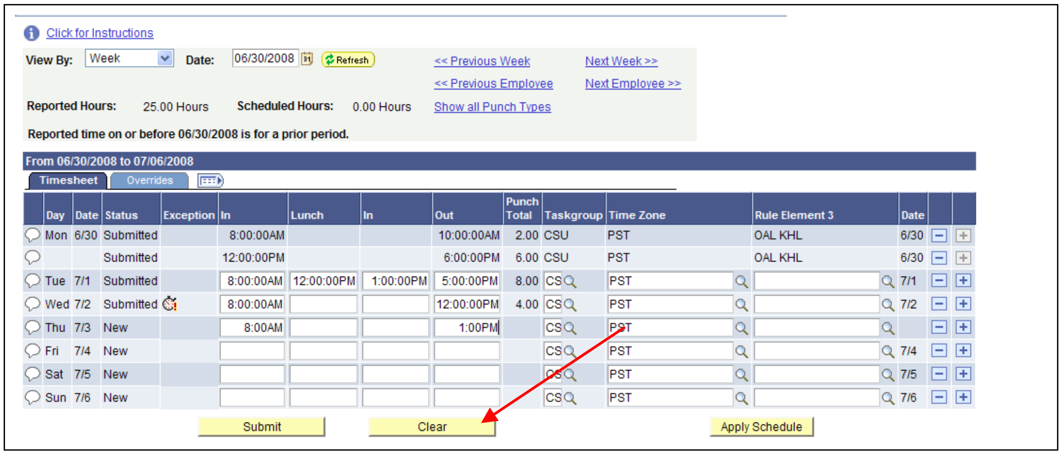
Reported Hours Summary - click to hide

Category	WEEK 1 (from 06-01 to 06-07)	WEEK 2 (from 06-08 to 06-14)	WEEK 3 (from 06-15 to 06-21)	WEEK 4 (from 06-22 to 06-30)	Total
Total Reported Hours	24.00	24.00	24.25	34.16	106.41

4.0 Entering or Correcting Time

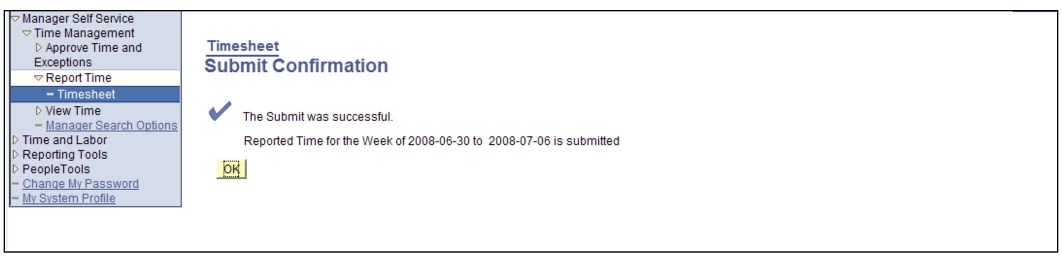
Students should be entering their time on a regular basis. This allows you an opportunity to audit their time during the month rather than at the end of the pay period. Once time has been submitted or approved for the current month, you or the student can go back to make corrections during the current month by either deleting the row or changing the current value. You have until the 3rd of the following month to make adjustments for the prior month. For adjustments after this date, contact Payroll Services.

Timesheet Page



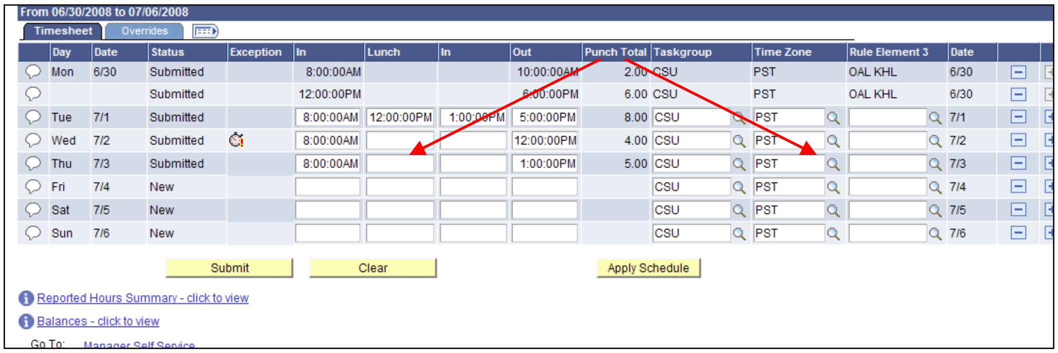
Enter or override the time as hh:mma or p. The field will automatically update after clicking on the Submit button. Click on Submit. Remember, if time is not submitted, you will lose everything entered.

Timesheet Confirmation Page



Click on OK, you will return to the timesheet page.

Timesheet Page



From 06/30/2008 to 07/06/2008

Timesheet | Overrides

	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone	Rule Element 3	Date
	Mon	6/30	Submitted		8:00:00AM			10:00:00AM	2.00	CSU	PST	OAL KHL	6/30
			Submitted		12:00:00PM			6:00:00PM	6.00	CSU	PST	OAL KHL	6/30
	Tue	7/1	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	PST		7/1
	Wed	7/2	Submitted		8:00:00AM			12:00:00PM	4.00	CSU	PST		7/2
	Thu	7/3	Submitted		8:00:00AM			1:00:00PM	5.00	CSU	PST		7/3
	Fri	7/4	New							CSU	PST		7/4
	Sat	7/5	New							CSU	PST		7/5
	Sun	7/6	New							CSU	PST		7/6

Submit | Clear | Apply Schedule

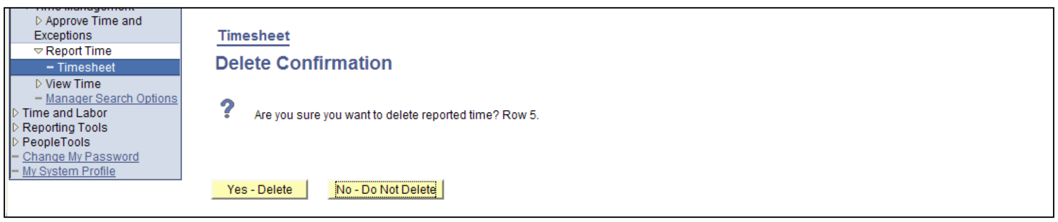
Reported Hours Summary - click to view

Balances - click to view

Go To: Manager Self Service

All time will automatically format correctly, the status will change from 'New' to 'Submitted' and the Punch Total field will calculate total hours for that row. Time will also automatically update to the Reported Hours Summary. **NOTE**: submitted time still needs to be approved by the approver before it can be paid. You can view time status on the Payable Time Detail page.

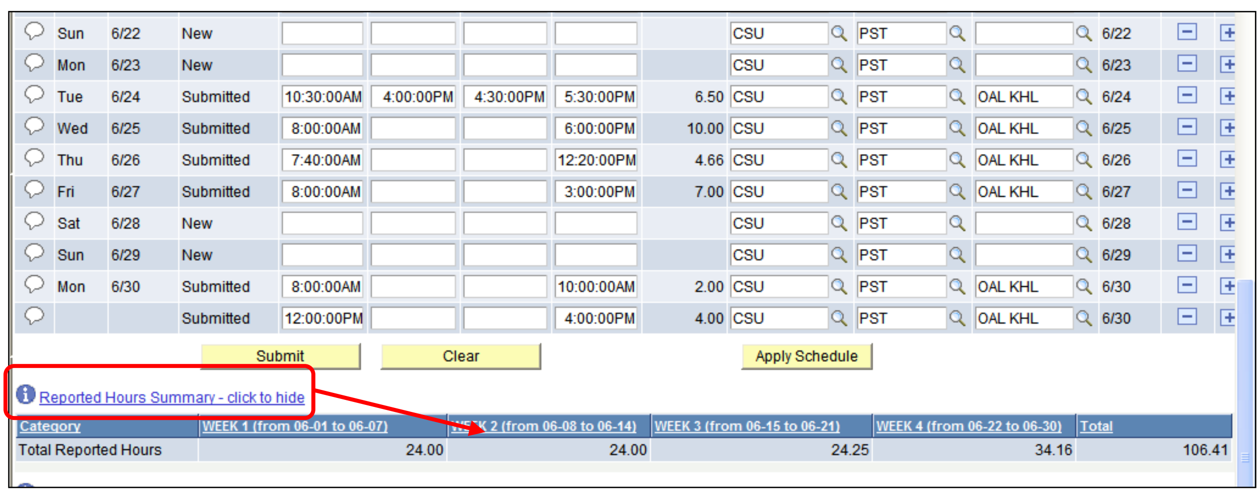
Deleting Time – click on  to delete the row.



Click on **Yes – Delete**, you will return back to the timesheet page.

IMPORTANT: if you are correcting any time that has already been approved, this time must be approved again. Once time has been approved on the Final Attendance due date, contact Payroll for any adjustments after this date.

Reported Hours Summary



	Sun	6/22	New						CSU	PST		6/22
	Mon	6/23	New						CSU	PST		6/23
	Tue	6/24	Submitted	10:30:00AM	4:00:00PM	4:30:00PM	5:30:00PM	6.50	CSU	PST	OAL KHL	6/24
	Wed	6/25	Submitted	8:00:00AM			6:00:00PM	10.00	CSU	PST	OAL KHL	6/25
	Thu	6/26	Submitted	7:40:00AM			12:20:00PM	4.66	CSU	PST	OAL KHL	6/26
	Fri	6/27	Submitted	8:00:00AM			3:00:00PM	7.00	CSU	PST	OAL KHL	6/27
	Sat	6/28	New						CSU	PST		6/28
	Sun	6/29	New						CSU	PST		6/29
	Mon	6/30	Submitted	8:00:00AM			10:00:00AM	2.00	CSU	PST	OAL KHL	6/30
			Submitted	12:00:00PM			4:00:00PM	4.00	CSU	PST	OAL KHL	6/30

Submit | Clear | Apply Schedule

Reported Hours Summary - click to hide

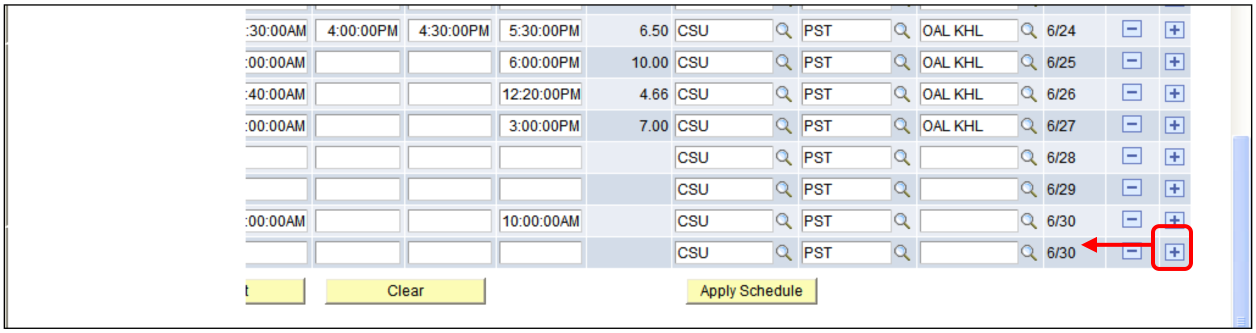
Category	WEEK 1 (from 06-01 to 06-07)	WEEK 2 (from 06-08 to 06-14)	WEEK 3 (from 06-15 to 06-21)	WEEK 4 (from 06-22 to 06-30)	Total
Total Reported Hours	24.00	24.00	24.25	34.16	106.41

Click on the link to see total hours. Depending on the View By period chosen, the total hours will be shown by week or day.

5.0 Additional Shifts

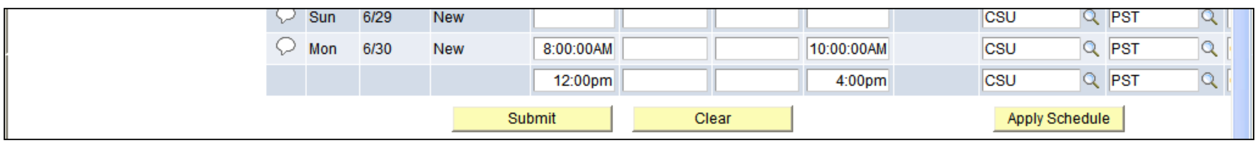
If a student works more than one shift on the same day which requires punching in and out multiple times, an additional row(s) must be added to record this time.

Timesheet Page



Scroll to the right and click on the button to add a new row for the same date.

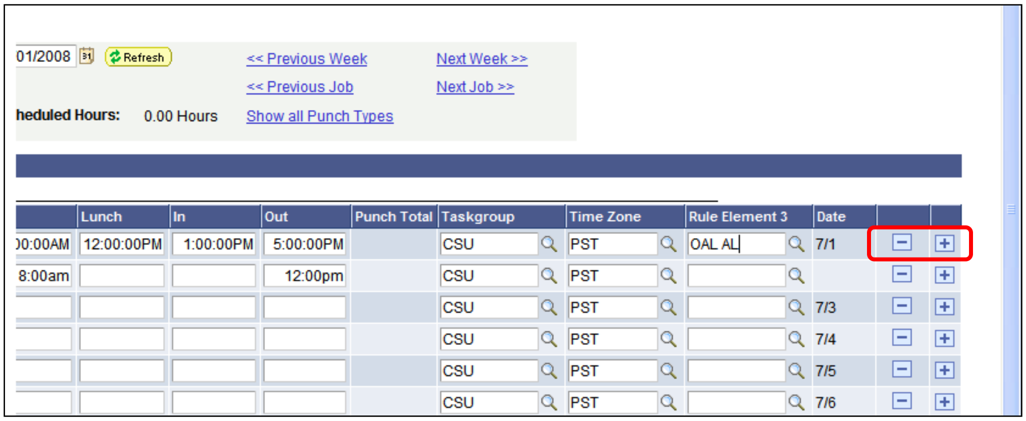
Timesheet Page



Enter the time. You can enter multiple rows for the same date.

6.0 Lab or Department Field – Library and Computer Labs only

Timesheet Page (right side)



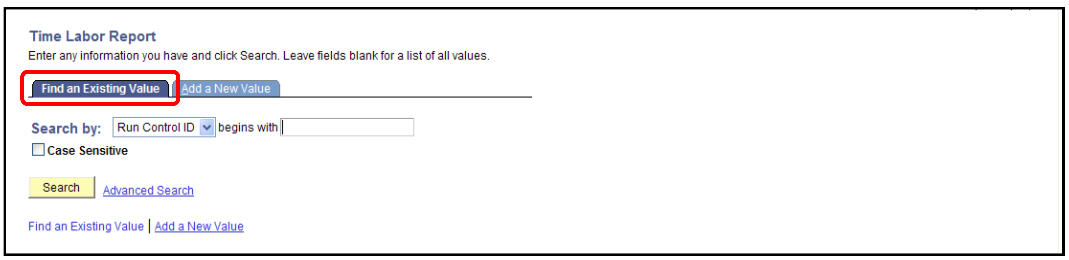
Rule/Element 3 – click on the look-up button, choose the location, the field will update. Once you've updated the field, you can copy the location to your other rows.

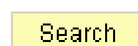
7.0 Student Time Reports

The Time and Labor system only allows you to view one student at a time. In order to view all student's time, a Time and Labor report was created to show all punch times during a specific period for a department id. If you have more than 2-3 student assistants, you will want to run this report periodically to audit your student's time. If you have less than 3 student assistants, you may choose to use the timesheet page to review their time rather than running this report.

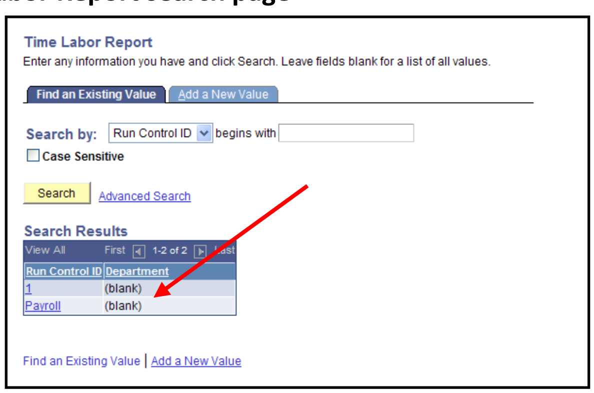
Navigate to: **CSULA Baseline** > **CSULA Human Resources** > **Time and Labor Rpt**

Time and Labor Report – Find an Existing Value page



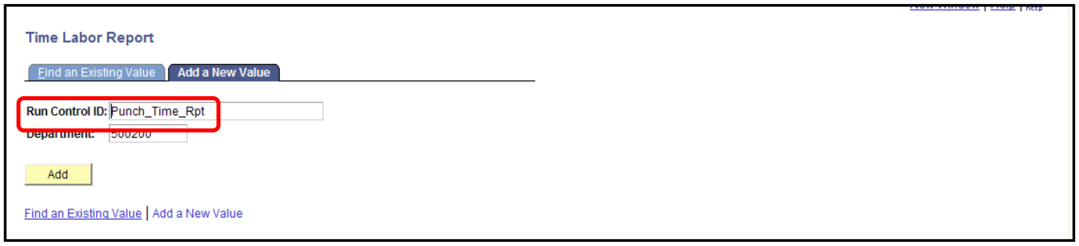
Find an Existing Value tab: once you have created a Run Control ID, click on , if there is more than one run control, search results will update below. Click on the appropriate run control id, the Time and Labor Rpt page will display. Continue to the Time and Labor Rpt page.

Time Labor Report search page



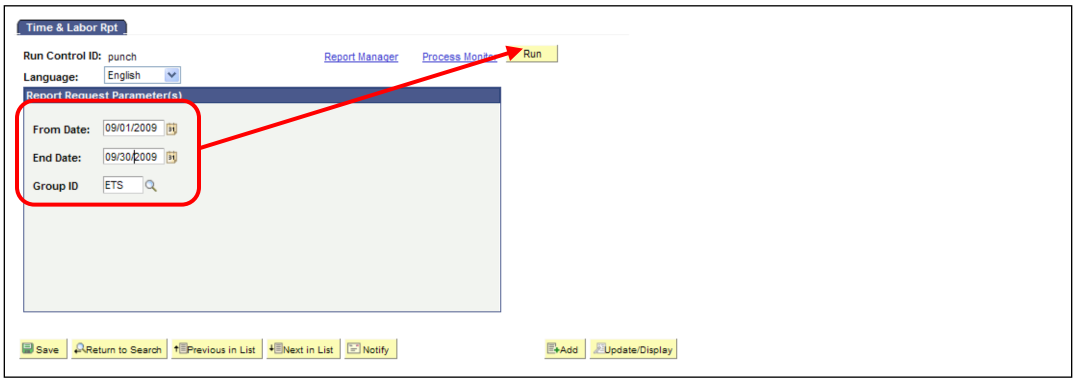
Add a New Value tab: if you have never created a run control before, a run control id must be created before you can run the report. Click on the Add a New Value tab.

Time Labor Report – Add a New Value tab



Click on the Add a New Value tab and enter a Run Control ID name such as Punch_Time_Rpt, there can be no spaces. Click on Add, the Time and Labor Rpt page will display.

Time & Labor Rpt page



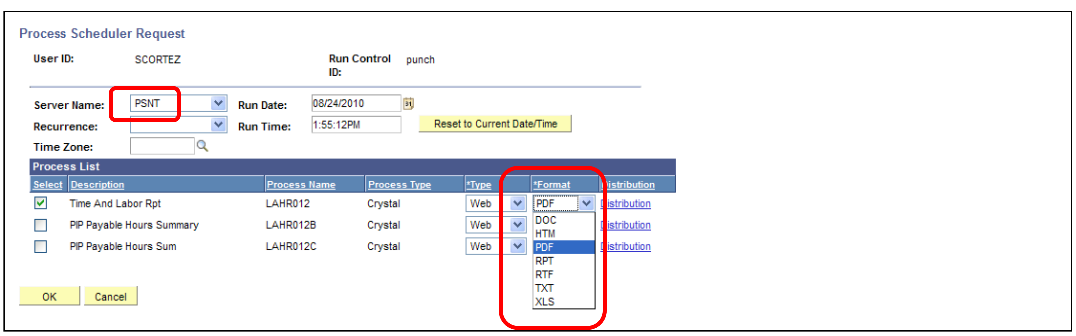
From Date: enter first date of the pay period or date range

End Date: enter ending date of the pay period or date range

Group ID: enter groupid

Click on Run, the Process Scheduler Request page will display.

Process Scheduler Request page



Server Name: PSNT

Time and Labor Rpt – punch time **PIP Payable Hours Summary** – payable time

Type: Web

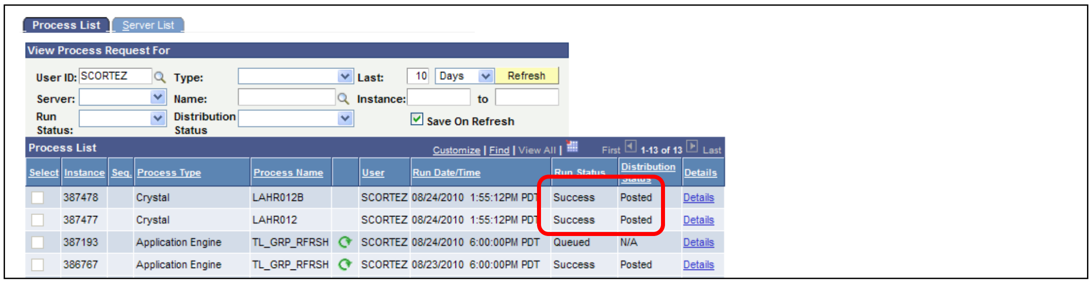
Format: PDF or XLS (excel)

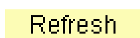
Click on OK, you will return to the Time & Labor Rpt page.

Time & Labor Rpt page

Click on the Process Monitor link.

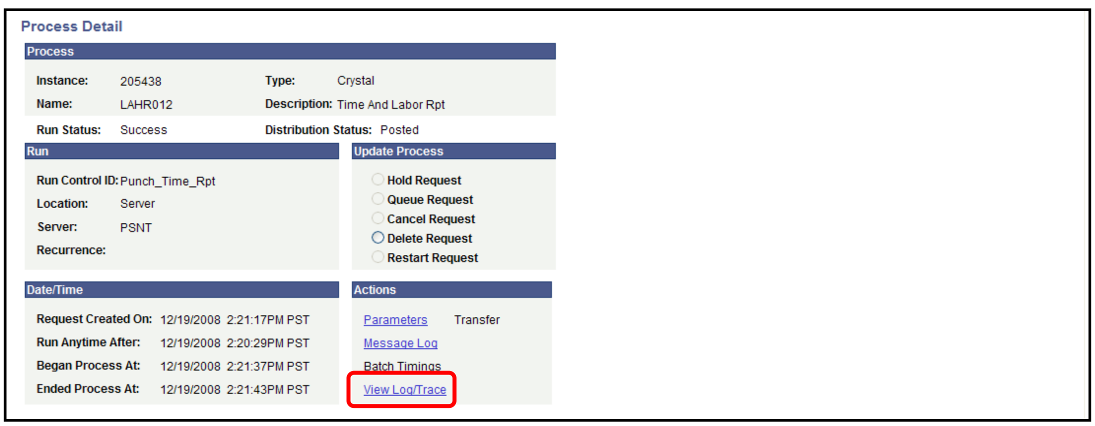
Process Monitor page



Repeatedly click on 

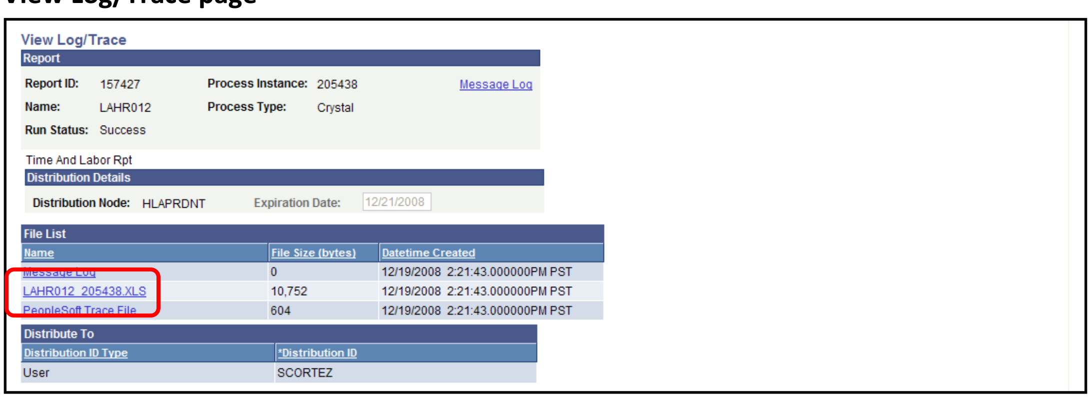
to update the Run Status and Distribution Status fields until it is 'Success' and 'Posted'. Click on the Details link, the Process Details page will display.

Process Detail page

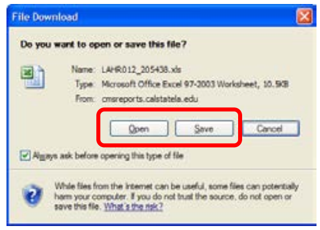


Click on the View/Log Trace link.

View Log/Trace page



Click on the PDF or XLS file. You will have the option to open or save the file, choose either.



Time and Labor Report

REPORTED TIME Run Date: 8/24/2010

Name	Rec #	Empl ID	Punch In	Punch Out	Hrs	Location	DeptID	Unit Jobcode	Pos #
	0	)	08/04/10 08:00 AM	08/04/10 12:00 PM	4.00		500205	978 1870	00005008
	0	)	08/04/10 12:30 PM	08/04/10 04:00 PM	3.50		500205	978 1870	00005008
	0	)	08/05/10 08:00 AM	08/05/10 12:00 PM	4.00		500205	978 1870	00005008
	0	CIN)	08/05/10 12:30 PM	08/05/10 03:00 PM	2.50		500205	978 1870	00005008
	0	)	08/11/10 08:00 AM	08/11/10 12:00 PM	4.00		500205	978 1870	00005008
Student Name	0	)	08/11/10 12:30 PM	08/11/10 03:00 PM	2.50		500205	978 1870	00005008
	0	)	08/12/10 08:00 AM	08/12/10 12:00 PM	4.00		500205	978 1870	00005008
	0	)	08/12/10 12:30 PM	08/12/10 03:00 PM	2.50		500205	978 1870	00005008
					27.00				
Grand Total:					**27.00**				

All students punch time and totals. You can use this report to audit their time. You can either have the student make corrections on their timesheet or you can do it yourself. This report only shows punch time, depending on when the time was keyed and when the time admin process was run, it may not match the Payable Time Detail and Approval page.

PIP Payable Hours Summary Report

PAYABLE SUMMARY Run Date: 8/24/2010

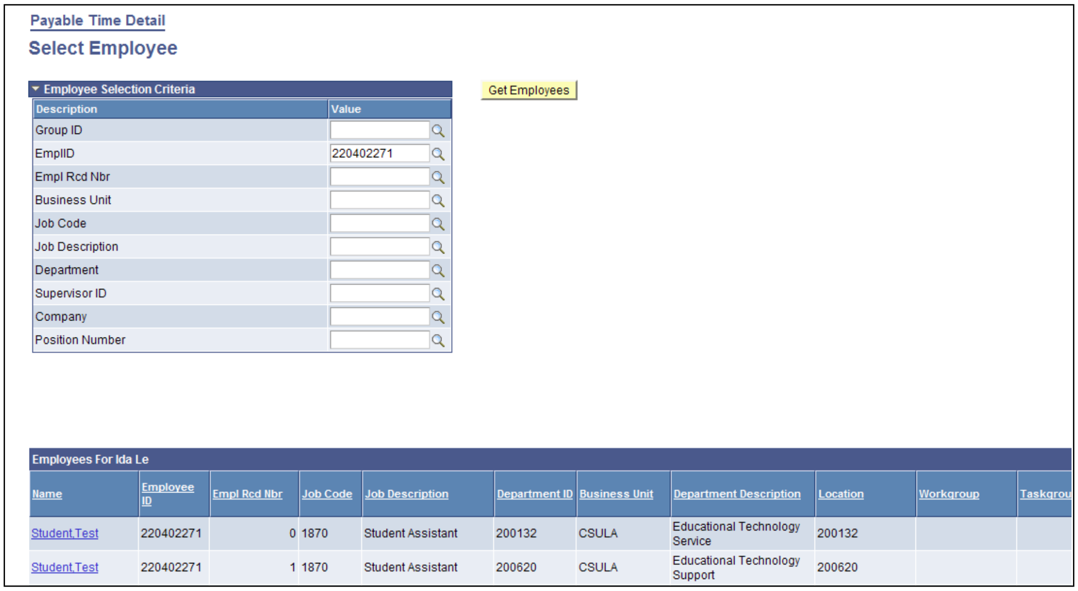
Name	Rec #	Empl ID	Dept ID	Unit	Job Code	Pos #	Payable Date	HRS	PIP HRS	Status	TRC	Est Gross
	0		500205	978	1870	00005008	08/04/2010	7.50	7.50	NA	REG	63.75
	0		500205	978	1870	00005008	08/05/2010	6.50	6.50	NA	REG	55.25
	0	CIN	500205	978	1870	00005008	08/11/2010	6.50	6.50	NA	REG	55.25
Student Name	0		500205	978	1870	00005008	08/12/2010	6.50	6.50	NA	REG	55.25
							Total per Record	**27.00**	**27.00**			**$ 229.50**
							Total per Employee	**27.00**	**27.00**			**$ 229.50**
Grand Total								**27.00**	**27.00**			

All students payable time totals along with an estimated gross.

8.0 Payable Time Detail

This page allows you to view time for a specific student and the status of that time. Students should be reviewing this page to make sure all their time entered on their timesheet has updated this page. **The time on this page is the same time that will show on the Approval page.** Navigate to: **Manager Self Service** > **View Time** > **Payable Time Detail**

Payable Time Detail Select Employee page


Payable Time Detail

Select Employee

Employee Selection Criteria

Description	Value
Group ID	
EmplID	220402271
Empl Rcd Nbr	
Business Unit	
Job Code	
Job Description	
Department	
Supervisor ID	
Company	
Position Number	

Get Employees

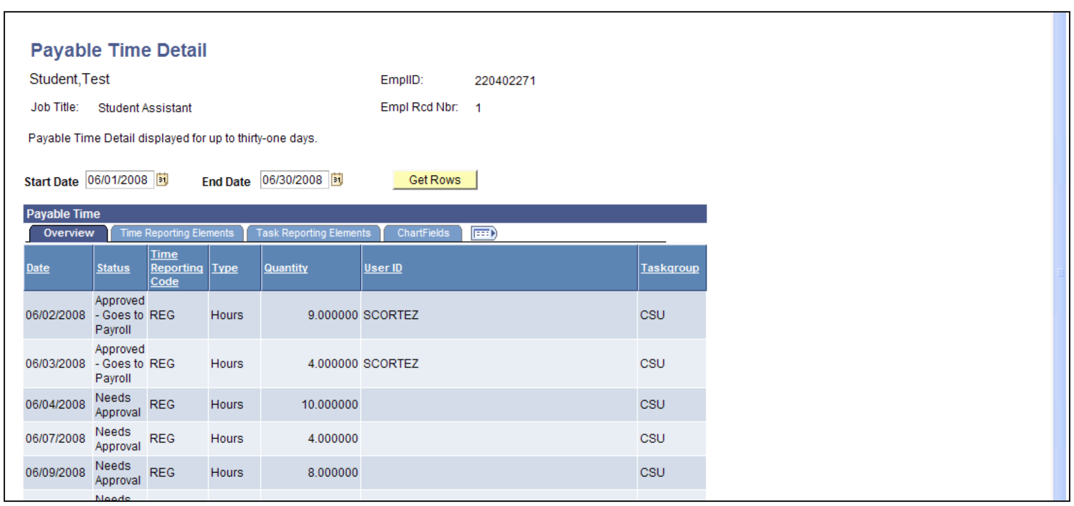
Employees For Ida Le

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description	Location	Workgroup	Taskgrou
Student,Test	220402271	0	1870	Student Assistant	200132	CSULA	Educational Technology Service	200132		
Student,Test	220402271	1	1870	Student Assistant	200620	CSULA	Educational Technology Support	200620		

Enter the Group ID or EmplID. Click on Get Employees. Choose the appropriate employee and record number.

IMPORTANT: this page is updated every four hours when the Time Administration process runs beginning at 9:45am. This process takes all time entered on the time sheet and updates this page. If this page is does not match the timesheet, it may because the process has not run yet.

Payable Time Detail page


Payable Time Detail

Student,Test EmplID: 220402271

Job Title: Student Assistant Empl Rcd Nbr: 1

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

Start Date 06/01/2008 End Date 06/30/2008 Get Rows

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | ChartFields

Date	Status	Time Reporting Code	Type	Quantity	User ID	Taskgroup
06/02/2008	Approved - Goes to Payroll	REG	Hours	9.000000	SCORTEZ	CSU
06/03/2008	Approved - Goes to Payroll	REG	Hours	4.000000	SCORTEZ	CSU
06/04/2008	Needs Approval	REG	Hours	10.000000		CSU
06/07/2008	Needs Approval	REG	Hours	4.000000		CSU
06/09/2008	Needs Approval	REG	Hours	8.000000		CSU

Start Date: automatically updates to the current date, enter begin date

End Date: automatically updates for one week, enter end date. Maximum number of days is 31.

Get Rows: click on the button, all available rows will update below

Overview Tab:

Status: Needs Approval – time entered and is pending manager approval

Approved – Goes to Payroll – time has been approved for Payroll

Transmitted – Sent to PIP – time submitted to the State Controllers Office

Quantity: Total hours for the date

UserID: Name of approver

9.0 Exceptions

When there is a problem with the time entered, the system will notify the student that there is an exception on timesheet page. Exceptions must be reviewed before time is approved by the manager for the month. You should review the exceptions page before the end of the month to check for any exceptions for your students.

Timesheet Page – Student View

Wed	6/18	Submitted		9:30:00AM			12:00:00PM	2.50	CSU	PST
Thu	6/19	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	CSU	PST
Fri	6/20	New							CSU	PST
Sat	6/21	New							CSU	PST
Sun	6/22	New							CSU	PST
Mon	6/23	New							CSU	PST
Tue	6/24	Submitted		10:30:00AM	4:00:00PM	4:30:00PM	5:30:00PM	6.50	CSU	PST
Wed	6/25	Submitted		8:00:00AM			6:00:00PM	10.00	CSU	PST
Thu	6/26	Submitted		7:40:00AM			12:20:00PM	4.66	CSU	PST
Fri	6/27	Submitted		8:00:00AM			3:00:00PM	7.00	CSU	PST

Once an exception occurs, students will be able to immediately see there is a problem. For those rows in the Exception column with a symbol, this indicates an exception. If you are on the timesheet, you can click on the symbol to go to the exception page.

Exception Page

Exceptions

Test Student — EmplID: 220402271

Job Title: Student Assistant — Empl Rcd Nbr: 1

Payable time will be created for time with Low or Medium severity exceptions. Time that has an exception with a High severity level will not create payable time.

Filter Options

Exceptions — Find — First 1-6 of 6 Last

Overview | Details

Exception ID	Description	Date	Severity
TLX90002	Student hour exceed 20	06/04/2008	Medium
TLX90002	Student hour exceed 20	06/07/2008	Medium
TLX90002	Student hour exceed 20	06/12/2008	Medium
TLX90002	Student hour exceed 20	06/19/2008	Medium
TLX90002	Student hour exceed 20	06/26/2008	Medium
TLX90002	Student hour exceed 20	06/27/2008	Medium

All exceptions are listed along with the reason.

Students: there are two exception types:

1. Student Weekly Hours Exceed 20 - total hours for the week (Sunday – Saturday) exceeds 20 hours.
2. Daily Hours Exceed 16 - total hours for a day exceeds 16 hours.

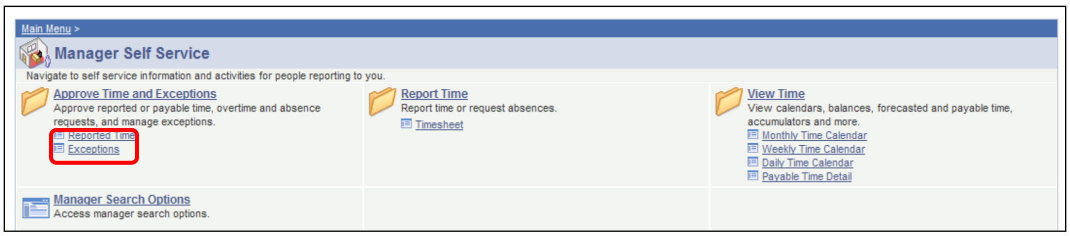
Positive Attendance: there are three exception types:

1. Exception Over 40 Hours – time reported exceeds 40 hours for the week.
2. Daily Hours Exceed 16 - total hours for a day exceeds 16 hours.
3. Monthly Hours Exceed 176 – hours reported for the month exceeds 176 hours.

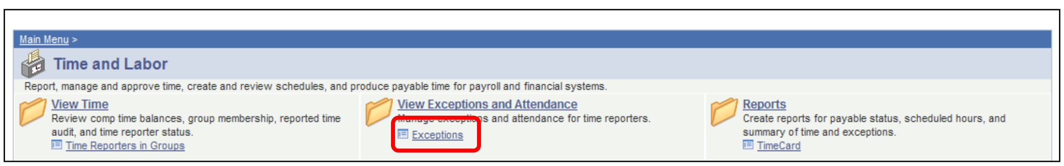
Review the exception by going back to the time sheet and correct if necessary or have the student correct by adjusting punch times. The exception for exceeding 16 hours in a day must be corrected as students are not allowed to work longer than 8 hours in a day. **NOTE**: if the student is exceeding 20 hours for the week and you are unable to verify on the timesheet, check to see if the student entered additional time on another record number. The system adds all time entered on all record numbers and if the time exceeds 20 hours for the week, the exception will appear on the lowest record number.

You can also navigate to the exception page to view exceptions for all your students, there are two ways to navigate:

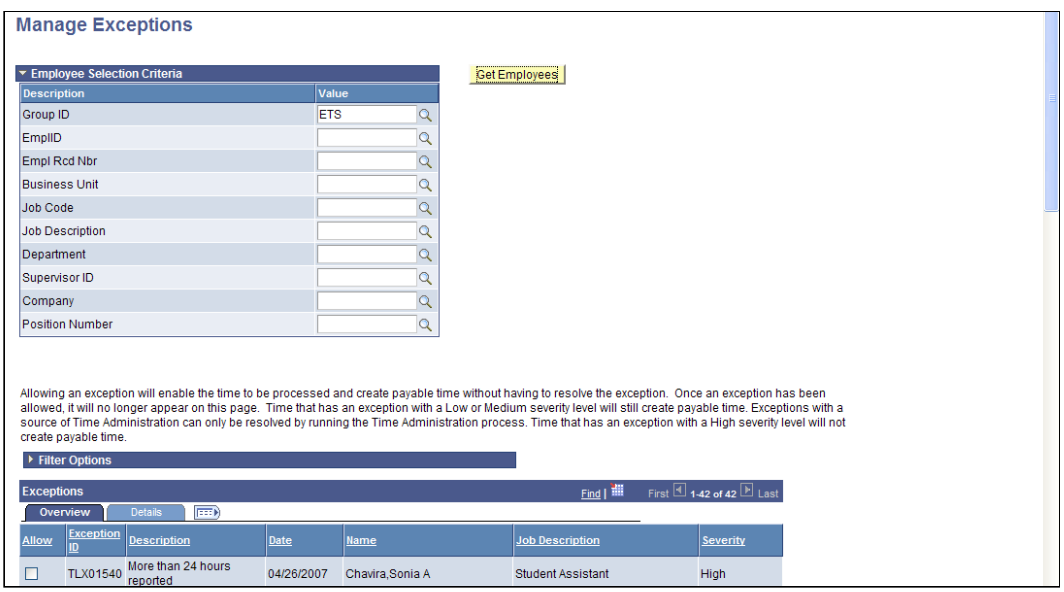
Manager Self Service > **Approve Time and Exceptions** > **Exceptions**



Time and Labor > **View Exceptions and Attendance** > **Exceptions**

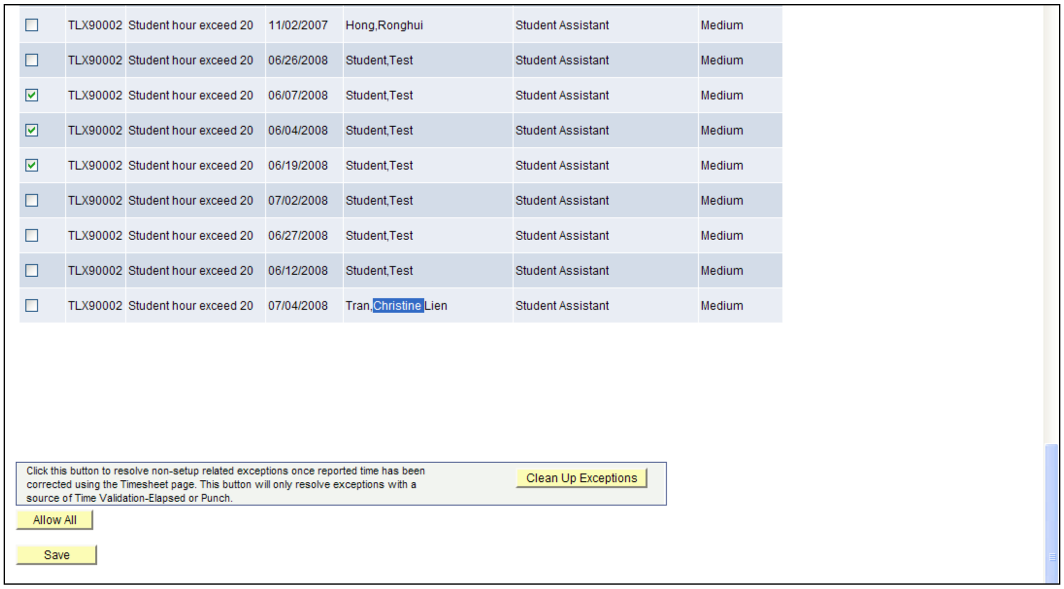


Manage Exceptions page



Enter your Group ID or EmplID. All exceptions in the system that have not been corrected or approved will show, even prior months. In order to review the punch times for the exception, you will need to go to the student's timesheet.

Manage Exceptions page



☐	TLX90002	Student hour exceed 20	11/02/2007	Hong,Ronghui	Student Assistant	Medium
☐	TLX90002	Student hour exceed 20	06/26/2008	Student,Test	Student Assistant	Medium
☑	TLX90002	Student hour exceed 20	06/07/2008	Student,Test	Student Assistant	Medium
☑	TLX90002	Student hour exceed 20	06/04/2008	Student,Test	Student Assistant	Medium
☑	TLX90002	Student hour exceed 20	06/19/2008	Student,Test	Student Assistant	Medium
☐	TLX90002	Student hour exceed 20	07/02/2008	Student,Test	Student Assistant	Medium
☐	TLX90002	Student hour exceed 20	06/27/2008	Student,Test	Student Assistant	Medium
☐	TLX90002	Student hour exceed 20	06/12/2008	Student,Test	Student Assistant	Medium
☐	TLX90002	Student hour exceed 20	07/04/2008	Tran,Christine Lien	Student Assistant	Medium

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Allow All

Save

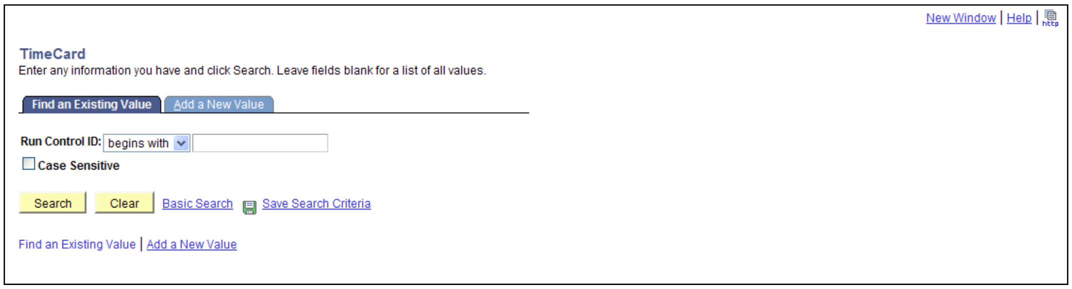
Once you have reviewed the exception and it is a valid exception, you must allow the exception to go through. Low and Medium exceptions will still process without allowing them but any exception with High Severity must be fixed before it will process. Click on the checkbox and click on Save button. Once the exception is allowed, it will no longer appear on this page.

IMPORTANT: Even though you may allow the exception for exceeding 20 hours in a week, this only takes the exception and removes it from this page. Excess hours must still go through the current paper approval process through the Career Center.

10.0 Time Card

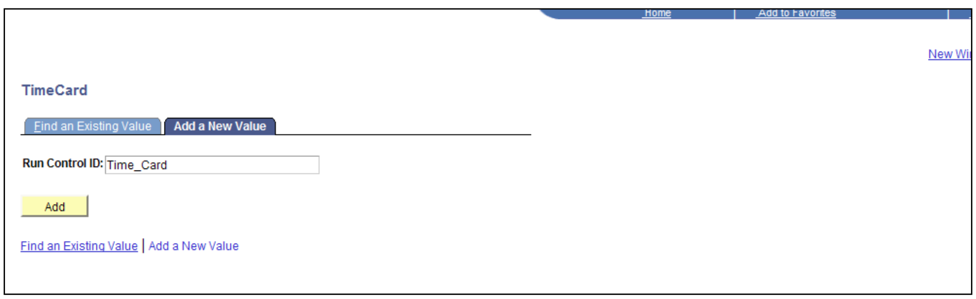
The timecard feature allows you to print a form similar to a timesheet and must be kept by your department after time has been approved for audit purposes. This form can only be printed by the timekeeper, supervisor or approver and should run once all time has been audited. The timecard can also be used by the Approver to compare total hours on the approval page. Navigate to: **Time and Labor** > **Reports** > **TimeCard**

Time Card Find an Existing Value page



If you have established a Run Control ID, click on the search button, continue to the Time Card Search Results screen shot. If you need to create a Run Control ID, continue to the next screen shot on creating one.

Time Card Add a New Value page

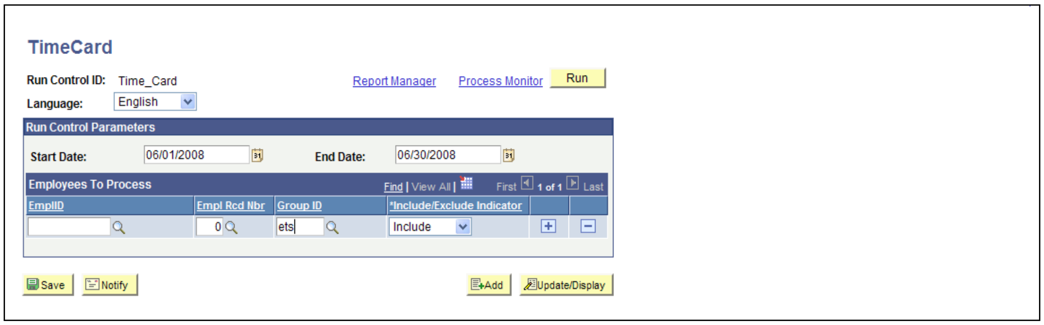


Click on the Add a New Value tab. Enter a Run Control name, no spaces.

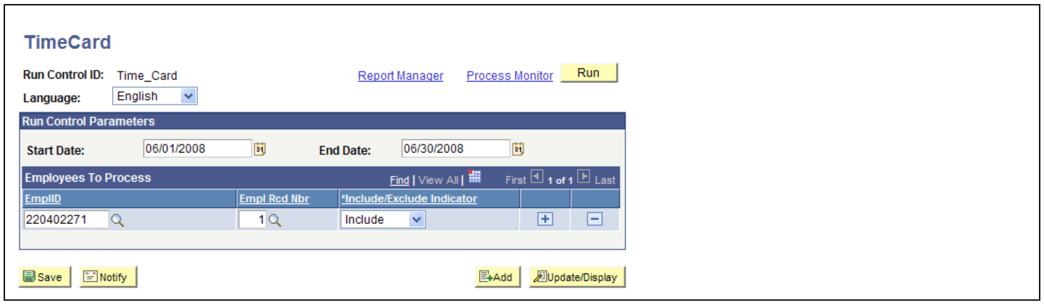
Time Card Search Results page

If you have more than one Run Control set-up, click on the appropriate on.

Time Card Criteria page – print by group



Time Card Criteria page – print by EmplID



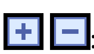
Start Date/End Date: enter pay period dates from the Payroll calendar.

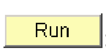
Group ID: if you want to print time cards for all the students in your group.

OR

EmplID: enter the EmplID to print for certain employees only

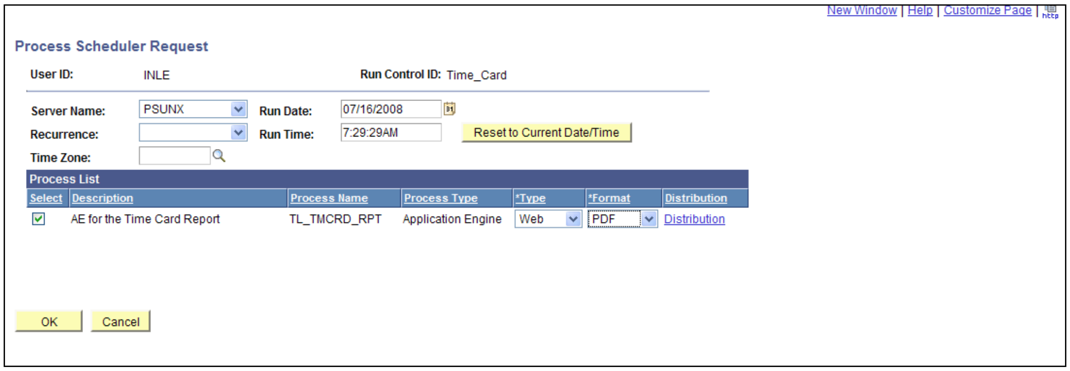
Empl Rcd Nbr: enter the appropriate record number (if you enter the wrong record number, you will not pull any time).

: if you want to print for multiple students, click on  to add a new row. Enter the Emplid and record number.



: click on the button, the Process Scheduler Request page will display

Process Scheduler Request page

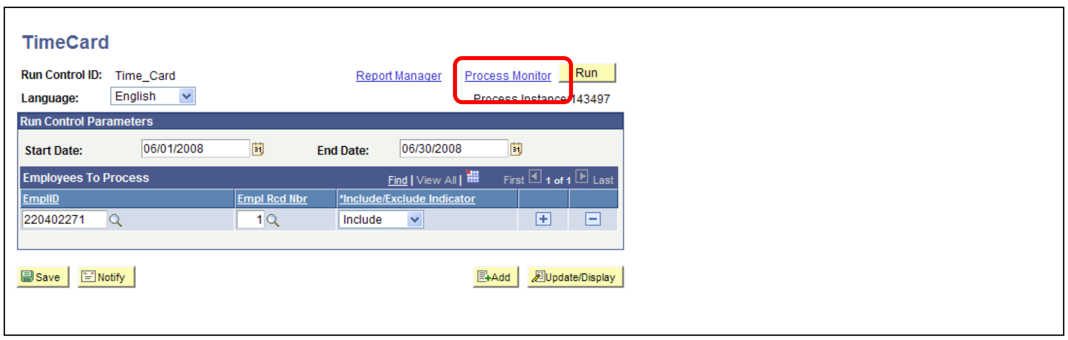


Server Name: PSUNX

Type: Web **Format**: PDF

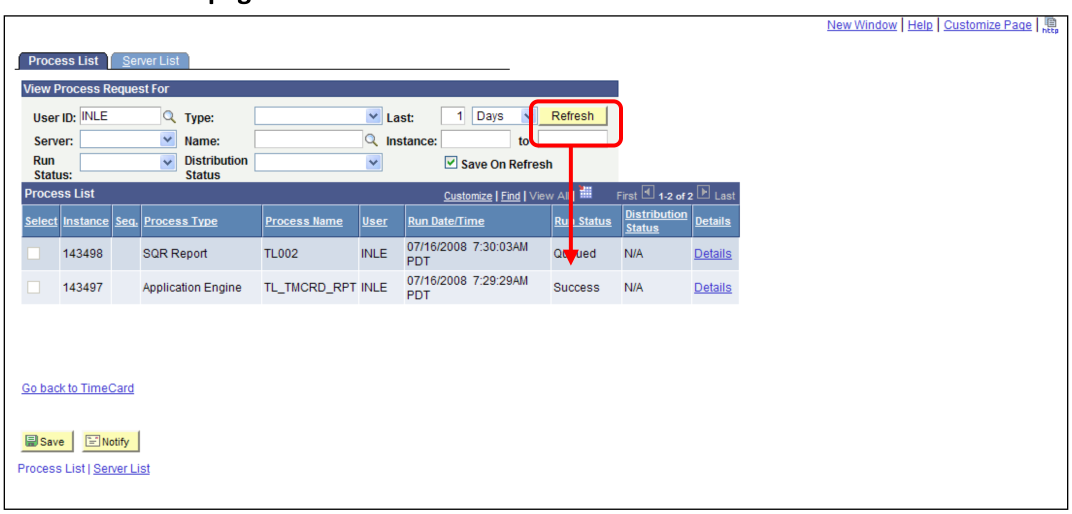
OK: click on button. You will return to the Time Card page.

Time Card Criteria page



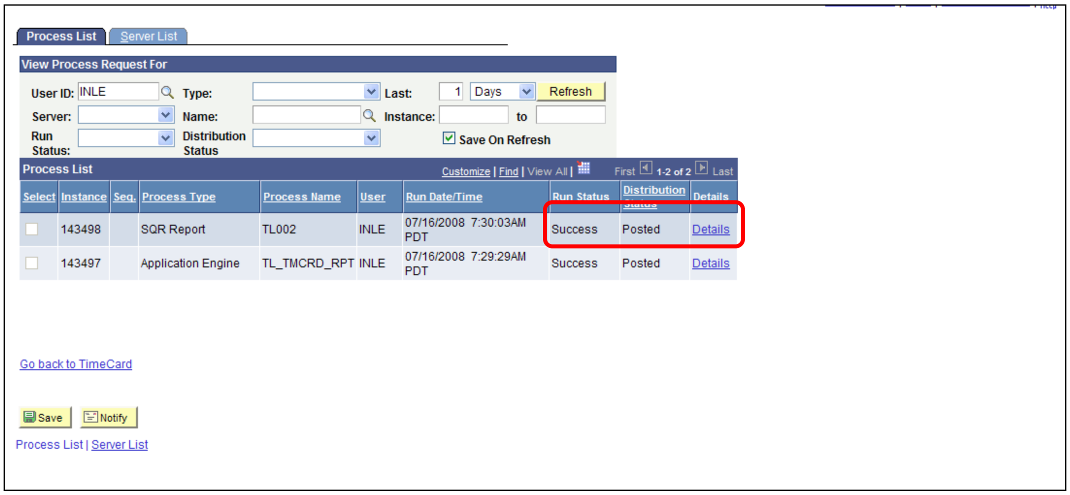
Click on the Process Monitor link.

Process Monitor page



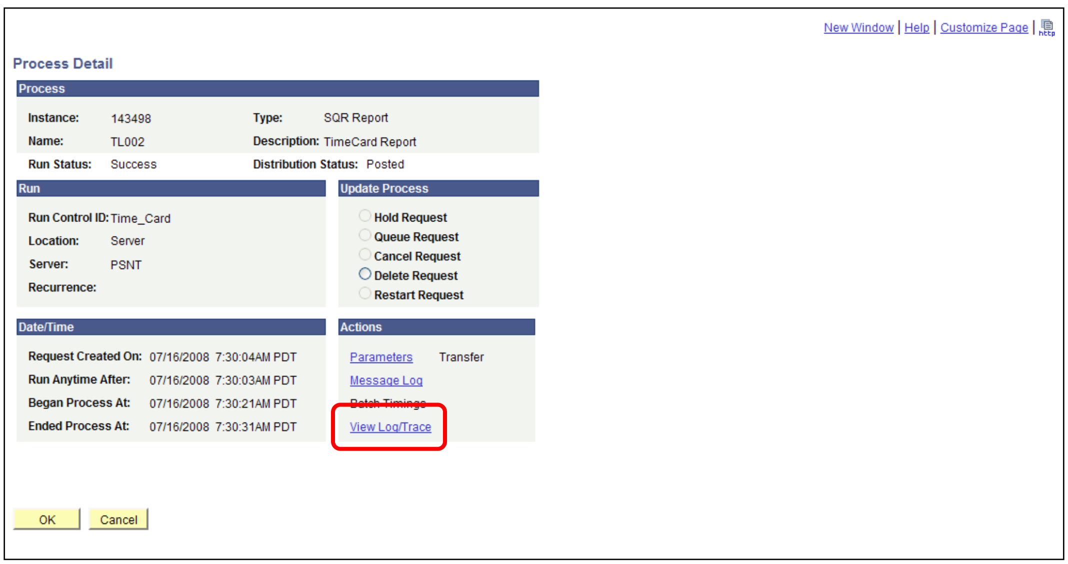
Click on Refresh frequently until the Run Status updates to 'Success' and Distribution Status is 'Posted'.

Process Monitor page



Once the status updates to Success/Posted, click on the Details link.

Process Detail page



Click on the View Log Trace link.

View Log Trace page

New Window | Help | Customize Page

View Log/Trace

Report

Report ID: 112347 Process Instance: 143498 Message Log

Name: TL002 Process Type: SQR Report

Run Status: Success

TimeCard Report

Distribution Details

Distribution Node: HLATSTNT Expiration Date: 07/18/2008

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,414	07/16/2008 7:30:31.000000AM PDT
TL002_143498.PDF	4,901	07/16/2008 7:30:31.000000AM PDT
Trace File	0	07/16/2008 7:30:31.000000AM PDT

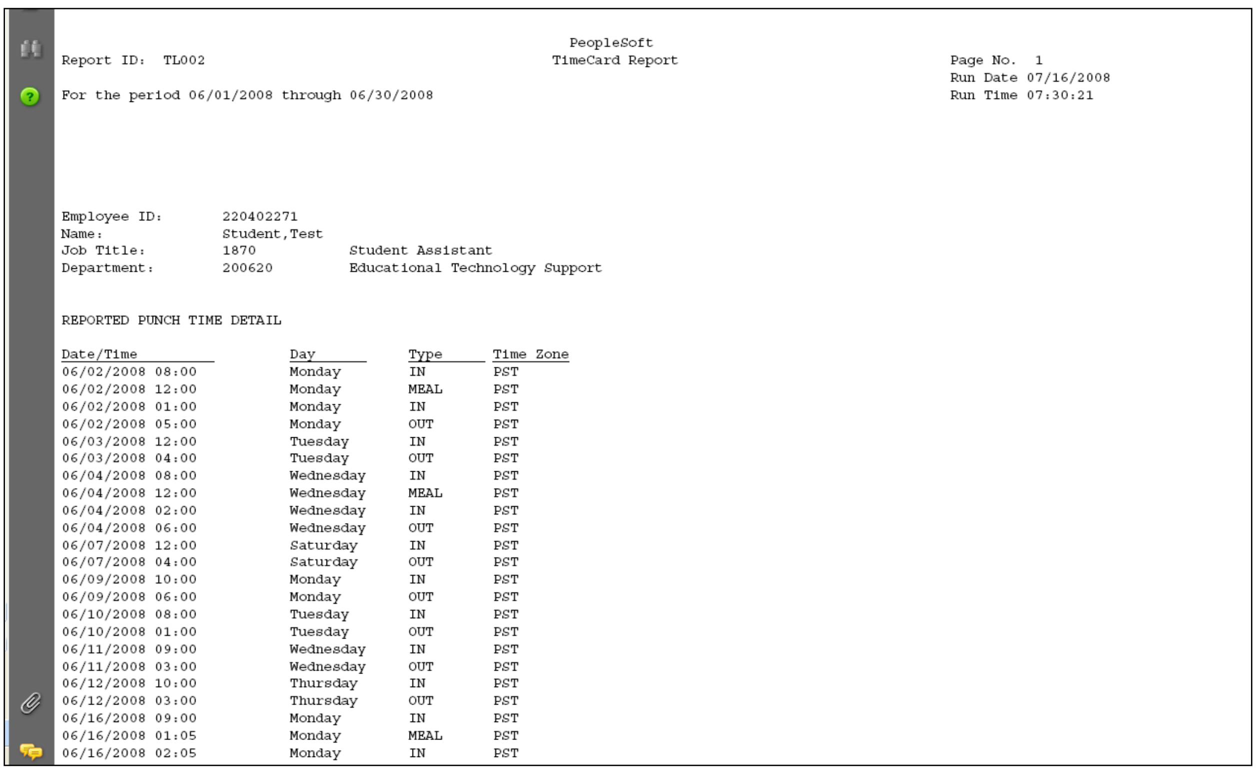
Distribute To

Distribution ID Type	*Distribution ID
User	INLE

Return

Click on the PDF file and print your forms.

Time Card page (top)



PeopleSoft

Report ID: TL002 TimeCard Report Page No. 1

Run Date 07/16/2008

For the period 06/01/2008 through 06/30/2008 Run Time 07:30:21

Employee ID: 220402271

Name: Student,Test

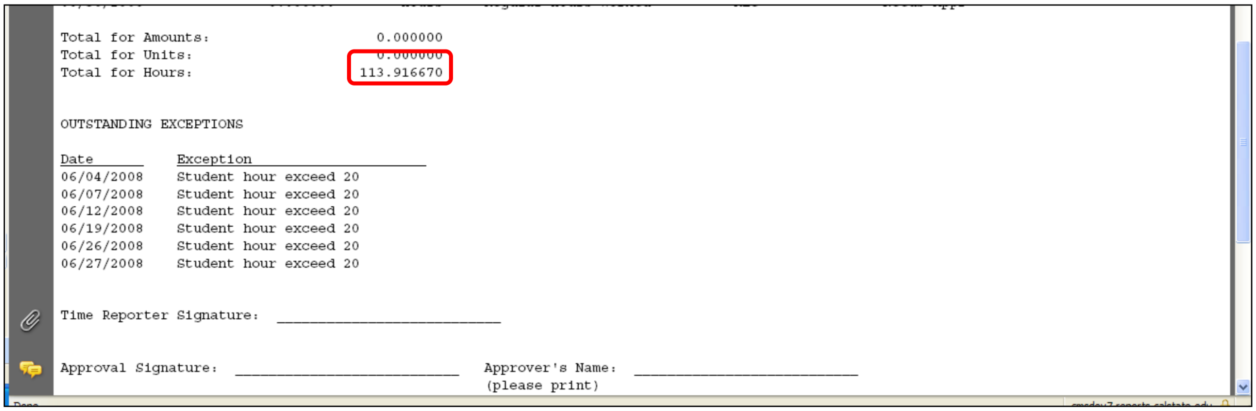
Job Title: 1870 Student Assistant

Department: 200620 Educational Technology Support

REPORTED PUNCH TIME DETAIL

Date/Time	Day	Type	Time Zone
06/02/2008 08:00	Monday	IN	PST
06/02/2008 12:00	Monday	MEAL	PST
06/02/2008 01:00	Monday	IN	PST
06/02/2008 05:00	Monday	OUT	PST
06/03/2008 12:00	Tuesday	IN	PST
06/03/2008 04:00	Tuesday	OUT	PST
06/04/2008 08:00	Wednesday	IN	PST
06/04/2008 12:00	Wednesday	MEAL	PST
06/04/2008 02:00	Wednesday	IN	PST
06/04/2008 06:00	Wednesday	OUT	PST
06/07/2008 12:00	Saturday	IN	PST
06/07/2008 04:00	Saturday	OUT	PST
06/09/2008 10:00	Monday	IN	PST
06/09/2008 06:00	Monday	OUT	PST
06/10/2008 08:00	Tuesday	IN	PST
06/10/2008 01:00	Tuesday	OUT	PST
06/11/2008 09:00	Wednesday	IN	PST
06/11/2008 03:00	Wednesday	OUT	PST
06/12/2008 10:00	Thursday	IN	PST
06/12/2008 03:00	Thursday	OUT	PST
06/16/2008 09:00	Monday	IN	PST
06/16/2008 01:05	Monday	MEAL	PST
06/16/2008 02:05	Monday	IN	PST

Time Card page (bottom)



Total for Amounts: 0.000000
Total for Units: 0.000000
Total for Hours: 113.916670

OUTSTANDING EXCEPTIONS

Date	Exception
06/04/2008	Student hour exceed 20
06/07/2008	Student hour exceed 20
06/12/2008	Student hour exceed 20
06/19/2008	Student hour exceed 20
06/26/2008	Student hour exceed 20
06/27/2008	Student hour exceed 20

Time Reporter Signature: ________________________

Approval Signature: ________________________ Approver's Name: ________________________
(please print)

The timecard breaks down the student's time in sections. There are sections for the punch time, payable time, exceptions and total hours. When attendance is due, if the timecard is run just before time is due, the total on this page can be used to match the total hours on the approval page so the approver will know that all the time is correct.

Work study students: After time has been verified for the month, the timecard report should be run and all work study students forms must be signed by the approver. These timecards are then submitted to Financial Aid along with the Student Assistant Attendance Report sheet by the financial aid attendance due date which may be different than the final attendance due date.

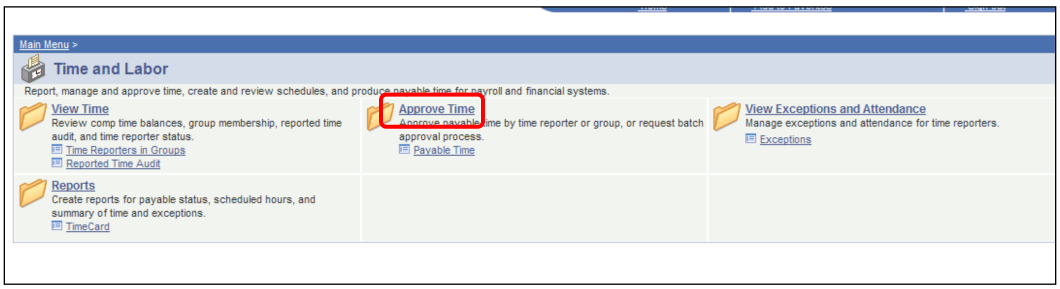
11.0 Final Attendance Due Date

Before the final attendance due date, refer to the Payroll calendar, the timekeeper and supervisor should review all student time before it is approved and run the time card or student time report for all students so that the total hours for the month is verified and correct.

IMPORTANT: the time admin process picks up all punch time and updates the Approver and Payable Time Detail pages. This process runs once a day. Any time added or adjusted after this time will not be picked up until the next run. In order to approve this time, contact Payroll Services to request the Time Admin process be run manually so that the time will update on the approval page.

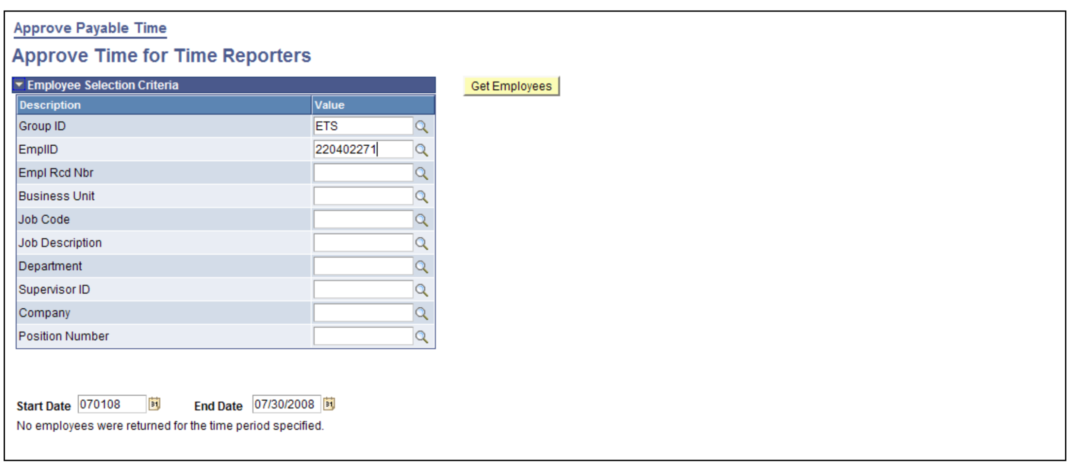
With all the student assistant time cards, student time report or verification from the timekeepers on total hours, the Approver will navigate to the Approve Payable Time page. The following screens are only accessed by the approver.

Navigate to: Time and Labor > Approve Time > Payable Time



Click on Payable Time link.

Approve Payable Time Search page



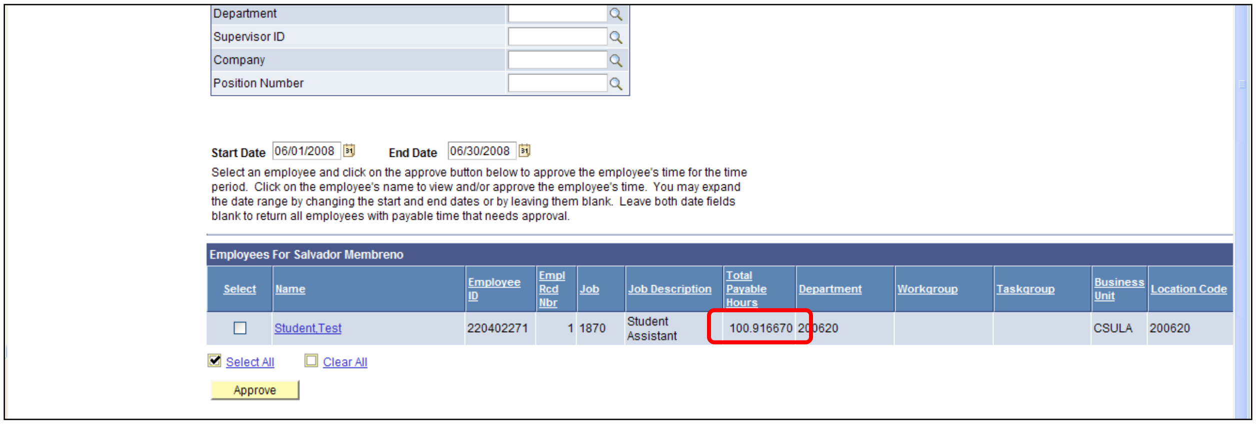
Group ID: enter the approver Group ID (this id will end with an 'A', this group excludes work study students 1871, 1872, and 1151)

EmplID: enter to view for only one student

Start Date/End Date: enter the current pay period. **IMPORTANT**: enter the correct dates from the payroll calendar. Incorrect dates will affect the correct student hours.

Click on Get Employees, the students will update below

Approve Payable Time page



1. The approver will compare the students total hours worked (the example above only shows one student but if you enter your group id, you will view all your students) to the total hours on the time card, time report or other verification. If the approver needs to verify the time in detail for a student, they can click on the name to go to their timesheet. If there is a discrepancy, the timekeeper needs to be notified to research the problem.

2. Once all the total time is verified, it can be approved. The Approver can approve for a few students at a time or for all your students. There are two options, click the 'Select' button next to each student or the 'Select All' button can be checked to select all students in your group.

3. The approver will click on the Approve button.