

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: <u>https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Time-and-Labor.aspx</u>
 - 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:_<u>https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Stud-Pay-Schedule.aspx</u>
 - 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
1)	Navigate to the Center for Human Resources website at http://hr.sdsu.edu/	BROWSE PAGE
2)	Click on <u>Current Employees</u> , SDSU Intranet and login with your student SDSUid and password.	San Diego State University
3)	Click on PeopleSoft under the Home menu on the left. Bookmarks the site for future use.	Home HR Documents PeopleSoft
4)	Login to PeopleSoft: Enter your SDSUid (e.g. jsmith@sdsu.edu) and password.	PeopleSoft Sign-In SDSUid (e.g. jsmith@sdsu.edu)
5)	If you haven't claimed your SDSUid, visit SDSUid.sdsu.edufor information and instructions. Be sure to visit the FAQ page to answer commonly asked questions about SDSUid.	Password □ Enable Accessibility Mode Sign In If you haven't claimed your SDSUId, visit <u>SDSUId, sdsu,edu</u>
6)	Please use Chrome or Firefox browsers.	for information and instructions. Be sure to visit the FAQ page to answer commonly asked questions about SDSUid. Please use Chrome or Firefox browsers.
7)	Navigation to Timesheet : Main Menu > Self Service > Time Reporting > Report Time > Timesheet	Main Menu Search Menu: Self Service Time Reporting Report Time Timesheet

Reported Time Worked

Г

8) Once you click on Timesheet, you	Timeshe	eet								
will be able to report your time.	Alex Wint	ər				Empl ID:		1004228	13	
This applies to student employees	Job Title:	Student Ass	it			Employee Rec	ord Number:	2		
with one job record. See step #9	Select for	r Instruction	15							
with multiple job records.	View By:	Week	* "Date:	06/11/201	18 🕅 (SRefresh)	<< Previous J		Next Jo	/eek >>	
	Reported		0.00 Hours	Schedu	led Hours: 0.00 H		unch Types	HEAT OF		
It is important that you	From 06 Timesh		06/17/2018							
enter your time on a daily	O Mon	Date 6/11	Status	In	Out	Punch Total Tas	styroup	Time Zon PST	e Date	
basis at the beginning (In)	♀ Tue	6/12	New			C	su d	PST	Q 6/12	= +
and end (Out) of each	Q Wee	6/13	New			01		PST PST	Q 6/13	- +
workday.	📿 Fri	6/15	New			C	su d	PST	Q 6/15	- +
All time must be submitted	O Sat	6/16	New			CE		PST PST	Q 6/16	- +
by the 1 st day of the month		Submit		lear					1. T.	
after the end of the pay			ummary - select	to view						
period.	Balan	ces - select	to view							
•										
9) Select the name of the	Report Tin	ie								
appropriate job to begin	Timeshe									
reporting time.										
Some student employees have	View Instr Alex Winte									4
more than one active job. Under		9T	Empl		Department		rsonalize Fin	ales	First 🕚 1-4 of	
these circumstances, multiple	Name		Rcd Depart Nbr	ment	Description	Position Title			Hourly Rat	e
rows will display (see screen	Stdnt Trainee	On-Cmps	0 40111		Library Administrat	tion SA FWS Circul	ation			11.000000
shot).	Student Asst		1 40111			tion SA Circulation				11.000000
	Student Asst Student Asst		2 40111 3 40111			tion SA Circulation-/ tion SA Circulation-I				11.500000 11.750000
Questions as to which job Name to	Student Asst		3 40111		Library Auministra	JUIT SA CITCUIALIUN-I	Extriu Hrs			11.750000
select? Contact your department										
Time and Labor Coordinator.										
10) The Timesheet displays the										
10) The Timesheet displays the following details in the header:	Timesh	eet								
			-			Empl ID:		40040	2242	
following details in the header: • Name	Timesh Alex Wint Job Title:		st			Empl ID: Employee R	ecord Number:	10042 2	2813	
following details in the header:NameID	Alex Wint Job Title:	er	st				ecord Number:		2813	
following details in the header:NameIDJob Title	Alex Wint Job Title:	er					ecord Number:		2813	
following details in the header:NameID	Alex Wint Job Title:	er Student As or Instructio		06/11/2	018 🗑 (ØRefresh)	Employee R	ecord Number: ous Week	2	2813 1: Week >>	
 following details in the header: Name ID Job Title Employee Record Number 	Alex Wint Job Title: 3 _{Select f}	er Student As or Instructio	ins	06/11/2	018 🕅 (# Refresh)	Employee R	ous Week	2	t Week >>	
following details in the header: Name ID Job Title Employee Record Number Timesheet date ranges may be	Alex Wini Job Title: Select f	er Student As or Instructio	ins		018 🗊 (ØRefresh) uled Hours: 0.00	Employee R << Previ Previous	ous Week	2 Next	t Week >>	
following details in the header: Name ID Job Title Employee Record Number Timesheet date ranges may be displayed in different ways by	Alex Wint Job Title: Select 1 View By: Reporte From 08	er Student As or Instructio Week d Hours:	0.00 Hours 0.00 Hours			Employee R << Previ Previous	ous Week 3 Job	2 Next	t Week >>	
following details in the header: Name ID Job Title Employee Record Number Timesheet date ranges may be	Alex Wint Job Title: Select 1 View By: Reporte From 06 Timest	er Student As or Instructio Week d Hours: //11/2018 t eet	0.00 Hours 0 06/17/2018	Sched	uled Hours: 0.00	Employee R << Previous Hours Show all	ous Week : Job Punch Types	2 Next	t Week >> t Job	
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:	Alex Wini Job Title: Select 1 View By: Reporte From 08	er Student As or Instructio Week d Hours: i/11/2018 t ieet Date	0.00 Hours 0.00 Hours			Employee R << Previous Hours Show all Punch Total	ous Week 3 Job	2 Next	t Week >> t Job	- +
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 	Alex Wini Job Title: Select 1 View By: Reporte From 00 Timest	er Student As or Instructio Week d Hours: //11/2018 t neet Date b 6/11		Sched	uled Hours: 0.00	Employee R << Previous Hours Show all Punch Total	ous Week 3 Job Punch Types Faskgroup	2 Next Next	t Week >> t Job	- +
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, 	Alex Wind Job Title: Select 1 View By: Reporte From Of Timest Day O Mor	er Student As or Instructio Week d Hours: y/11/2018 t eet Date 6/11 6/12	0.00 Hours 0.00 Hours 0.00/17/2018 Status New	Sched	uled Hours: 0.00	Employee R << Previous Hours Show all Punch Total	ous Week 3 Job Punch Types Faskgroup CSU	2 Next Next	t Week >> t Job Zone Date	
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). 	Alex Wind Job Title: Select 1 View By: Reporte From Of Timest Day Q Mon Q Tue	er Student As or Instruction (VVeek dHours: //11/2018 t ineet [EE2] Date 6/11 6/12 d 8/13	0.00 Hours co 06/17/2018 Status New New	Sched	uled Hours: 0.00	Employee R << Previous Hours Show all Punch Total	ous Week ; Job Punch Types Taskgroup CSU CSU	2 Next Next	t Week >> t Job Zone Date 6/11 6/12	- +
 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 	Alex Wind Job Title: Select 1 View By: Reporte From OC Timest Day Mon Q Tue Q We	er Student As or Instruction (VVeek dHours: //11/2018 t ineet [EE2] Date 6/11 6/12 d 8/13	D.00 Hours co 06/17/2018 Status New New New	Sched	uled Hours: 0.00	Employee R << Previous Hours Show all Punch Total	ous Week ; Job Punch Types Faskgroup CSU CSU CSU	2 Next Next Q PST Q PST	t Week >> t Job Zone Date 6/11 6/12 6/13	- +
 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 	Alex Wind Job Title: Select 1 View By: Reporte From Of Timesh Mor Q Tue Q We Q Thu	er Student As or Instruction (Week 4 Hours: //11/2018 tt //11/2018 tt 6/12 6/13 6/14	New New New New New New	Sched	uled Hours: 0.00	Employee R << Previous Hours Show all Punch Total []	ous Week s Job Punch Types Faskgroup CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST	t Week >> t Job 200e Date 6/11 6/12 6/13 6/14	- + - +
 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 	Alex Wind Job Title: Selective View By: Reporte From OG TimesP Day Mor Q Tue Q We Q Thu Q Fri	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/14 6/16	0.00 Hours co 06/17/2018 Status New New New New New New New	Sched	uled Hours: 0.00	Employee R	aus Week 3 Job Punch Types Faskgroup CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST	t Week >> t Job 200e Date 6/11 0 6/13 0 6/13 0 6/14 0 6/14	
 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 	Alex Wind Job Title: Select 1 View By: Reporte From OC Times Qay Mon Q Tut Q Tut Q Thu Q Fri Q Sat	er Student As or Instruction Week d Hours: y11/2018 t eet Date 6/11 6/12 d 6/13 6/14 8/15 6/16 6/17	• • • • • • • • • • • • • • • • • • •	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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 	Alex Wind Job Title: Selective View By: Reporte From OC Times Day O Mor O Tue O We O Thu O Fri O Sat O Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/15 6/16 16/17 Submit	New New New New New New New New	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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. 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/16 6/16 6/17 Sub⊤ited Hours S	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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. 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/15 6/16 16/17 Submit	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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. 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/16 6/16 6/17 Sub⊤ited Hours S	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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: 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/16 6/16 6/17 Sub⊤ited Hours S	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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: 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/16 6/16 6/17 Sub⊤ited Hours S	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> t Job 2000 Date 6/11 0 6/12 6/13 0 6/14 0 6/14 0 6/15 0 6/16	
 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 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/16 6/16 6/17 Sub⊤ited Hours S	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> tJob	
 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: 	Alex Wind Job Title: Selective View By: Reporte From Of Times Day O Mor O Tue O View View C Thu C Thu C Sat C Sur Sur	er Student As or Instruction Week d Hours: //11/2018 t 6/11 6/12 d 6/13 6/14 6/16 6/16 6/17 Sub⊤ited Hours S	O CO Hours New Summary - select	Sched	uled Hours: 0.00	Employee R	ous Week s Job Punch Types CSU CSU CSU CSU CSU CSU CSU CSU	2 Next Next Q PST Q PST Q PST Q PST Q PST Q PST	tWeek>> tJob	

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: VVeek * *Date: 06/11/2018 🛐 💋 Refresh Next Week >> << Previous 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 Timesheet 📖 Time Zone Day Date Status Out Punch Total Taskgroup Date In Needs Mon 6/11 4 00 CSU Q PST 0 6/11 - + 10:10:00AM 2:10:00PM Approval - + New Q PST 0 6/12 Needs - + Q Wed 6/13 2.00 CSU Q PST 0 6/13 10:00:00AM 12:00:00PM Approva Needs 2.00 CSU Q PST 0 6/13 - + 3:00:00PM 5:00:00PM Approval 0 Thu CSU Q PST Q 6/14 - + 0 6/15 - + O Fri Q PST 6/15 New CSU O Sat 0 6/16 - + 6/16 New CSU Q PST O Sun 6/17 New CSU Q PST 0 6/17 - + Submit Clear Reported Hours Summary - select to view Balances - select to view 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 OK

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 	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						
 field and click Save. Confirmation message will display, click on Ok. 		eft work half hour early to finish a project.					
 Once Comments are saved, you do not have access to delete or edit the Comments. 	Save Cancel						
 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 	Click on OK: Message Are you sure you want to save the comment(s) entered? (13) Once the page is saved, the comments cannot be changed. Press OK to Save or press Cancel to return to the Comment OK Cancel Reported Time Status						
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.	Home Add to Favorites Sign o	Put					

• 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.

 Navigation to Timesheet: Main Menu > Self Service > Report Time > Job Name > Timesheet If you have multiple jobs, choose the job that needs to be corrected. 	 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. Before 						
 The Timesheet should show the status of the time that you wish to correct as "Needs Approval". Any corrections to time already approved will changed the status to "Needs Approval". 	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 After Thu 6/14 New CSU PST 6/14 • Fri 6/15 Needs Approval 10:00:00AM 1:00:00PM 3:00 CSU PST 6/14 •						
 Correction to existing time, see scenario A. 							
 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. 	 B) Entered time on a wrong date, need to delete a row. Click on the minus icon and submit. The minus icon and submit. The minus icon and submit. The minus icon and submit. Delete Confirmation message will display, click on Yes to delete. Timesheet Delete Confirmation ? Are you sure you want to delete reported time? Row 6. Yes - Delete No - Do Not Delete Need to re-enter time on a correct date. 						

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