



Business Process Guide Time & Labor – Student Employee Self-Service Punch Time (For Dept ID 40111 – Library Only) June 2018

Introduction

This guide provides step-by-step instructions for Time & Labor Self-Service (TLSS punch time), where student employees record, modify, and view their own Timesheet transactions.

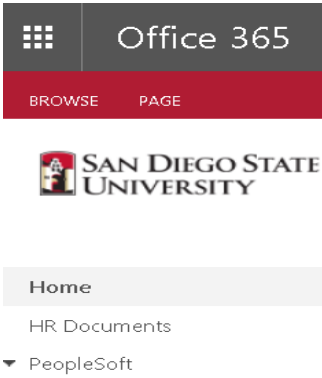

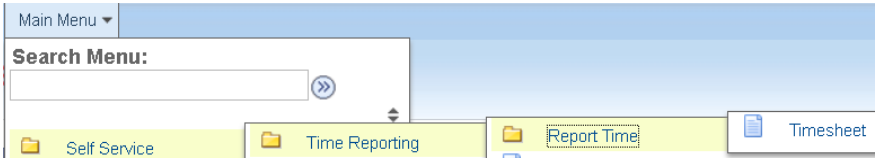
- Quick Overview of “To Do” and “Not to Do” with Timesheet
 - Watch the Time and Labor Student Time Entry Training Video (7 minutes). Link to Time and Labor information, business process guides and training video:
<https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Time-and-Labor.aspx>
 - Need your SDSUId and password to login to PeopleSoft to report your worked times.
 - If you have multiple jobs to select on your main timesheet page, please check with your supervisor/approver for the correct job to report your time on.
 - On the timesheet, **View By option is important when you are hired in the middle of a pay period:** You can select a time entry calendar by Day, Week or Time Period (month). Use the day or week option to enter your times.
 - It is important that you enter your time on a daily basis at the beginning (In) and end (Out) of each workday.
 - Must enter AM or PM (12-hour clock) for “In” and “Out” time
 - All hours worked for the previous pay period must be submitted by the 1st day of each month in order to ensure timely and accurate payroll processing and issuance of payroll warrants. Please refer to the Student Pay Day Schedule for deadline. Here is the link: <https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Stud-Pay-Schedule.aspx>
 - Do not enter **zeros** on any days that you did not worked. Zeros required approval.
 - Do not enter times in the future (i.e. next day or next week)
 - Time for prior pay period cannot be entered via self-service, and must submit a late paper timesheet to T&L approver and required upper management approval.

If you have any questions or concerns regarding Time and Labor, please call your Payroll Services. Here is the link to find your Payroll Technician:

<https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Payroll-Technician.aspx>

PeopleSoft Processing Steps

- **Login and Navigation to Timesheet**

Steps	Screen Shots
<ol style="list-style-type: none"> 1) Navigate to the Center for Human Resources website at http://hr.sdsu.edu/ 2) Click on Current Employees, SDSU Intranet and login with your student SDSUId and password. 3) Click on PeopleSoft under the Home menu on the left. Bookmarks the site for future use. 	
<ol style="list-style-type: none"> 4) Login to PeopleSoft: Enter your SDSUId (e.g. jsmith@sdsu.edu) and password. 5) If you haven't claimed your SDSUId, visit SDSUID.sdsu.edu for information and instructions. Be sure to visit the FAQ page to answer commonly asked questions about SDSUId. 6) Please use Chrome or Firefox browsers. 	
<ol style="list-style-type: none"> 7) Navigation to Timesheet: Main Menu > Self Service > Time Reporting > Report Time > Timesheet 	

• **Reported Time Worked**

8) Once you click on Timesheet, you will be able to report your time. This applies to student employees with one job record. See step #9 with multiple job records.

It is important that you enter your time on a daily basis at the beginning (In) and end (Out) of each workday.

All time must be submitted by the 1st day of the month after the end of the pay period.

9) Select the name of the appropriate job to begin reporting time.

Some student employees have more than one active job. Under these circumstances, multiple rows will display (see screen shot).

Questions as to which job Name to select? Contact your department Time and Labor Coordinator.

10) The Timesheet displays the following details in the header:

- Name
- ID
- Job Title
- Employee Record Number

Timesheet date ranges may be displayed in different ways by changing the defaults in the following pull down menus:

- **View By:** You can select the time entry calendar by Day, Week or Time Period (month).
- **Date:** The start date of the week/month can be changed by entering a new date and clicking the **“Refresh”** button.
- The following navigational links are also available:

Previous Week/Next Week:
Use these links to quickly navigate to the previous or next time period.

Timesheet: Enter the time worked for each applicable date. Your **"In"** and **"Out"** time must be entered with AM or PM.

For example on 6/11, you begin working at 10:10 AM and leaving at 2:10 PM (see screen shot). Total hours is 4 hours.

On 6/13, you worked in two different timeframe or worked between classes. Must click on the **plus icon** to insert a row to add time.

IMPORTANT! Do NOT enter zeros on any days that work was not performed. **Leave the fields blank.**

- **Submit:** Click to submit your time.

Submit button is equal to signing your timesheet and certifies that you are reporting compliant and accurate time worked.

- Confirmation message will display. Click **"OK"** to continue.

The status is **"Needs Approval"** once the approver approved the time, the status changed to **"Approved"**.

Timesheet sample:

View By: *Date: 06/11/2018 << Previous Week Next Week >>
 Previous Job Next Job

Reported Hours: 8.00 Hours Scheduled Hours: 0.00 Hours Show all Punch Types

From 06/11/2018 to 06/17/2018

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
Mon	6/11	Needs Approval	10:10:00AM	2:10:00PM	4.00	CSU	PST	6/11	-	+
Tue	6/12	New				CSU	PST	6/12	-	+
Wed	6/13	Needs Approval	10:00:00AM	12:00:00PM	2.00	CSU	PST	6/13	-	+
		Needs Approval	3:00:00PM	5:00:00PM	2.00	CSU	PST	6/13	-	+
Thu	6/14	New				CSU	PST	6/14	-	+
Fri	6/15	New				CSU	PST	6/15	-	+
Sat	6/16	New				CSU	PST	6/16	-	+
Sun	6/17	New				CSU	PST	6/17	-	+

The following message will display if your submission was successful:

Timesheet Submit Confirmation

The Submit was successful.
 Time for the Week of 2018-06-11 to 2018-06-17 is submitted

Time must be **submitted** by 11:59pm on the 1st day of the month after the end of the Pay Period. (Be sure to check the Student Pay Day Schedule posted on SharePoint: <https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Stud-Pay-Schedule.aspx>)

Failure to submit your time by this deadline may result in a delay in your paycheck.

11) Comments (optional) may also be entered into a timesheet by clicking on the comment cloud next to the time entered.

- **Date Under Report:**
Displays the date on which you're leaving a comment
- Enter notes in the Comment field and click **Save**.
- Confirmation message will display, click on **OK**.
- Once Comments are saved, you do not have access to delete or edit the Comments.

12) If you need to report time for another position, click on **Timesheet** on the menu navigation. Select the correct position and start entering your time.

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

Comments

Alex Winter

Employee ID: 100422813

Job Title: Student Asst

Employee Record Number: 2

Date Under Report: 06/11/2018

[Personalize](#) | [Find](#) | [View All](#) |

Operator Id	DateTime Created	Source	Comment
1 828282828	06/18/2018 11:36AM	Time Reporting	Left work half hour early to finish a project.

Click on OK:

Message

Are you sure you want to save the comment(s) entered? (13504,10060)

Once the page is saved, the comments cannot be changed.
Press OK to Save or press Cancel to return to the Comments page without saving.

Reported Time Status

[First](#) | [1-4 of 4](#) | [Last](#)

12) Sign Out

Click on "Sign Out" at the top, right corner of the page to exit before closing browser so others will not be able to access your record.

Reminder: Remember to report your time on a daily basis.



- **Correct Time Reported on Timesheet**

Time entries that fall within the current pay period can be corrected as needed. Follow the instructions. Any corrections outside the current pay period, submit a **late paper timesheet**.

<p>Navigation to Timesheet: Main Menu > Self Service > Report Time > Job Name > Timesheet</p> <ul style="list-style-type: none"> • If you have multiple jobs, choose the job that needs to be corrected. • The Timesheet should show the status of the time that you wish to correct as "Needs Approval". Any corrections to time already approved will be changed to "Needs Approval". • Correction to existing time, see scenario A. 	<p>A) Correct time from 9:00AM to 10:00 AM, type over the existing time and click on Submit. Confirm the change that you made. Total hours changed from 4 hours to 3 hours.</p> <p>Before</p> <table border="1"> <tr> <td>Fri</td> <td>6/15</td> <td>Needs Approval</td> <td>9:00:00AM</td> <td>1:00:00PM</td> <td>4.00</td> <td>CSU</td> <td>PST</td> <td>6/15</td> </tr> <tr> <td>Sat</td> <td>6/16</td> <td>New</td> <td></td> <td></td> <td></td> <td>CSU</td> <td>PST</td> <td>6/16</td> </tr> </table> <p>After</p> <table border="1"> <tr> <td>Thu</td> <td>6/14</td> <td>New</td> <td></td> <td></td> <td></td> <td>CSU</td> <td>PST</td> <td>6/14</td> <td>-</td> <td>+</td> </tr> <tr> <td>Fri</td> <td>6/15</td> <td>Needs Approval</td> <td>10:00:00AM</td> <td>1:00:00PM</td> <td>3.00</td> <td>CSU</td> <td>PST</td> <td>6/15</td> <td>-</td> <td>+</td> </tr> </table>	Fri	6/15	Needs Approval	9:00:00AM	1:00:00PM	4.00	CSU	PST	6/15	Sat	6/16	New				CSU	PST	6/16	Thu	6/14	New				CSU	PST	6/14	-	+	Fri	6/15	Needs Approval	10:00:00AM	1:00:00PM	3.00	CSU	PST	6/15	-	+
Fri	6/15	Needs Approval	9:00:00AM	1:00:00PM	4.00	CSU	PST	6/15																																	
Sat	6/16	New				CSU	PST	6/16																																	
Thu	6/14	New				CSU	PST	6/14	-	+																															
Fri	6/15	Needs Approval	10:00:00AM	1:00:00PM	3.00	CSU	PST	6/15	-	+																															
<ul style="list-style-type: none"> • Always review your total hours reported. • You have access to correct time within the current pay period. Must submit a late paper timesheet outside of the current pay period. • Delete time entered by mistake, see scenario B. Always take a screen shot of the timesheet if you have to move time from one position to another position. 	<p>B) Entered time on a wrong date, need to delete a row. Click on the minus icon and submit.</p> <table border="1"> <tr> <td>Thu</td> <td>6/14</td> <td>New</td> <td></td> <td></td> <td></td> <td>CSU</td> <td>PST</td> <td>6/14</td> <td>-</td> <td>+</td> </tr> <tr> <td>Fri</td> <td>6/15</td> <td>Needs Approval</td> <td>10:00:00AM</td> <td>1:00:00PM</td> <td>3.00</td> <td>CSU</td> <td>PST</td> <td>6/15</td> <td>-</td> <td>+</td> </tr> </table> <p>Delete Confirmation message will display, click on Yes to delete.</p> <p>Timesheet</p> <p>Delete Confirmation</p> <p>Are you sure you want to delete reported time? Row 6.</p> <p><input type="button" value="Yes - Delete"/> <input type="button" value="No - Do Not Delete"/></p> <p>Need to re-enter time on a correct date.</p>	Thu	6/14	New				CSU	PST	6/14	-	+	Fri	6/15	Needs Approval	10:00:00AM	1:00:00PM	3.00	CSU	PST	6/15	-	+																		
Thu	6/14	New				CSU	PST	6/14	-	+																															
Fri	6/15	Needs Approval	10:00:00AM	1:00:00PM	3.00	CSU	PST	6/15	-	+																															

If you have any questions regarding your timesheet, please contact your supervisor.