



Business Process Guide Time & Labor – Approver Manager Self-Service Revised September 2019

Introduction

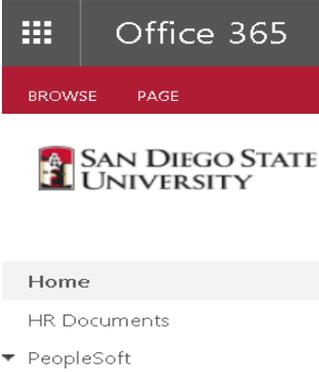
This guide provides step-by-step instructions for Approvers to view, modify, and approve their student employee's timesheet transactions in Time & Labor Self-Service (TLSS). The role of Approver of reported time is central to the Time Labor Self-Service process, and the department's budget. All entries should be reviewed closely before approving.

- All hours worked must be recorded in the system and **submitted** for approval by the end of the month in which a student is reporting his/her time.
- Students are encouraged enter their time worked daily, and to discuss the expectations for doing so with their Approver and/or Department Coordinator.
- Approvers are encouraged to approve time weekly.
- Student employees should not record any time before it is worked.
- Time for prior payroll cycles (or late reported time) cannot be entered via TLSS, so a paper timesheet must be completed and submitted to the Approver and/or Department Coordinator for submission to Payroll.
 - Timesheets should be labeled as "*Late Timesheet*"
 - The department is responsible for maintaining the original timesheet with "wet signatures" for audit purposes.

Please refer to the University Payroll Calendar for campus deadlines. The calendar is located at: <https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Stud-Pay-Schedule.aspx>. **Your department may enforce earlier deadlines, depending on your processing schedule.**

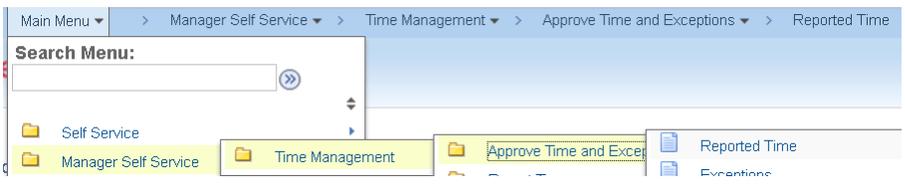
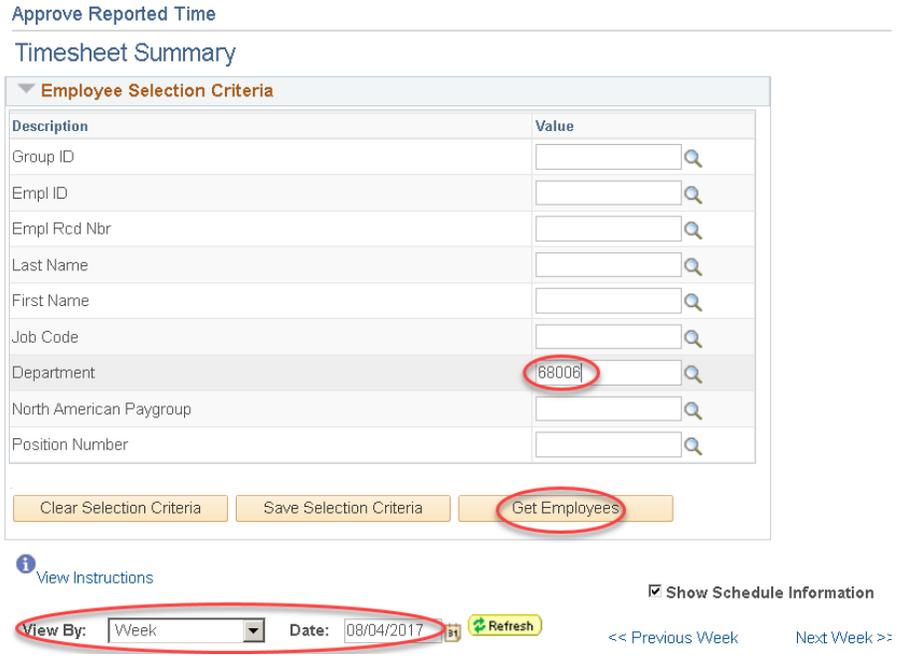
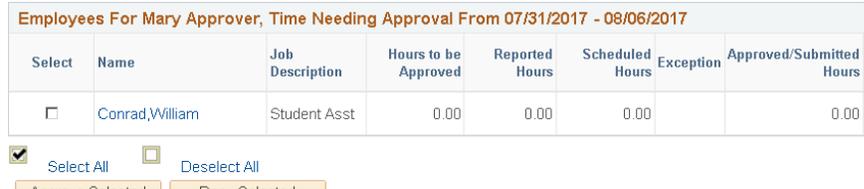
PeopleSoft Processing Steps

□ Login and Navigation to Timesheet

Steps	Screenshots
<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 have not 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. 	

A) Verify hours worked on Timesheet

Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Processing Steps	Screenshots																						
<p>1) Navigation to Approve Reported Time:</p> <p>Main Menu > Manager Self Service > Time Management > Approve Time and Exception > Report Time</p>																							
<p>2) Important Notes: Student worker must enter the total hours worked for each applicable date. All partial hours worked must be reported to the tenths of an hour.</p> <p>Example: enters 4.10 for 4 hours and 5 minutes worked.</p> <p>Approver must verified the rounding is correct.</p>	<table border="1" data-bbox="695 529 901 871"> <caption>Report Fractions of Hours as Tenths</caption> <thead> <tr> <th>Minutes</th> <th>Tenths</th> </tr> </thead> <tbody> <tr><td>1 - 6</td><td>0.1</td></tr> <tr><td>7 - 12</td><td>0.2</td></tr> <tr><td>13 - 18</td><td>0.3</td></tr> <tr><td>19 - 24</td><td>0.4</td></tr> <tr><td>25 - 30</td><td>0.5</td></tr> <tr><td>31 - 36</td><td>0.6</td></tr> <tr><td>37 - 42</td><td>0.7</td></tr> <tr><td>43 - 48</td><td>0.8</td></tr> <tr><td>49 - 54</td><td>0.9</td></tr> <tr><td>55 - 60</td><td>1</td></tr> </tbody> </table>	Minutes	Tenths	1 - 6	0.1	7 - 12	0.2	13 - 18	0.3	19 - 24	0.4	25 - 30	0.5	31 - 36	0.6	37 - 42	0.7	43 - 48	0.8	49 - 54	0.9	55 - 60	1
Minutes	Tenths																						
1 - 6	0.1																						
7 - 12	0.2																						
13 - 18	0.3																						
19 - 24	0.4																						
25 - 30	0.5																						
31 - 36	0.6																						
37 - 42	0.7																						
43 - 48	0.8																						
49 - 54	0.9																						
55 - 60	1																						
<p>2) Select "Get Employees" to list all records needing an approval</p> <p>> View By: It is recommended that you approve time weekly, and enter the appropriate first day of the week that you wish to view.</p> <p>Search Criteria by Value:</p> <ul style="list-style-type: none"> o Use the "Department" field to filter employees listed by department. o Or pull up timesheets by "Emplid" or "Name" o If no filters ("Value") are input, results will list every active student employee on that has time to approve. o If you filtered on "Department," all student workers within that department have time to approve will be listed. <p>NOTE: Approvers should not approve records of employees outside their area of responsibility.</p>																							
<p>3) Click on the employee name to view their timesheet.</p>																							

The Timesheet displays the following details (for the employee selected) in the header:

- Name
- Employee ID
- Job Title
- Employee Record Number

Make sure that you are in the correct timesheet for the employee. Many students have multiple appointments across campus. The **Employee Record Number** will determine the correct timesheet.

The timesheet for the employee displays for the time period selected. This timeframe can be updated by making changes to the following fields. Be sure to select the **Refresh** button (with the green arrows) after making changes:

- 4) **View By:** Enter values to match the time frame needed
- 5) **Date:** Enter the start date of the week/month can be changed by entering a new date and clicking the "Refresh" button.

- 4) Verify that your employee's hours on the timesheet are accurate and fall within the parameters of the job. **It is important to check hours by day and Total Reported Hours by week.**

Hours for Student Assistants or ISAs should not exceed:

- **20 hours per week (While school is in session)**

Are corrections needed?

If yes: Go to **Section B) Review and Correct Reported Time** before proceeding to Section D.

If no corrections are needed, proceed to **Section C Approve Reported Time.**

Timesheet
 William Conrad Employee ID: 100528776
 Job Title: Student Asst Employee Record Number: 0

Select for Instructions

View By: Week *Date: 07/31/2017 Refresh

Reported Hours: 6.60 Hours Scheduled Hours: 0.00 Hours

From Monday 07/31/2017 to Sunday 08/06/2017

Mon 7/31	Tue 8/1	Wed 8/2	Thu 8/3	Fri 8/4	Sat 8/5	Sun 8/6	Total	Time Reporting Code	Taskgroup	Override Rate
3.00	3.60						6.60	REG - Regular Hours Worked	CSU	

Submit

Reported Time Status - select to hide

Reported Time Status

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/31/2017	Needs Approval	3.00	REG	
<input type="checkbox"/>	08/01/2017	Needs Approval	3.60	REG	

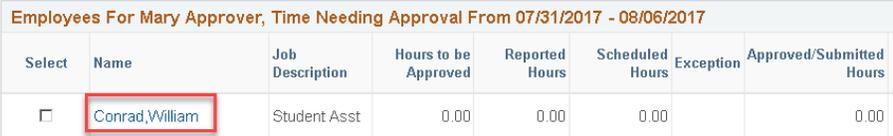
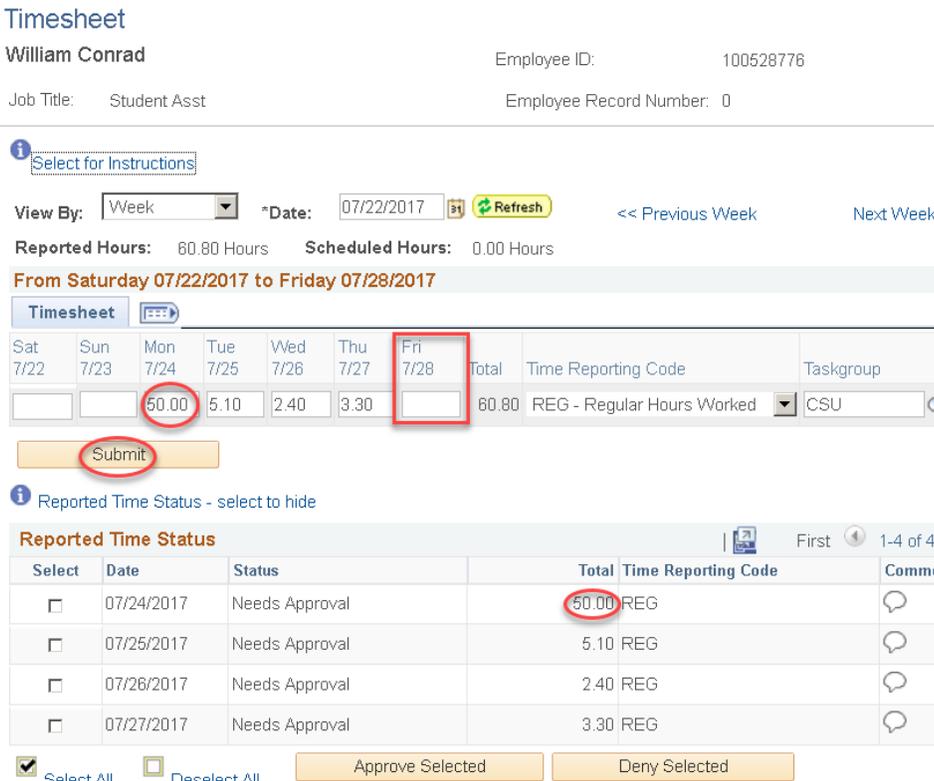
Select All Deselect All Approve Selected Deny Selected

B) Review and Correct Timesheet (Before Approvals)

Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

During the current pay period, Student Assistant or Approver can correct time/hours on the timesheet. If errors are discovered after the 5th of the month approver's deadline, the Approver should contact Payroll Services as soon as possible so that an adjustment can be made, and the student will receive an adjusted pay warrant.

Before making any corrections within TLSS, Approvers are encouraged to consult with their employee, and ask the student to make changes, if possible. If the student cannot make the changes, the Approver or Coordinator may do so on the employee's behalf. When an Approver changes time reported, they should add comments to the record.

Processing Steps	Screenshots																																																		
<p>1) Click on the employee's name to access their timesheet.</p>	 <p>Employees For Mary Approver, Time Needing Approval From 07/31/2017 - 08/06/2017</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Job Description</th> <th>Hours to be Approved</th> <th>Reported Hours</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Approved/Submitted Hours</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Conrad, William</td> <td>Student Asst</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td>0.00</td> </tr> </tbody> </table>	Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	<input type="checkbox"/>	Conrad, William	Student Asst	0.00	0.00	0.00		0.00																																		
Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours																																												
<input type="checkbox"/>	Conrad, William	Student Asst	0.00	0.00	0.00		0.00																																												
<p>2) Review and identify the necessary corrections. In this example, Monday, 7/24 has 5.0 hours reported in one day.</p> <p>3) Consult with Student Assistant to find out what it should be. In this example, the decimal was entered in the incorrect place for 7/24. His reported time should have been 5.0 hours.</p> <p>This student also forgot to enter his time worked for Friday, 7/28.</p>	 <p>Timesheet William Conrad Employee ID: 100528776 Job Title: Student Asst Employee Record Number: 0</p> <p>Select for Instructions</p> <p>View By: Week *Date: 07/22/2017 Refresh << Previous Week Next Week</p> <p>Reported Hours: 60.80 Hours Scheduled Hours: 0.00 Hours</p> <p>From Saturday 07/22/2017 to Friday 07/28/2017</p> <p>Timesheet</p> <table border="1"> <thead> <tr> <th>Sat 7/22</th> <th>Sun 7/23</th> <th>Mon 7/24</th> <th>Tue 7/25</th> <th>Wed 7/26</th> <th>Thu 7/27</th> <th>Fri 7/28</th> <th>Total</th> <th>Time Reporting Code</th> <th>Taskgroup</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>50.00</td> <td>5.10</td> <td>2.40</td> <td>3.30</td> <td></td> <td>60.80</td> <td>REG - Regular Hours Worked</td> <td>CSU</td> </tr> </tbody> </table> <p>Submit</p> <p>Reported Time Status - select to hide</p> <p>Reported Time Status</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>07/24/2017</td> <td>Needs Approval</td> <td>50.00</td> <td>REG</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>07/25/2017</td> <td>Needs Approval</td> <td>5.10</td> <td>REG</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>07/26/2017</td> <td>Needs Approval</td> <td>2.40</td> <td>REG</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>07/27/2017</td> <td>Needs Approval</td> <td>3.30</td> <td>REG</td> <td></td> </tr> </tbody> </table> <p>Select All Deselect All Approve Selected Deny Selected</p>	Sat 7/22	Sun 7/23	Mon 7/24	Tue 7/25	Wed 7/26	Thu 7/27	Fri 7/28	Total	Time Reporting Code	Taskgroup			50.00	5.10	2.40	3.30		60.80	REG - Regular Hours Worked	CSU	Select	Date	Status	Total	Time Reporting Code	Comments	<input type="checkbox"/>	07/24/2017	Needs Approval	50.00	REG		<input type="checkbox"/>	07/25/2017	Needs Approval	5.10	REG		<input type="checkbox"/>	07/26/2017	Needs Approval	2.40	REG		<input type="checkbox"/>	07/27/2017	Needs Approval	3.30	REG	
Sat 7/22	Sun 7/23	Mon 7/24	Tue 7/25	Wed 7/26	Thu 7/27	Fri 7/28	Total	Time Reporting Code	Taskgroup																																										
		50.00	5.10	2.40	3.30		60.80	REG - Regular Hours Worked	CSU																																										
Select	Date	Status	Total	Time Reporting Code	Comments																																														
<input type="checkbox"/>	07/24/2017	Needs Approval	50.00	REG																																															
<input type="checkbox"/>	07/25/2017	Needs Approval	5.10	REG																																															
<input type="checkbox"/>	07/26/2017	Needs Approval	2.40	REG																																															
<input type="checkbox"/>	07/27/2017	Needs Approval	3.30	REG																																															

4) To correct the decimal error on 7/24, clear the field and enter the correct hours worked.

Also add the 3.2 hours that the student worked on 7/28.

- Select **Submit** button when all corrections have been made.

From Saturday 07/22/2017 to Friday 07/28/2017

Timesheet

Sat 7/22	Sun 7/23	Mon 7/24	Tue 7/25	Wed 7/26	Thu 7/27	Fri 7/28	Total	Time Reporting Code	Taskgroup
		5.00	5.10	2.40	3.30	3.20	19.00	REG - Regular Hours Worked	CSU

Submit

- Confirmation displays.
- Select "OK"

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2017-07-22 to 2017-07-28 is submitted

5) Corrections were made for both 7/25, and 7/26; however, the total hours now reflects 21.30 greater than 20 for this workweek.

By law, the hours worked must be paid, but the employee should be counseled about CSU policy and the Approver should monitor the employee's schedule more closely.

From Saturday 07/22/2017 to Friday 07/28/2017

Timesheet

Sat 7/22	Sun 7/23	Mon 7/24	Tue 7/25	Wed 7/26	Thu 7/27	Fri 7/28	Total	Time Reporting Code
		5.00	5.20	4.60	3.30	3.20	21.30	REG - Regular Hours Worked

Submit

6) To enter comments:

- Select the callout icon under **Comments** for the **Date** in question
- Enter comments.
- Select **Save**

If necessary, additional comments may be added to the record by inserting additional rows using the plus icon to the right.

Note: Once Comments are saved, you do not have access to delete or edit the Comments.

Reported Time Status

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	07/24/2017	Needs Approval	5.00	REG	
<input type="checkbox"/>	07/25/2017	Needs Approval	5.20	REG	
<input type="checkbox"/>	07/26/2017	Needs Approval	4.60	REG	
<input type="checkbox"/>	07/27/2017	Needs Approval	3.30	REG	
<input type="checkbox"/>	07/28/2017	Needs Approval	3.20	REG	

Select All Deselect All

Comments

William Conrad Employee ID: 100528776

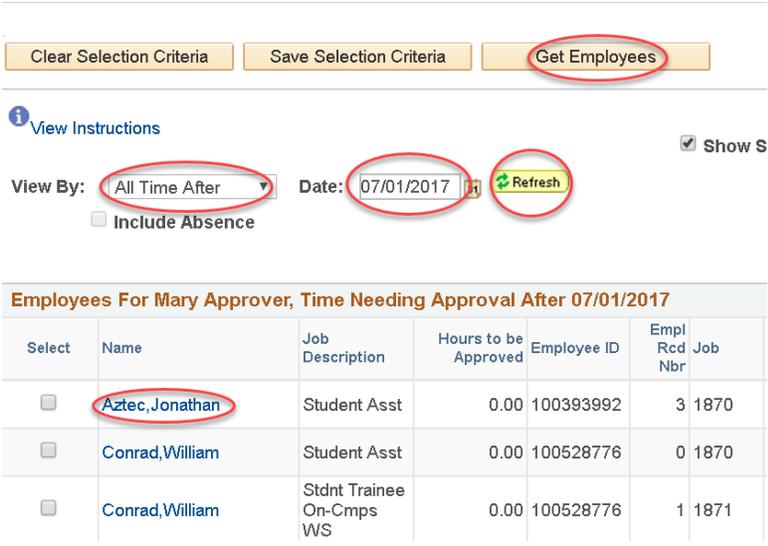
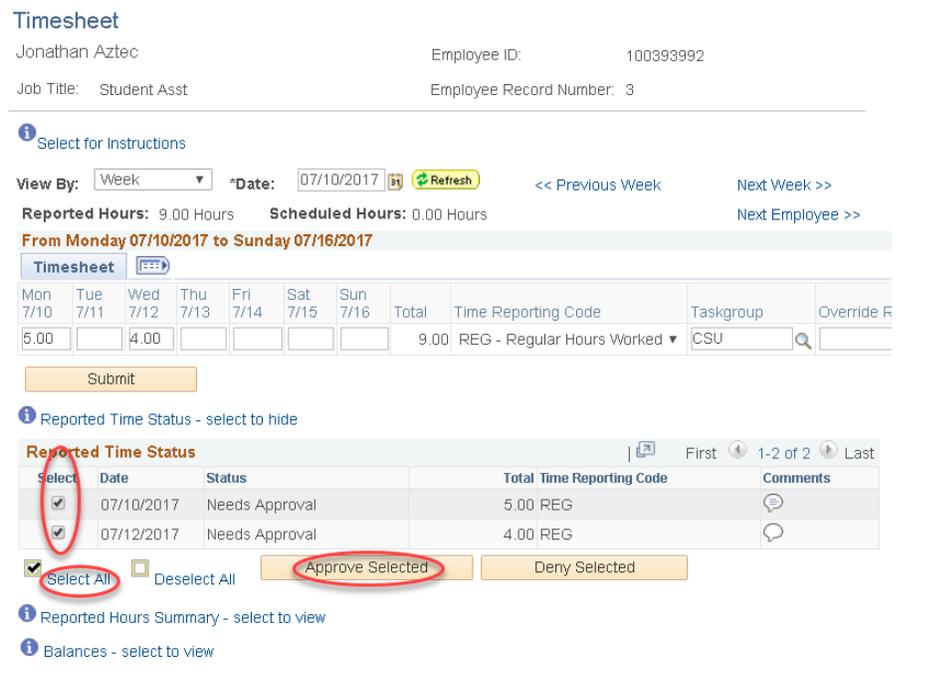
Job Title: Student Asst Employee Record Number: 0

Date Under Report: 07/28/2017

Operator Id	DateTime Created	Source	Comment
18787879	08/04/2017 3:53PM	Time Reporting	Worked off campus at a high school fair.

C) Approve Reported Time

Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

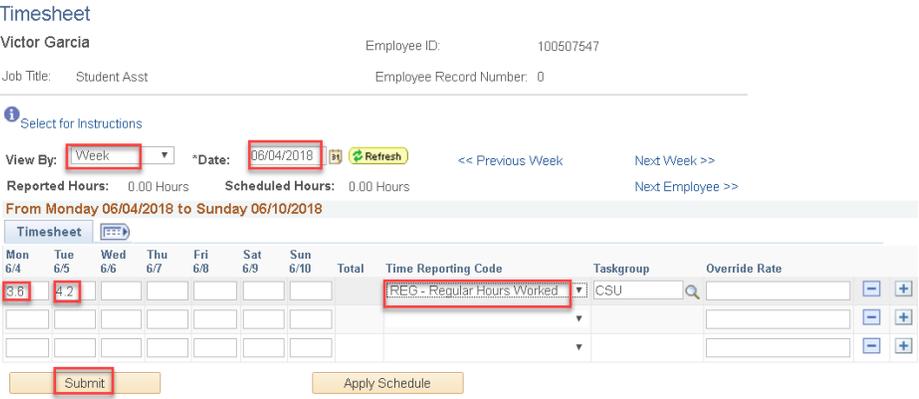
Processing Steps	Screenshots																																								
<p>1) Start Date = select View By All Time After, enter last day of the pay period to include the first and click on Refresh</p> <p>2) Enter a department code or other filters if needed, or leave blank</p> <p>3) Click on Get Employees button</p> <p>4) Select appropriate employee by clicking on their name</p> <p>Special Note: Do not use to view by All Time Before you will get an error message.</p>	 <p>Employees For Mary Approver, Time Needing Approval After 07/01/2017</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Job Description</th> <th>Hours to be Approved</th> <th>Employee ID</th> <th>Empl Rcd Nbr</th> <th>Job Nbr</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Aztec, Jonathan</td> <td>Student Asst</td> <td>0.00</td> <td>100393992</td> <td>3</td> <td>1870</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Conrad, William</td> <td>Student Asst</td> <td>0.00</td> <td>100528776</td> <td>0</td> <td>1870</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Conrad, William</td> <td>Stdnt Trainee On-Cmps WS</td> <td>0.00</td> <td>100528776</td> <td>1</td> <td>1871</td> </tr> </tbody> </table>	Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job Nbr	<input type="checkbox"/>	Aztec, Jonathan	Student Asst	0.00	100393992	3	1870	<input type="checkbox"/>	Conrad, William	Student Asst	0.00	100528776	0	1870	<input type="checkbox"/>	Conrad, William	Stdnt Trainee On-Cmps WS	0.00	100528776	1	1871												
Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job Nbr																																			
<input type="checkbox"/>	Aztec, Jonathan	Student Asst	0.00	100393992	3	1870																																			
<input type="checkbox"/>	Conrad, William	Student Asst	0.00	100528776	0	1870																																			
<input type="checkbox"/>	Conrad, William	Stdnt Trainee On-Cmps WS	0.00	100528776	1	1871																																			
<p>5) Verify that hours are correct.</p> <p>6) Select: Check the boxes that you wish to approve. Use the "Select All" link if you wish to approve all of the hours listed.</p> <p>7) Select the "Approve Selected" button</p> <p>IMPORTANT: Selecting "OK" is the equivalent to your signature on a paper timesheet. It authorizes Payroll to issue a pay warrant for the time reported. Once Payable time is approved, no changes or corrections can be made to the Approved time.</p>	 <p>Timesheet Jonathan Aztec Employee ID: 100393992 Job Title: Student Asst Employee Record Number: 3</p> <p>View By: Week Date: 07/10/2017 Refresh << Previous Week Next Week >> Reported Hours: 9.00 Hours Scheduled Hours: 0.00 Hours Next Employee >> From Monday 07/10/2017 to Sunday 07/16/2017</p> <table border="1"> <thead> <tr> <th>Mon 7/10</th> <th>Tue 7/11</th> <th>Wed 7/12</th> <th>Thu 7/13</th> <th>Fri 7/14</th> <th>Sat 7/15</th> <th>Sun 7/16</th> <th>Total</th> <th>Time Reporting Code</th> <th>Taskgroup</th> <th>Override R</th> </tr> </thead> <tbody> <tr> <td>5.00</td> <td></td> <td>4.00</td> <td></td> <td></td> <td></td> <td></td> <td>9.00</td> <td>REG - Regular Hours Worked</td> <td>CSU</td> <td></td> </tr> </tbody> </table> <p>Submit</p> <p>Reported Time Status - select to hide</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>07/10/2017</td> <td>Needs Approval</td> <td>5.00</td> <td>REG</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>07/12/2017</td> <td>Needs Approval</td> <td>4.00</td> <td>REG</td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All Approve Selected Deny Selected</p> <p>Reported Hours Summary - select to view Balances - select to view</p>	Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16	Total	Time Reporting Code	Taskgroup	Override R	5.00		4.00					9.00	REG - Regular Hours Worked	CSU		Select	Date	Status	Total	Time Reporting Code	Comments	<input checked="" type="checkbox"/>	07/10/2017	Needs Approval	5.00	REG		<input checked="" type="checkbox"/>	07/12/2017	Needs Approval	4.00	REG	
Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16	Total	Time Reporting Code	Taskgroup	Override R																															
5.00		4.00					9.00	REG - Regular Hours Worked	CSU																																
Select	Date	Status	Total	Time Reporting Code	Comments																																				
<input checked="" type="checkbox"/>	07/10/2017	Needs Approval	5.00	REG																																					
<input checked="" type="checkbox"/>	07/12/2017	Needs Approval	4.00	REG																																					
<p>5) Click OK to process.</p>	 <p>Message</p> <p>Are you sure you want to approve the time selected? (13504,2500)</p> <p>Once the page is saved, the time cannot be "Unapproved" Press OK to Approve or press Cancel to not save the approval.</p> <p>OK Cancel</p>																																								

D) To Enter Hours on the Student’s Behalf and Approved (After the 1st of the month, students lose access to the timesheet for the prior month)

Navigation: Main Menu > Manager Self Service > Time Management > ReportTime > Timesheet

Due to unforeseeable circumstances, student assistants are unable to report their hours in a timely matter. Approver has access to enter their hours and approved at the same instance.

On the **Timesheet** page, you will click on **“Get Employees”** to see a list of names, follow the processing steps. Approver must select the correct employee record and enter hours.

Processing Steps	Screenshots																																										
<p>1. View By option is Week or Day.</p> <p>2. The list includes all the student employees you have access to, and able to determine if any student employees have not reported any times (zero hours in reported hours).</p> <p>3. Find the correct record and click on the employee’s name to access their timesheet.</p>	 <p>View By: Week Date: 06/04/2018 Refresh << Previous Week Next Week >></p> <p>Employees For Mary Approver, Totals From 06/04/2018 - 06/10/2018</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Description</th> <th>Reported Hours</th> <th>Hours to be Approved</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Approved/Submitted Hours</th> <th>Denied Hours</th> </tr> </thead> <tbody> <tr> <td>Garcia,Victor</td> <td>Student Asst</td> <td>7.80</td> <td>0.00</td> <td>0.00</td> <td></td> <td>7.80</td> <td>0.00</td> </tr> <tr> <td>Jackson,Barbara</td> <td>Student - Non Citizen Status</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Johnson,Connor</td> <td>Student Asst</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <p>Employees For Mary Approver, Totals From 06/04/2018 - 06/10/2018</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Description</th> <th>Reported Hours</th> <th>Hours to be Approved</th> <th>Scheduled Hours</th> </tr> </thead> <tbody> <tr> <td>Garcia,Victor</td> <td>Student Asst</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Garcia,Victor	Student Asst	7.80	0.00	0.00		7.80	0.00	Jackson,Barbara	Student - Non Citizen Status	0.00	0.00	0.00		0.00	0.00	Johnson,Connor	Student Asst	0.00	0.00	0.00		0.00	0.00	Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Garcia,Victor	Student Asst	0.00	0.00	0.00
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours																																				
Garcia,Victor	Student Asst	7.80	0.00	0.00		7.80	0.00																																				
Jackson,Barbara	Student - Non Citizen Status	0.00	0.00	0.00		0.00	0.00																																				
Johnson,Connor	Student Asst	0.00	0.00	0.00		0.00	0.00																																				
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours																																							
Garcia,Victor	Student Asst	0.00	0.00	0.00																																							
<p>4. The Timesheet displays the following details in the header:</p> <ul style="list-style-type: none"> Name ID Job Title Employee Record Number <p>Timesheet date ranges may be displayed in different ways by changing the defaults in the following pull down menus:</p> <ul style="list-style-type: none"> 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. <p>The following navigational links are also available:</p> <p>5. Previous Week/Next Week: Use these links to quickly navigate to the previous or next time period.</p>	 <p>Timesheet Victor Garcia Employee ID: 100507547 Job Title: Student Asst Employee Record Number: 0</p> <p>Select for Instructions</p> <p>View By: Week *Date: 06/04/2018 Refresh << Previous Week Next Week >> Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours From Monday 06/04/2018 to Sunday 06/10/2018</p> <p>Timesheet REG - Regular Hours Worked Taskgroup CSU Override Rate</p> <table border="1"> <thead> <tr> <th>Mon 6/4</th> <th>Tue 6/5</th> <th>Wed 6/6</th> <th>Thu 6/7</th> <th>Fri 6/8</th> <th>Sat 6/9</th> <th>Sun 6/10</th> <th>Total</th> <th>Time Reporting Code</th> <th>Taskgroup</th> <th>Override Rate</th> </tr> </thead> <tbody> <tr> <td>3.8</td> <td>4.2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>REG - Regular Hours Worked</td> <td>CSU</td> <td></td> </tr> </tbody> </table> <p>Submit Apply Schedule</p>	Mon 6/4	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Sat 6/9	Sun 6/10	Total	Time Reporting Code	Taskgroup	Override Rate	3.8	4.2							REG - Regular Hours Worked	CSU																					
Mon 6/4	Tue 6/5	Wed 6/6	Thu 6/7	Fri 6/8	Sat 6/9	Sun 6/10	Total	Time Reporting Code	Taskgroup	Override Rate																																	
3.8	4.2							REG - Regular Hours Worked	CSU																																		

<p>5) Enters hours on dates worked and select the Time Reporting Code: REG – regular Hours Worked.</p> <p>Click on Submit to finalize the entry.</p>	
<p>6) Confirmation displays. Select "OK"</p>	
<p>7) Verify that hours are correct.</p> <p>8) Select: Check the boxes that you wish to approve. Use the "Select All" link if you wish to approve all of the hours listed.</p> <p>9) Select the "Approve Selected" button</p> <p>IMPORTANT MESSAGE: Selecting "OK" is the equivalent to your signature on a paper timesheet. It authorizes Payroll to issue a pay warrant for the time reported. Once Payable time is approved, no changes or corrections can be made to the Approved time.</p> <p>10) To enter comments:</p> <ul style="list-style-type: none"> • Select the callout icon under Comments for the Date in question • Enter comments. • Select Save 	

E) Review and Correct Exceptions

Exceptions are posted once reported time is "Submitted", and the **Time Administration** process is run. **Time Administration** is scheduled to run every day at night.

All exceptions need to be reviewed on the Timesheet and corrected if possible prior to Payroll Services approving "Payable Time" to be transmit to State Controller's Office. There are different levels of exception **Severity**:

- 4) **High**: Exception MUST be corrected. Time for this date will not be processed while in a "High" exception status. Corrections are made on the Timesheet.
- 5) **Medium**: Hours can be "Allowed", if it cannot be fixed. The most common exceptions include:
- 6) **Student hours exceed 20** (Medium) – ok if student is working while classes are not in session (i.e. winter or spring break)
- 7) **More than 24 hours reported (in one day)** (High) – Usually a keying error when the employee meant to enter time with a decimal point.

Navigation: Main Menu > Manager Self Service > Approve Time and Exceptions > Exceptions

Processing Steps	Screenshots																																									
<p>Review Exceptions:</p> <p>1) Enter a department code or leave blank, then select "Get Employees" and all of the exceptions for student workers in your department will display.</p> <p>You may wish to filter by individual employees by using "Last Name" or "Emplid"</p> <p>2) Analyze Exceptions:</p> <p>Severity:</p> <ul style="list-style-type: none"> • See notes above • Medium exceptions can be cleaned up using step #3 below. • High exceptions need adjustments made to the employee's Timesheet (step #4 on the next page) <p>3) Clean up Exception:</p> <ul style="list-style-type: none"> • Allow = Click on the checkbox • Select the Save button 	<p>Manage Exceptions</p> <div data-bbox="592 772 1268 1180"> <p>Employee Selection Criteria</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>Group ID</td><td><input type="text"/></td></tr> <tr><td>Empl ID</td><td><input type="text"/></td></tr> <tr><td>Empl Rcd Nbr</td><td><input type="text"/></td></tr> <tr><td>Last Name</td><td><input type="text"/></td></tr> <tr><td>First Name</td><td><input type="text"/></td></tr> <tr><td>Job Code</td><td><input type="text"/></td></tr> <tr><td>Department</td><td><input type="text"/></td></tr> <tr><td>North American Paygroup</td><td><input type="text"/></td></tr> <tr><td>Position Number</td><td><input type="text"/></td></tr> </tbody> </table> <p> <input type="button" value="Clear Selection Criteria"/> <input type="button" value="Save Selection Criteria"/> <input type="button" value="Get Employees"/> </p> </div> <p>View Instructions</p> <p>Filter Options</p> <div data-bbox="592 1297 1529 1480"> <p>Exceptions Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Allow</th> <th>Exception ID</th> <th>Description</th> <th>Date</th> <th>Name</th> <th>Job Description</th> <th>Severity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>TLX90002</td> <td>Student hour exceed 20</td> <td>03/16/2017</td> <td>Aztec, Jonathan</td> <td>Stdnt Trainee On-Cmps WS</td> <td>Medium</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TLX90002</td> <td>Student hour exceed 20</td> <td>03/17/2017</td> <td>Aztec, Jonathan</td> <td>Stdnt Trainee On-Cmps WS</td> <td>Medium</td> </tr> </tbody> </table> <p> <input type="button" value="Clean Up Exceptions"/> </p> <p>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.</p> <p> <input type="button" value="Allow All"/> <input type="button" value="Save"/> </p> </div>	Description	Value	Group ID	<input type="text"/>	Empl ID	<input type="text"/>	Empl Rcd Nbr	<input type="text"/>	Last Name	<input type="text"/>	First Name	<input type="text"/>	Job Code	<input type="text"/>	Department	<input type="text"/>	North American Paygroup	<input type="text"/>	Position Number	<input type="text"/>	Allow	Exception ID	Description	Date	Name	Job Description	Severity	<input type="checkbox"/>	TLX90002	Student hour exceed 20	03/16/2017	Aztec, Jonathan	Stdnt Trainee On-Cmps WS	Medium	<input type="checkbox"/>	TLX90002	Student hour exceed 20	03/17/2017	Aztec, Jonathan	Stdnt Trainee On-Cmps WS	Medium
Description	Value																																									
Group ID	<input type="text"/>																																									
Empl ID	<input type="text"/>																																									
Empl Rcd Nbr	<input type="text"/>																																									
Last Name	<input type="text"/>																																									
First Name	<input type="text"/>																																									
Job Code	<input type="text"/>																																									
Department	<input type="text"/>																																									
North American Paygroup	<input type="text"/>																																									
Position Number	<input type="text"/>																																									
Allow	Exception ID	Description	Date	Name	Job Description	Severity																																				
<input type="checkbox"/>	TLX90002	Student hour exceed 20	03/16/2017	Aztec, Jonathan	Stdnt Trainee On-Cmps WS	Medium																																				
<input type="checkbox"/>	TLX90002	Student hour exceed 20	03/17/2017	Aztec, Jonathan	Stdnt Trainee On-Cmps WS	Medium																																				

The next step will demonstrate how to make corrections in an employee's timesheet.

- 4) The exception for this student displays as, "More than 24 hours reported." This is a High exception and cannot be fixed on the Manage Exceptions page.

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

[View Instructions](#)

Filter Options

Exceptions Find | 1-16 of 16 | Last

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX01540	More than 24 hours reported	08/15/2014	[Redacted]	Brdg Stdnt Asst	High
<input type="checkbox"/>	TLX90002	Student hour exceed 20	07/03/2014	[Redacted]	Brdg Stdnt Asst	Medium
<input type="checkbox"/>	TLX90002	Student hour exceed 20	07/16/2014	[Redacted]	Brdg Stdnt Asst	Medium
<input type="checkbox"/>	TLX90002	Student hour exceed 20	07/17/2014	[Redacted]	Brdg Stdnt Asst	Medium

Correct Exceptions

- 5) Navigate to the employee's timesheet:
 - Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**
 - Enter the employee's Emplid or Last Name
 - **View By = "Week"**
 - **Date = First calendar day**
 - Click on **"Get Employees"** button
- 6) Select the employee's name

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text" value="100899992"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
North American Paygroup	<input type="text"/>
Position Number	<input type="text"/>

Show Schedule In

View By: Week **Date:** 03/13/2017
<< Previous Week Ne

Employees For Mary Approver, Totals From 03/13/2017 - 03/19/2017

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Di
Aztec, Jonathan	Stdnt Trainee On-Crmps WS	0.00	0.00	0.00		0.00	
Aztec, Jonathan	Student Asst	0.00	0.00	0.00		0.00	

- 7) **View By:** Select "Time Period"
- 8) **Date:** Enter the first day of the reporting period
- 9) Make correction by overwriting the value in the field.
- 10) Select the "Submit" button.

Note: After Timesheets are corrected, the Approver will need to wait for the Time Administration process to run before seeing the results on the Exceptions page.

Time Administration is scheduled to run every day at:

10:00 AM
2:00 PM
6:00 PM

- 11) There should be no more exceptions for this employee.

Timesheet
Loren Hansen
Job Title: Brdg Stdnt Asst

Select for Instructions
View By: Time Period
*Date: 08/01/2014
Reported Hours: 150.50 Hours
Scheduled Hours:

From Friday 08/01/2014 to Sunday 08/31/2014

Fri 8/1	Sat 8/2	Sun 8/3	Mon 8/4	Tue 8/5	Wed 8/6	Thu 8/7
8.00			8.00	8.00	7.50	7.50

Save for Later Submit

Reported Time Status - select to hide

Date	Status	Total	Time Reporting Code	Comments	Exception
08/01/2014	Submitted	8.00	REG		
08/04/2014	Submitted	8.00	REG		
08/05/2014	Submitted	8.00	REG		
08/06/2014	Submitted	7.50	REG		
08/07/2014	Submitted	7.50	REG		
08/08/2014	Submitted	8.00	REG		
08/12/2014	Submitted	7.50	REG		
08/13/2014	Submitted	8.00	REG		
08/14/2014	Submitted	8.00	REG		
08/15/2014	Submitted	80.00	REG		

Wed 8/13	Thu 8/14	Fri 8/15
8.00	8.00	8.0

- 12) Enter a **Comment.** (See step #6 on page 9 of this document)

Date	Status	Total	Time Reporting Code	Comments
03/17/2014	Approved	6.00	REG	
03/18/2014	Approved	6.00	REG	
03/19/2014	Approved	3.00	REG	
03/20/2014	Approved	4.00	REG	
03/21/2014	Approved	1.00	REG	

F) How to run T&L Student Reported Hours Report

The Time and Labor module only allows you to view a student assistant at a time. In order to view all student's time, a Time and Labor report was created to show reported times during a specific pay period for a department ID or payable hours report. If you have more than 2-3 student assistants, you will want to run this report periodically to audit your student's time.

This report will include all active student workers who reported or have not reported their hours. To assist approvers to follow-up with student workers who may forgot to report their hours and check who have reported their hours.

The enhancement to the existing report, the result has four files. They are the Summary (existing report), Reported Time Details, Future Job Transactions and Active Positions Data Reports. These reports are intended to assist approvers in reviewing and approving hours in a timely matter.

SDTL006_XXXXXXXX_1_Summary – the existing report with added data fields of Last Hire Date, Expected End Date, Term Date and Approver Name (reports to on position data). If the Approver Name is blank or incorrect, it will be best practice to submit request to HRIS to update the approver for the student position.

SDTL006_XXXXXXXX_2_Reported_Time_Details – this file is useful for approvers to review and audit before approving the hours on timesheet. It contains the following data fields: Reported Date, Total Hours, Date Entered by Student, Last Person Updated, HR Status (active or inactive), Termination Date, Date Comments Entered and Comments.

Please note:

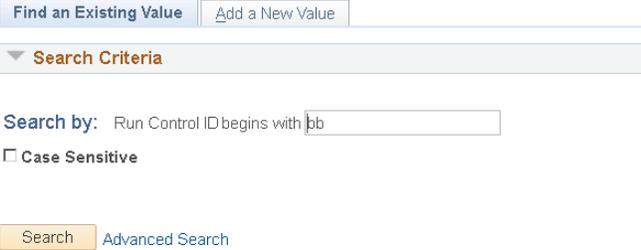
If students are terminated, you will not have access to approve their hours. It is best practice to approve the hours worked before submitting a Student Employment Authorization (SEA) form to terminate employment.

Inactive Students with * in the reported date field indicates hours reported past the termination date.**

SDTL006_XXXXXXXX_3_Future_Job Transactions – this file has the future job transactions processed by Payroll Services, it will be helpful to know what positions are ready for student assistants to enter their hours. The effective date is future dated from the pay period you entered on the run control page. For example, if you entered 7/30/2019. The file will return all the job transactions processed effective after 7/30/2019. The file will be blank if there's no future job transactions.

SDTL006_XXXXXXXX_4_Active_Positions_Data – this file has a list of all active student assistants' positions within the department(s) you have access to. Reviewing the position data periodically and keeping the Approver Name current will help with timesheet approval. Use this file to select a valid position number for Student Employment Authorization (SEA) form submission. If any positions are no longer in use, it will be best practice to inactivate them by submitting a PAR form.

The steps to run the report is unchanged, the instruction is on the next page.

Processing Steps	Screenshots
<p>1. Need Run Control ID, create new or use existing ID</p> <p>A. 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. Enter your initials and click on </p> <p>B. Find an Existing Value tab: if you already 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 report page will display.</p>	<p>Option A – New user to PeopleSoft report, add a New Value tab TL Student Reported Hours</p>  <p>Option B – Find an Existing Value tab TL Student Reported Hours</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 

2. In order to run a report for specific pay period, you must enter the end date. Use the hyperlink to view the Payroll Calendar for find the correct end date.

3. Must enter a Department ID, use the lookup to view the department name and select a Department ID.

4. You have the option to insert more departments, click on the  to add more.

5. Click Save (for future use) and click Run.

Continue on to Process Scheduler Request page.

6. On Process Scheduler Request page, on Server Name select PSUNX* and click OK. Return to the run control page, click on Process Monitor link.

The report type and format is defaulted to Web and PDF. The other format is CSV and export the results to Excel.

*Selection of the server is required for the first run.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TL Student Hourly Report	SDTL006	SQR Report	Web	PDF	Distribution

7. On the Run Control ID page, click on Process Monitor link.
8. The process name is SDTL006, wait for the Run Status/Distribution Status to change to Success and Posted.
9. Click on the Details link, click on View Log/Trace to view the PDF file.

Process List | Server List

View Process Request For

User ID: 802228389 | Type: | Last: | Days: | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	532789		SQR Report	SDTL006	802228389	08/24/2017 5:09:10PM PDT	Success	Posted	Details

Process Detail

Process

Instance: 532789 | Type: SQR Report
 Name: SDTL006 | Description: TL Student Hourly Report
 Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: bb | Hold Request
 Location: Server | Queue Request
 Server: PSURK | Cancel Request
 Recurrence | Delete Request
 Restart Request

Date/Time | Actions

Request Created On: 08/24/2017 5:13:43PM PDT | Parameters | Transfer
 Run Anytime After: 08/24/2017 5:09:10PM PDT | Message Log
 Began Process At: 08/24/2017 5:14:11PM PDT | Batch Timings
 Ended Process At: 08/24/2017 5:14:30PM PDT | View Log/Trace

10. Click on SDTL006.pdf link to view the report results.

View Log/Trace

Report

Report ID: 207696 | Process Instance: 532789 | Message Log
 Name: SDTL006 | Process Type: SQR Report
 Run Status: Success

TL Student Hourly Report

Distribution Details

Distribution Node: HSDPRD | Expiration Date: 12/01/2017

File List

Name	File Size (bytes)	Datetime Created
SDTL006.pdf	6,906	08/24/2017 5:14:30.207426PM PDT
SQR_SDTL006_532789.log	1,565	08/24/2017 5:14:30.207426PM PDT
sdtl006_532789.out	711	08/24/2017 5:14:30.207426PM PDT

11. The fields on the report are the following:

- Red ID
- Emplid & Record
- Name
- Position Number
- Position Title (Working Title)
- DeptID
- Job Code (Class Code)
- Hourly Rate
- Total Hours
- Calculated Gross (Total Hours x Hourly Rate)
- Status (Approved, Need Approved or Denied)
- Pay Period End Date

Report: SDTL006 | San Diego State University | Page 2
 Department: | Time and Labor Student Reported Hours | Pay Period End Date: 08/01/2017

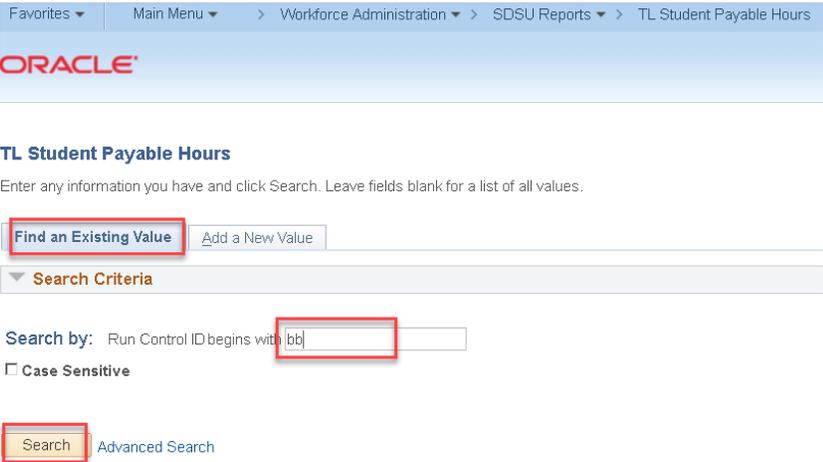
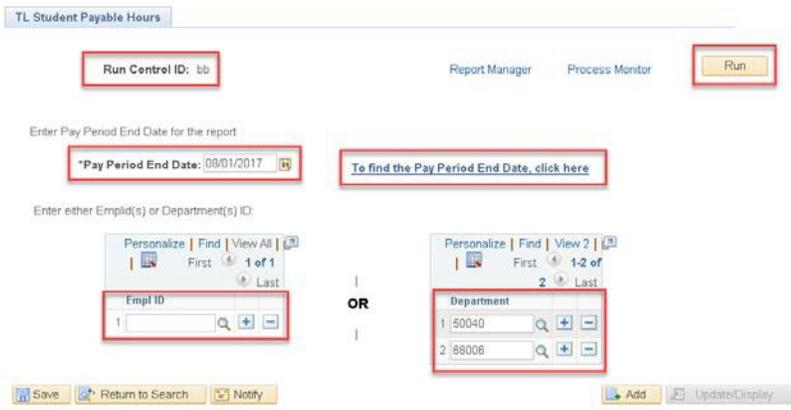
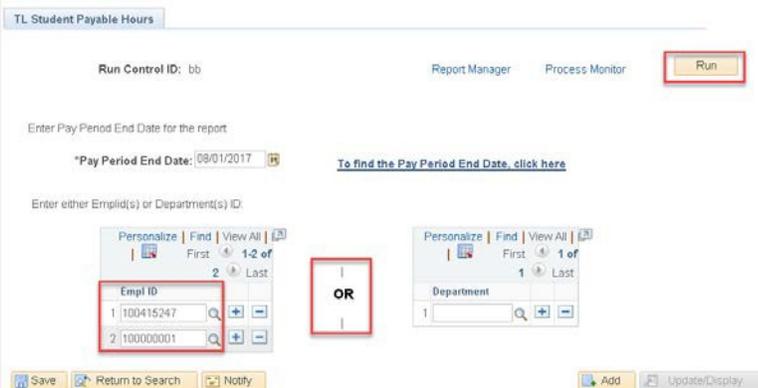
RedID	EmplID-RCID	Name	Position	Position Title	Job Cd	Hourly Rr	Total Hours	Calc Gross	Status	PP End Date
			10004684	Brdg Student Trne,Cn-	1875		51.20	\$ 537.60	Approved	08/01/2017
							Sub-Total	51.20 \$ 537.60		
			10004684	Brdg Student Trne,Cn-	1875		102.10	\$ 1,815.34	Approved	08/01/2017
							Sub-Total	102.10 \$ 1,815.34		
			10004684	Brdg Student Trne,Cn-	1875		54.10	\$ 568.05	Approved	08/01/2017
			10004684	Brdg Student Trne,Cn-	1875		2.90	\$ 30.45	Need App	08/01/2017
							Sub-Total	57.00 \$ 598.50		
			10004684	Brdg Student Trne,Cn-	1875		25.30	\$ 265.65	Approved	08/01/2017
							Sub-Total	25.30 \$ 265.65		
								TOTAL	\$ 3,217.09	

Legend for Status Column:
 Approved- ready for Payroll Services to process, hours included in the subtotal.
 NeedsApp- pending approval, hours included in the subtotal.
 Denied- reported time is denied, best practice to enter comments for denial.

G) How to run T&L Student Payable Hours Report

This report will include student workers who have reported hours and approved, transmitted to the State Controller's for payment.

Navigation: *Main Menu > Workforce Administration > SDSU Reports > TL Student Payable Hours*

Processing Steps	Screenshots
<p>1. Use an existing Run Control ID you have saved from the previous report. It will have the same Pay Period End Date and Department IDs.</p>	<p>Find an Existing Value tab</p> 
<p>2. Change the data on the Run Control page if you want to run the report for other Pay Period End Date or by Emplid (s).</p> <p>3. Must delete the Dept ID if you are running the report for a specific Emplid or multiple Emplids. Need to insert a row to enter more Emplids. This option is to help review the payable hours for a specific employee.</p> <p>4. Click on Run once you have updated your selection. Continue on to Process Scheduler Request page.</p>	<p>By Department IDs sample</p>  <p>By Emplid sample</p> 

5. On Process Scheduler Request page,

- Leave the Server Name as PSUNX
- Type as Web
- Format as PDF
- Click on OK.
- Return to the Run Control ID page.

The report type and format is defaulted to Web and PDF. The other format is CSV and export the results to Excel.

Process Scheduler Request

User ID: 802228368 Run Control ID: bb

Server Name: PSUNX Run Date: 08/25/2017
 Recurrence: Run Time: 2:17:21PM
 Time Zone: [Search]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TL Student Approval Report	SDTL005	SQR Report	Web	PDF	Distribution

OK Cancel

6. On the Run Control ID page, click on Process Monitor link.

TL Student Payable Hours

To view the results

Run Control ID: bb Report Manager Process Monitor Run

Process Instance: 532981

Enter Pay Period End Date for the report

*Pay Period End Date: 08/01/2017

To find the Pay Period End Date, click here

Enter either Emplid(s) or Department(s) ID:

Empl ID: 1

OR

Department: 1 50040, 2 68006

Save Return to Search Notify Add Update/Display

7. The process name is SDTL005, wait for the Run Status/Distribution Status to change to Success and Posted.

Process List Server List

View Process Request For

User ID: 802228368 Type: Last 1 Days Refresh

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	532981		SQR Report	SDTL005	802228368	08/25/2017 2:27:04PM PDT	Success	Posted	Details

8. Click on the Details link, click on View Log/Trace to view the PDF file.
9. Click on SDTL005.pdf link to view the report results.

Process Detail

Process	
Instance: 532981	Type: SQR Report
Name: SDTL005	Description: TL Student Approval Report
Run Status: Success	Distribution Status: Posted
Run	
Run Control ID: bb	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request
Date/Time	
Request Created On: 08/25/2017 2:27:05PM PDT	Parameters: Transfer
Run Anytime After: 08/25/2017 2:27:04PM PDT	Message Log
Began Process At: 08/25/2017 2:27:30PM PDT	Batch Timings
Ended Process At: 08/25/2017 2:27:40PM PDT	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

View Log/Trace

Report			
Report ID: 207868	Process Instance: 532981	Message Log	
Name: SDTL005	Process Type: SQR Report		
Run Status: Success			
TL Student Approval Report			
Distribution Details			
Distribution Node: HSDPRD	Expiration Date: 12/02/2017		
File List			
Name	File Size (bytes)	Datetime Created	
SDTL005.pdf	5,877	08/25/2017 2:27:40.429120PM PDT	
SQR_SDTL005_532981.log	1,565	08/25/2017 2:27:40.429120PM PDT	
sdtl005_532981.out	511	08/25/2017 2:27:40.429120PM PDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User	802229369		
<input type="button" value="Return"/>			

10. The fields on the report are the following:

- Red ID
- Emplid & Record
- Name
- Position Number
- Position Title (Working Title)
- DeptID
- Job Code (Class Code)
- Hourly Rate
- Total Hours
- Estimated Gross (Total Hours x Hourly Rate)
- Status (Approved or Transmitted)
- Pay Period End Date

San Diego State University Time and Labor Student Payable Hours										
Report:	SDTL005		Department:		[REDACTED]		Page:	1		
							Pay Period End Date:	08/01/2017		
RedID	EmplID-R CD	Name	Position	Position Title	Job Cd	Hourly Rt	Total Hours	Est. Gross	Status	PP End Date
[REDACTED]			10004684	Brdg Student Time,On		1875	[REDACTED]	[REDACTED]	Transmitted	08/01/2017
[REDACTED]			10004684	Brdg Student Time,On		1875	[REDACTED]	[REDACTED]	Transmitted	08/01/2017
[REDACTED]			10004684	Brdg Student Time,On		1875	[REDACTED]	[REDACTED]	Transmitted	08/01/2017
[REDACTED]			10004684	Brdg Student Time,On		1875	[REDACTED]	[REDACTED]	Transmitted	08/01/2017
TOTAL								\$ 3,186.64		

Legend for Status Column:
Approved - approved payable hours, processed by Payroll Services.
Transmitted - transmitted to State Controller's Office for payment.

Time and Labor Student Employee Self-Service

Quick Overview of "To Do" and "Not to Do" with Timesheet

- Need your SDSU id and password to login to PeopleSoft to report your worked hours.
- Watch the Time and Labor Student Time Entry Training Video (7 minutes) and review the Business Process Guide. Here is the link:
<https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Time-and-Labor.aspx>
- If you have multiple jobs to select on your main timesheet page, please check with your manager/approver for the correct job to report your hours 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 hours.
- Hours worked should be reported daily.
- All hours worked for the previous pay period must be submitted by the 1st business 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>
- Enter the total hours worked for each applicable date. All partial hours worked must be reported to the **tenths of an hour**. For example, worked 4 hours and 15 minutes – entered 4.3 hours.

Report Fractions of Hours as Tenths	
Minutes	Tenths
1 - 6	0.1
7 - 12	0.2
13 - 18	0.3
19 - 24	0.4
25 - 30	0.5
31 - 36	0.6
37 - 42	0.7
43 - 48	0.8
49 - 54	0.9
55 - 60	1

- Do not enter **zeros** on any days that you did not worked. Zeros required approval.
- Do not enter hours in the future (i.e. next day or next week).
- Time for prior payroll cycles cannot be entered via self-service, and must submit a late paper timesheet to T&L Coordinator 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>