

## Enter Timesheet Data For Timekeepers

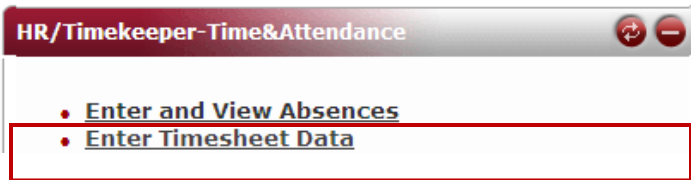
### ENTER TIMESHEET DATA

This guide provides step-by-step instructions for Timekeepers to record, modify, and view employees' Time and Labor transactions. The Time and Labor module is used to record all hours worked (regular, overtime, and shift time) for hourly and salaried non-exempt employees.

All hours worked must be recorded in the system before the monthly timekeeping deadline; time cannot be entered before it is worked. Time for prior payroll cycles cannot be entered via self service and must be reported to Payroll using the Prior Pay Period Adjustment Form (<http://www-admn.csun.edu/ohrs/payroll/forms/pa115.htm>)

Please refer to the University Payroll Calendar for campus deadlines. The calendar is located at: [http://www-admn.csun.edu/ohrs/payroll/paycal/payroll\\_calendar.doc](http://www-admn.csun.edu/ohrs/payroll/paycal/payroll_calendar.doc). Your department may enforce earlier deadlines, please contact your supervisor, managers, or department Timekeeper for department specific deadlines.

**Step 1:** Locate the "HR/Timekeeper Time & Attendance" pagelet on the portal and select the "Enter Timesheet Data" link.



**Step 2:** The search page will appear. Enter selection criteria and click Get Employees.

A screenshot of a web application page titled "Report Time" and "Timesheet Summary". The page features a section for "Employee Selection Criteria" with a table of search fields. Below the table are three buttons: "Clear Selection Criteria", "Save Selection Criteria", and "Get Employees". At the bottom of the page, there is a "View By:" dropdown menu set to "Week", a "Date:" field showing "10/18/2011", a "Refresh" button, and navigation links for "<< Previous Week" and "Next Week >>". A checkbox labeled "Show Schedule Information" is checked.

| Description  | Value                |
|--------------|----------------------|
| Group ID     | <input type="text"/> |
| Empl ID      | <input type="text"/> |
| Empl Rcd Nbr | <input type="text"/> |
| Job Code     | <input type="text"/> |

**Step 3:** A list of employees meeting the selection criteria will appear. Click the employee's name to select his/her record.

Report Time

### Timesheet Summary

Employee Selection Criteria

| Description  | Value                |
|--------------|----------------------|
| Group ID     | <input type="text"/> |
| Empl ID      | 204346019            |
| Empl Rcd Nbr | <input type="text"/> |
| Job Code     | <input type="text"/> |

Show Schedule Information

View By:  Date: 10/19/2011  << Previous Week Next Week >>

Employees For Allie Lopez, Totals From 10/17/2011 - 10/23/2011 Customize | E

| Name                             | Job Description               | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID | Empl Rcd Nbr |
|----------------------------------|-------------------------------|----------------|----------------------|-----------------|-----------|--------------------------|--------------|-------------|--------------|
| <a href="#">Stallone, Sylvia</a> | Admin Support Assistant 12 Mo | 0.00           | 0.00                 | 40.00           |           | 0.00                     | 0.00         | 204346019   | 0            |

**Step 4:** Change the time period (as needed) and click Refresh to retrieve the Timesheet for the specified timeframe.

### Timesheet

Sylvia Stallone Employee ID: 204346019

Job Title: Admin Support Assistant 12 Mo Employee Record Number: 0

[Click for Instructions](#)

View By:  Date: 10/24/2011  << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours

From Monday 10/24/2011 to Sunday 10/30/2011

| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code            | Taskgroup |                                  |   |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--------------------------------|-----------|----------------------------------|---|
| 1.00      |           |           |           |           |           |           |       | OTPR - Overtime Paid @ 1.5     | CSU       | <input type="button" value="Q"/> | <input type="button" value="-"/> <input type="button" value="+"/> |
|           | 2.00      |           |           |           |           |           |       | SHGRV - Shift - Graveyard (2.2 | CSU       | <input type="button" value="Q"/> | <input type="button" value="-"/> <input type="button" value="+"/> |
|           |           |           |           |           |           |           |       |                                | CSU       | <input type="button" value="Q"/> | <input type="button" value="-"/> <input type="button" value="+"/> |

[Reported Time Status - click to hide](#)

| Date | Status | Total    | Time Reporting Code | Comments |
|------|--------|----------|---------------------|----------|
|      |        | 0.000000 |                     |          |

[Reported Hours Summary - click to view](#)

**Step 5:** The page will default to show three lines for data entry; rows that are not used to record time do not need to be deleted. Enter the total hours worked and the corresponding "Time Reporting Code" for each day. Use the + or – icon to add or delete rows as needed.

### Timesheet

Sylvia Stallone Employee ID: 204346019

Job Title: Admin Support Assistant 12 Mo Employee Record Number: 0

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 [Click for Instructions](#)

View By: Week ▼
 Date: 10/24/2011  Refresh
[<< Previous Week](#)
[Next Week >>](#)

**NOTE:** The Timesheet page will show ‘absence’ transactions entered in the Absence Management module. If absences exist for a given period, it is necessary to add a row using the “+” icon to enter Time & Labor entries for the same period as the absence entry.

View By: Week ▼
 Date: 10/17/2011  Refresh
[<< Previous Week](#)
[Next Week >>](#)

Reported Hours: 30.00 Hours    Scheduled Hours: 40.00 Hours

From Monday 10/17/2011 to Sunday 10/23/2011

Timesheet 

| Mon<br>10/17 | Tue<br>10/18 | Wed<br>10/19 | Thu<br>10/20 | Fri<br>10/21 | Sat<br>10/22 | Sun<br>10/23 | Total | Time Reporting Code | Taskgroup |  |   |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|---------------------|-----------|--|---|
| 2.00         |              |              |              |              |              |              | 2.00  | Vacation - VA       | CSU       |  |   |

**Step 6:** Click “Submit” when done. Submitted transactions will appear on the bottom of the Timesheet page.

**Step 7:** Click OK to continue.

### Timesheet

#### Submit Confirmation

 The Submit was successful.

Time for the Week of 2011-10-24 to 2011-10-30 is submitted

OK

**Step 8:** Use the Comments icon to enter notes for any date(s) as applicable.

**Timesheet**  
 Alfie Lopez Employee ID:  
 Job Title: Admin Analyst/Spclst 12 Mo Employee Record Number: 0

[Click for Instructions](#)

View By:  Date:   << Previous Week Next Week >>

Reported Hours: 6.00 Hours Scheduled Hours: 40.00 Hours

From Monday 10/24/2011 to Sunday 10/30/2011

| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code          | Taskgroup |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|------------------------------|-----------|
|           | 2.00      |           |           |           |           |           | 2.00  | OTPR - Overtime Paid @ 1.5   | CSU       |
|           | 3.00      |           |           |           |           |           | 3.00  | SHSWG - Shift - Swing (1.25) | CSU       |
| 1.00      |           |           |           |           |           |           | 1.00  | REG - Regular Hours Worked   | CSU       |

[Reported Time Status - click to hide](#)

| Date       | Status    | Total | Time Reporting Code | Comments |
|------------|-----------|-------|---------------------|----------|
| 10/24/2011 | Submitted | 1.00  | REG                 |          |
| 10/25/2011 | Submitted | 2.00  | OTPR                |          |
| 10/25/2011 | Submitted | 3.00  | SHSWG               |          |

**Step 9:** Enter notes in the Comment field and click Save.

**Comments**  
 Alfie Lopez Employee ID:  
 Job Title: Admin Analyst/Spclst 12 Mo Employee Record Number: 0

Date Under Report: 10/24/2011

| Operator Id | DateTime Created  | Source         | Comment  |
|-------------|-------------------|----------------|--|
| 1 E0022102  | 10/18/2011 2:16PM | Time Reporting | I worked extra hours to finish the training materials. |

**Step 10:** A confirmation page will appear. Click OK to proceed.



**Step 11:** The Timesheet page will display. To report time for another week, use the "Previous Week" or "Next Week" link or change the Date field and click Refresh.



**Step 12:** Use the hyperlinks on top of the Timesheet page as needed to navigate to another period or employee. The “Previous Employee” and “Next Employee” links will only appear if more than one employee is selected from the original search page. Use the “Return to Select Employee” link to return to the search page.

View By: Week Date: 10/17/2011 Refresh [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Monday 10/17/2011 to Sunday 10/23/2011

**Timesheet**

| Mon 10/17 | Tue 10/18 | Wed 10/19 | Thu 10/20 | Fri 10/21 | Sat 10/22 | Sun 10/23 | Total | Time Reporting Code | Taskgroup |  |  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------|-----------|--|--|
|           |           |           |           |           |           |           |       |                     | CSU       |  |  |
|           |           |           |           |           |           |           |       |                     | CSU       |  |  |
|           |           |           |           |           |           |           |       |                     | CSU       |  |  |

Apply Schedule

*Reported Time Status - click to hide*

| Date | Status | Total | Time Reporting Code | Comments |
|------|--------|-------|---------------------|----------|
|      |        | 0.00  |                     |          |

*Reported Hours Summary - click to view*

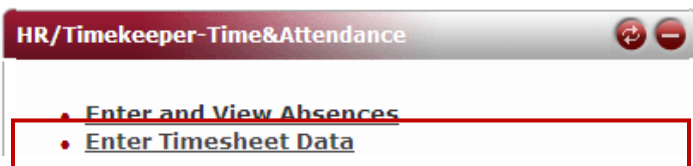
Submit

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Return to Select Employee](#)

## CORRECT TIMESHEET DATA

Time entries that fall within the current cycle may be corrected as needed.

**Step 1:** Locate the “HR/Manager Time & Attendance” pagelet on the portal and select the “Enter Timesheet Data” link.



**Step 2:** The search page will appear. Enter selection criteria and click Get Employees.

**Report Time**

**Timesheet Summary**

Employee Selection Criteria

| Description  | Value                |
|--------------|----------------------|
| Group ID     | <input type="text"/> |
| Empl ID      | <input type="text"/> |
| Empl Rcd Nbr | <input type="text"/> |
| Job Code     | <input type="text"/> |

Show Schedule Information

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

**Step 3:** A list of employees meeting the selection criteria will appear. Click the employee's name to select his/her record.

**Report Time**

**Timesheet Summary**

Employee Selection Criteria

| Description  | Value                              |
|--------------|------------------------------------|
| Group ID     | <input type="text" value="10002"/> |
| Empl ID      | <input type="text"/>               |
| Empl Rcd Nbr | <input type="text"/>               |
| Job Code     | <input type="text"/>               |

Show Schedule Information

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

Employees For Allie Lopez, Totals From 10/17/2011 - 10/23/2011 Customize | First | 1-7 of 7 | Last

| Name              | Job Description   | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID | Empl Rcd Nbr | Job  | Department | Department Description  |
|-------------------|-------------------|----------------|----------------------|-----------------|-----------|--------------------------|--------------|-------------|--------------|------|------------|-------------------------|
| Anderson, Richard | Student Assistant | 18.00          | 0.00                 | 0.00            |           | 18.00                    | 0.00         | 103195597   | 0            | 1870 | 10002      | University Absence Club |

**Step 4:** Change the time period (as needed) and click Refresh to retrieve the Timesheet for the specified timeframe.

View By:  Date:   << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>

From Monday 10/17/2011 to Sunday 10/23/2011

Timesheet

| Mon 10/17 | Tue 10/18 | Wed 10/19 | Thu 10/20 | Fri 10/21 | Sat 10/22 | Sun 10/23 | Total | Time Reporting Code | Taskgroup |  |  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------|-----------|--|--|
|           |           |           |           |           |           |           |       |                     | CSU       |  |  |
|           |           |           |           |           |           |           |       |                     | CSU       |  |  |
|           |           |           |           |           |           |           |       |                     | CSU       |  |  |

**Step 5:** To correct any entries, type over the existing hours for the applicable date(s) and click Submit when done. DO NOT enter ZEROs to delete hours; instead, clear the hours in the box. In the following example, the 10/25 SHSWG entry is changed from 3 hours to 1 hour and the 10/26 REG entry is deleted.

NOTE: To delete all transactions for any given period, use the “-“ icon to delete the entire row.

**BEFORE**

From Monday 10/24/2011 to Sunday 10/30/2011

Timesheet

| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code          | Taskgroup |  |  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|------------------------------|-----------|--|--|
|           | 2.00      |           |           |           |           |           | 2.00  | OTPR - Overtime Paid @ 1.5   | CSU       |  |  |
|           | 3.00      |           |           |           |           |           | 3.00  | SHSWG - Shift - Swing (1.25) | CSU       |  |  |
| 1.00      |           | 2.00      |           |           |           |           | 3.00  | REG - Regular Hours Worked   | CSU       |  |  |

**AFTER**

From Monday 10/24/2011 to Sunday 10/30/2011

Timesheet

| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code          | Taskgroup |  |  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|------------------------------|-----------|--|--|
|           | 2.00      |           |           |           |           |           | 2.00  | OTPR - Overtime Paid @ 1.5   | CSU       |  |  |
|           | 1.00      |           |           |           |           |           | 3.00  | SHSWG - Shift - Swing (1.25) | CSU       |  |  |
| 1.00      |           |           |           |           |           |           | 3.00  | REG - Regular Hours Worked   | CSU       |  |  |

**Step 6:** Click OK to confirm.

**Timesheet**

**Submit Confirmation**

The Submit was successful.

Time for the Week of 2011-10-24 to 2011-10-30 is submitted



**Step 7:** The updated Timesheet will appear. The highlighted section below will display the submitted entries, verify the results. If the original entries are still displayed, the correction was not submitted, click Submit to proceed.

### Timesheet

Alfie Lopez Employee ID:

Job Title: Employee Record Number:

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[Click for Instructions](#)

View By: Week Date: 10/24/2011 Refresh [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 4.00 Hours Scheduled Hours: 40.00 Hours

From Monday 10/24/2011 to Sunday 10/30/2011

Timesheet

| Mon<br>10/24 | Tue<br>10/25 | Wed<br>10/26 | Thu<br>10/27 | Fri<br>10/28 | Sat<br>10/29 | Sun<br>10/30 | Total | Time Reporting Code          | Taskgroup |  |  |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|------------------------------|-----------|--|--|
|              | 2.00         |              |              |              |              |              | 2.00  | OTPR - Overtime Paid @ 1.5   | CSU       |  |  |
|              | 1.00         |              |              |              |              |              | 1.00  | SHSWG - Shift - Swing (1.25) | CSU       |  |  |
| 1.00         |              |              |              |              |              |              | 1.00  | REG - Regular Hours Worked   | CSU       |  |  |

[Reported Time Status - click to hide](#)

| Date       | Status    | Total | Time Reporting Code | Comments |
|------------|-----------|-------|---------------------|----------|
| 10/24/2011 | Submitted | 1.00  | REG                 |          |
| 10/25/2011 | Submitted | 2.00  | OTPR                |          |
| 10/25/2011 | Submitted | 1.00  | SHSWG               |          |

[Reported Hours Summary - click to view](#)

Submit

## VIEW TIMESHEET DATA

The Timesheet page can be used to access and view previously reported time. The page will not allow additional data entry or corrections if the month in question is closed.

**Step 1:** Locate the “HR/Timekeeper Time & Attendance” pagelet on the portal and select the “Enter Timesheet Data” link.



**Step 2:** The search page will appear. Enter selection criteria and click Get Employees.

**Step 3:** A list of employees meeting the selection criteria will appear. Click the employee’s name to select his/her record.

Report Time

**Timesheet Summary**

Employee Selection Criteria

| Description  | Value |
|--------------|-------|
| Group ID     | 10002 |
| Empl ID      |       |
| Empl Rcd Nbr |       |
| Job Code     |       |

Clear Selection Criteria   Save Selection Criteria   **Get Employees**

Show Schedule Information

View By: Week   Date: 10/18/2011   Refresh   << Previous Week   Next Week >>

Employees For Allie Lopez, Totals From 10/17/2011 - 10/23/2011

| Name              | Job Description   | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID | Empl Rcd Nbr | Job  | Department | Department Description  |
|-------------------|-------------------|----------------|----------------------|-----------------|-----------|--------------------------|--------------|-------------|--------------|------|------------|-------------------------|
| Anderson, Richard | Student Assistant | 18.00          | 0.00                 | 0.00            |           | 18.00                    | 0.00         | 103195597   | 0            | 1870 | 10002      | University Absence Club |

**Step 4:** Change the time period (as needed) and click Refresh after changing the date to retrieve the data.

View By: Week   Date: 10/17/2011   Refresh   << Previous Week   Next Week >>

Reported Hours: 7.00 Hours   Scheduled Hours: 0.00 Hours   Next Employee >>

From Monday 10/17/2011 to Sunday 10/23/2011

Timesheet

| Mon 10/17 | Tue 10/18 | Wed 10/19 | Thu 10/20 | Fri 10/21 | Sat 10/22 | Sun 10/23 | Total | Time Reporting Code        | Taskgroup |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|----------------------------|-----------|
|           |           |           | 1.00      | 6.00      |           |           | 7.00  | REG - Regular Hours Worked | CSU       |