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 to 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.

- Must enter AM or PM (12-hour clock) for “In” and “Out” time.

- 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 Services.
  - 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

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screenshots</th>
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</thead>
<tbody>
<tr>
<td>1) Navigate to the Center for Human Resources website at <a href="http://hr.sdsu.edu/">http://hr.sdsu.edu/</a>.</td>
<td></td>
</tr>
<tr>
<td>2) Click on Current Employees, SDSU Intranet and login with your student SDSUid and password.</td>
<td></td>
</tr>
<tr>
<td>3) Click on PeopleSoft under the Home menu on the left. Bookmarks the site for future use.</td>
<td></td>
</tr>
<tr>
<td>4) Login to PeopleSoft: Enter your SDSUid (e.g. <a href="mailto:jsmith@sdsu.edu">jsmith@sdsu.edu</a>) and password.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>6) Please use Chrome or Firefox browsers.</td>
<td></td>
</tr>
</tbody>
</table>
A) Verify hours worked on Timesheet

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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Navigation to Approve Reported Time:</td>
<td><img src="image1.png" alt="Screenshot of Approve Reported Time" /></td>
</tr>
<tr>
<td>Main Menu &gt; Manager Self Service &gt; Time Management &gt; Approve Time and Exception &gt; Report Time</td>
<td></td>
</tr>
<tr>
<td>2) Select “Get Employees” to list all records needing an approval</td>
<td><img src="image2.png" alt="Screenshot of Employee Selection Criteria" /></td>
</tr>
<tr>
<td>View By: It is recommended that you approve time weekly, and enter the appropriate first day of the week that you wish to view.</td>
<td></td>
</tr>
<tr>
<td>Search Criteria by Value:</td>
<td></td>
</tr>
<tr>
<td>Use the “Department” field to filter employees listed by department.</td>
<td></td>
</tr>
<tr>
<td>Or filter by timesheets by “Emplid” or “Name”</td>
<td></td>
</tr>
<tr>
<td>If no filters (“Value”) are input, results will list every active student employees on that has time to approve.</td>
<td></td>
</tr>
<tr>
<td>If you filtered on “Department,” all student workers within that department have time to approve will be listed.</td>
<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> Approvers should not approve records of employees outside their area of responsibility.</td>
<td></td>
</tr>
<tr>
<td>3) Click on the employee name to view their timesheet.</td>
<td><img src="image3.png" alt="Screenshot of Employee List" /></td>
</tr>
</tbody>
</table>

**Employees For Michael Williams, Time Needing Approval From 06/04/2018 - 06/10/2018**

<table>
<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></td>
<td>Spring,Danny</td>
<td>Student Assist</td>
<td>12.50</td>
<td>14.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Jasmine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water,Alex</td>
<td>Steam Trainee On-Campus WS</td>
<td>2.25</td>
<td>4.75</td>
<td>0.00</td>
<td>2.50</td>
<td></td>
</tr>
</tbody>
</table>

**Actions:**
- Approve Selected
- Deny Selected
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.
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 times/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.

<table>
<thead>
<tr>
<th>Processing Steps</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1) Click on the employee’s name to access their timesheet.</td>
<td><img src="Image" alt="Processing Steps" /></td>
</tr>
<tr>
<td>2) Review and identify the necessary corrections. In this example, Monday, 6/11 has 14.50 hours reported in one day.</td>
<td><img src="Image" alt="Screenshots" /></td>
</tr>
<tr>
<td>3) Consult with Student Assistant to find out what it should be. In this example, AM was entered by error for 6/11. His reported time should have been 2.5 hours. This student also forgot to enter his time worked for Thursday, 6/14.</td>
<td><img src="Image" alt="Processing Steps" /></td>
</tr>
</tbody>
</table>
4) To correct the AM/PM error on 6/11, clear the field and enter the time as 2:00 PM for “In”. Also, add the 3.25 hours that the student worked on 6/14. Enter 11:15 AM and 2:30 PM.
   - Select **Submit** button when all corrections have been made.

   - Confirmation displays.
   - Select “OK”

5) Corrections were made for both 6/13, and 6/15; however, the total hours now reflects 21.50 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.

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.
C) Approve Reported Time

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

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<tbody>
<tr>
<td>1) <strong>Start Date</strong> = select View By <strong>All Time After</strong>, enter last day of the pay period to include the first and click on <strong>Refresh</strong>.</td>
<td>![Screenshot of Clear Selection Criteria, Save Selection Criteria, and Get Employees buttons]</td>
</tr>
<tr>
<td>2) Enter a department code or other filters if needed, or leave blank.</td>
<td>![Screenshot of View Instructions and Show Schedule options]</td>
</tr>
<tr>
<td>3) Click on <strong>Get Employees</strong> button.</td>
<td>![Screenshot of Employee list with filters]</td>
</tr>
<tr>
<td>4) Select appropriate employee by clicking on their <strong>name</strong>.</td>
<td>![Screenshot of Timesheet with employee details]</td>
</tr>
<tr>
<td><strong>Special Note:</strong> Do not use to view by <strong>All Time Before</strong> you will get an error message.</td>
<td>![Screenshot of Timesheet with employee details]</td>
</tr>
<tr>
<td>5) Verify that hours are correct.</td>
<td>![Screenshot of Timesheet with employee details]</td>
</tr>
<tr>
<td>6) <strong>Select:</strong> Check the boxes that you wish to approve. Use the &quot;Select All&quot; link if you wish to approve all of the hours listed.</td>
<td>![Screenshot of Timesheet with employee details]</td>
</tr>
<tr>
<td>7) Select the &quot;Approve Selected&quot; button.</td>
<td>![Screenshot of Timesheet with employee details]</td>
</tr>
</tbody>
</table>

**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.

5) **Click OK** to process.
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 > Report Time > 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 times.

<table>
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</thead>
<tbody>
<tr>
<td><strong>1.</strong> View By option is Week or Day.</td>
<td><img src="image1" alt="View By Options" /></td>
</tr>
<tr>
<td><strong>2.</strong> 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).</td>
<td><img src="image2" alt="Employee List" /></td>
</tr>
<tr>
<td><strong>3.</strong> Find the correct record and click on the employee’s name to access their timesheet.</td>
<td><img src="image3" alt="Employee Record" /></td>
</tr>
<tr>
<td><strong>4.</strong> The Timesheet displays the following details in the header:</td>
<td><img src="image4" alt="Timesheet Details" /></td>
</tr>
</tbody>
</table>
|  - 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. |  
| **5.** The status is New. Must enter times with AM/PM to get the correct “In” and “Out” time. Review the times entered for each date. | ![Status New](image5) |
| **6.** Click on Submit to finalize entry. Click on Ok on confirmation page. | ![Submit Button](image6) |
7. Verify that hours are correct.
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.
9. Select the "Approve Selected" button

**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.

10. To enter comments:
   a. Select the callout icon under **Comments** for the **Date** in question
   b. Enter comments.
   c. Select **Save**

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**Message**

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved".
Press OK to Approve or press Cancel to not save the approval.

[OK] [Cancel]
**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 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
--- | ---
**Review Exceptions:** 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. You may wish to filter by individual employees by using “Last Name” or “Emplid”

2) **Analyze Exceptions:**

   **Severity:**
   - 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)

3) **Clean up Exception:**

   - **Allow** = Click on the checkbox
   - Select the **Save** button
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.

Correct Exceptions

5) Navigate to the employee’s timesheet:

- **MainMenu > ManagerSelf Service > Time Management > Report Time > Timesheet**
- Enter the employee’s Empid or Last Name
- **View By** = “Week”
- **Date** = First calendar day
- Click on “Get Employees” button

6) Select the employee’s name
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.

12) Enter a **Comment**. (See step #6 on page 9 of this document)
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.
### Navigation: Main Menu > Workforce Administration > SDSU Reports > TL Student Reported Hours

<table>
<thead>
<tr>
<th>Processing Steps</th>
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</thead>
</table>
| **1. Need Run Control ID, create new or use existing ID** | **Option A – New user to PeopleSoft report, add a New Value tab**

**TL Student Reported Hours**

- **Find an Existing Value**
- **Add a New Value**

Run Control ID: [field to enter]

Add

**Option B – Find an Existing Value tab**

**TL Student Reported Hours**

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

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

**Search by:** Run Control ID begins with [field to enter]

Case Sensitive

Search Advanced Search

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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 Add.

B. **Find an Existing Value tab:** if you already have created a Run Control ID, click on Search, 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.
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.

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.

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

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
**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*

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td><img src="image1" alt="Find an Existing Value tab" /></td>
</tr>
<tr>
<td>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).</td>
<td><img src="image2" alt="By Department IDs sample" /></td>
</tr>
<tr>
<td>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.</td>
<td><img src="image3" alt="By Emplid sample" /></td>
</tr>
<tr>
<td>4. Click on Run once you have updated your selection. Continue on to Process Scheduler Request page.</td>
<td></td>
</tr>
</tbody>
</table>
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.


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

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

Student Pay Day Schedule: https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Stud-Pay-Schedule.aspx

If you have any questions or concerns regarding Time and Labor, please call Payroll Services. Here is the Link to find your Payroll Technician: https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Payroll-Technician.aspx