Enter Timesheet Data For Timekeepers

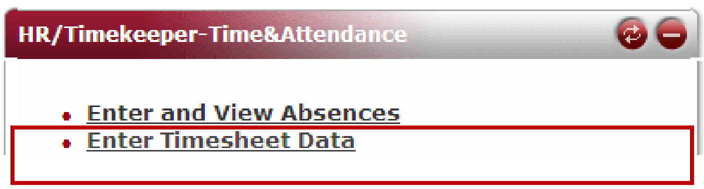
ENTER TIMESHEET DATA

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.

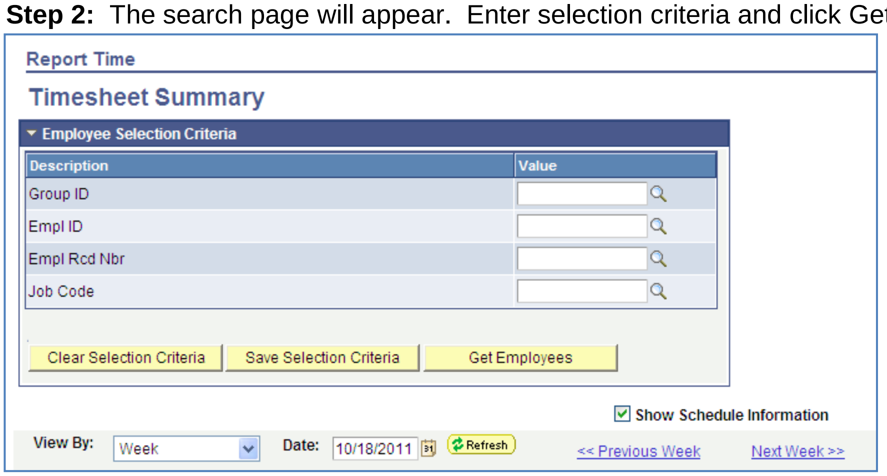
All hours worked must be recorded in the system before the monthly timekeeping deadline; time cannot be entered before it is worked. Time for prior payroll cycles cannot be entered via self service and must be reported to Payroll using the Prior Pay Period Adjustment Form (http://www-admn.csun.edu/ohrs/payroll/forms/pa115.htm)

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. Your department may enforce earlier deadlines, please contact your supervisor, managers, or department Timekeeper for department specific deadlines.

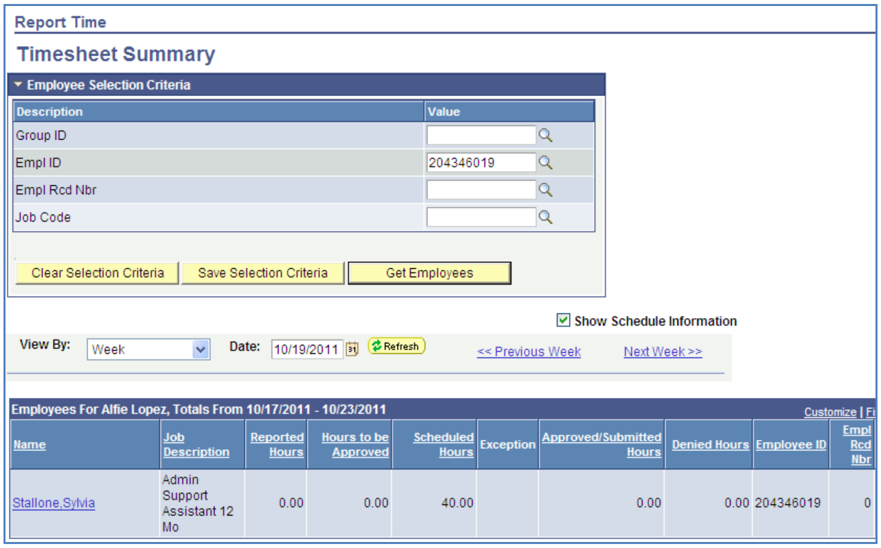
Step 1: Locate the "HR/Timekeeper Time & Attendance" pagelet on the portal and select the "Enter Timesheet Data" link.



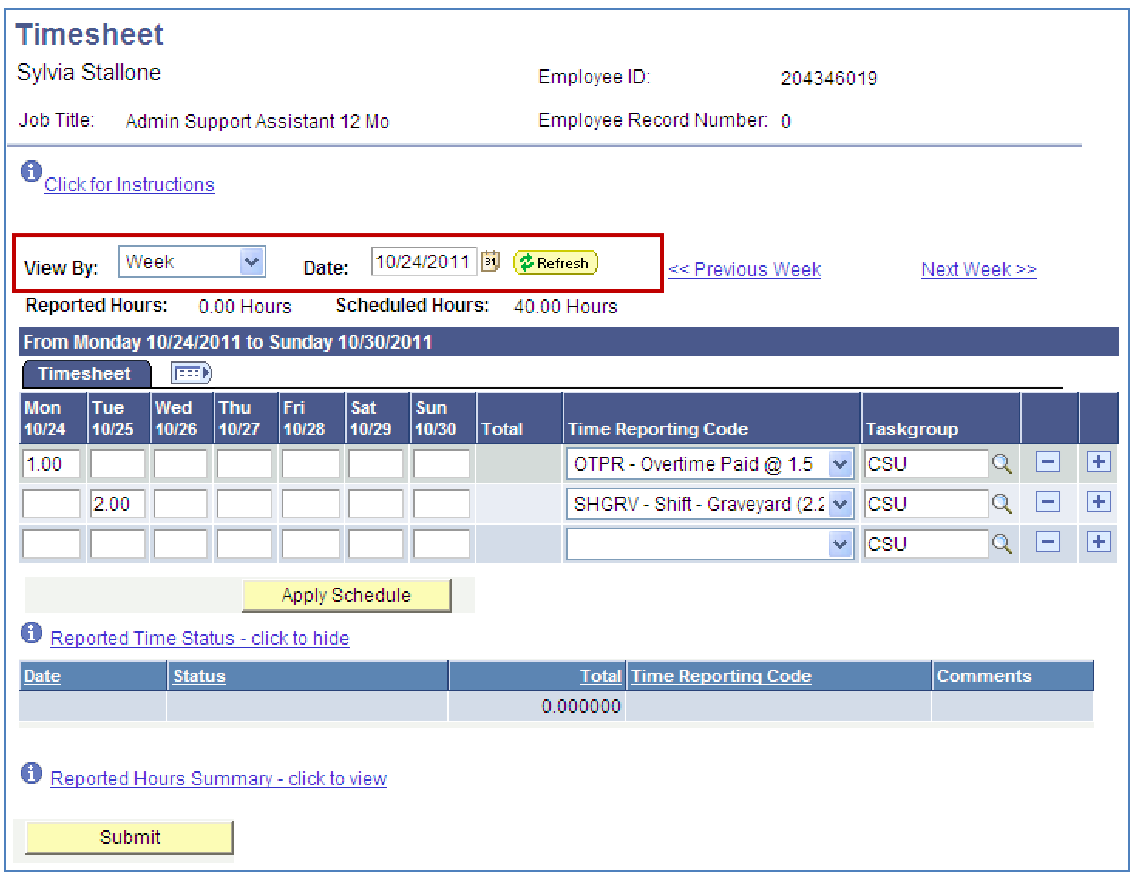
Step 2: The search page will appear. Enter selection criteria and click Get Employees.



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



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

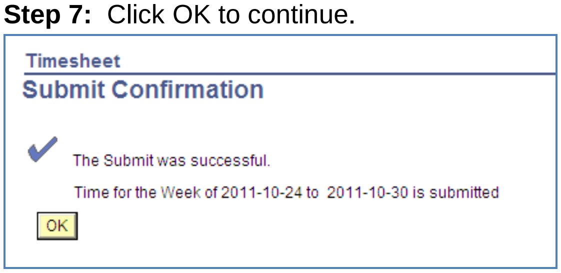


Step 5: The page will default to show three lines for data entry; rows that are not used to record time do not need to be deleted. Enter the total hours worked and the corresponding "Time Reporting Code" for each day. Use the + or – icon to add or delete rows as needed.

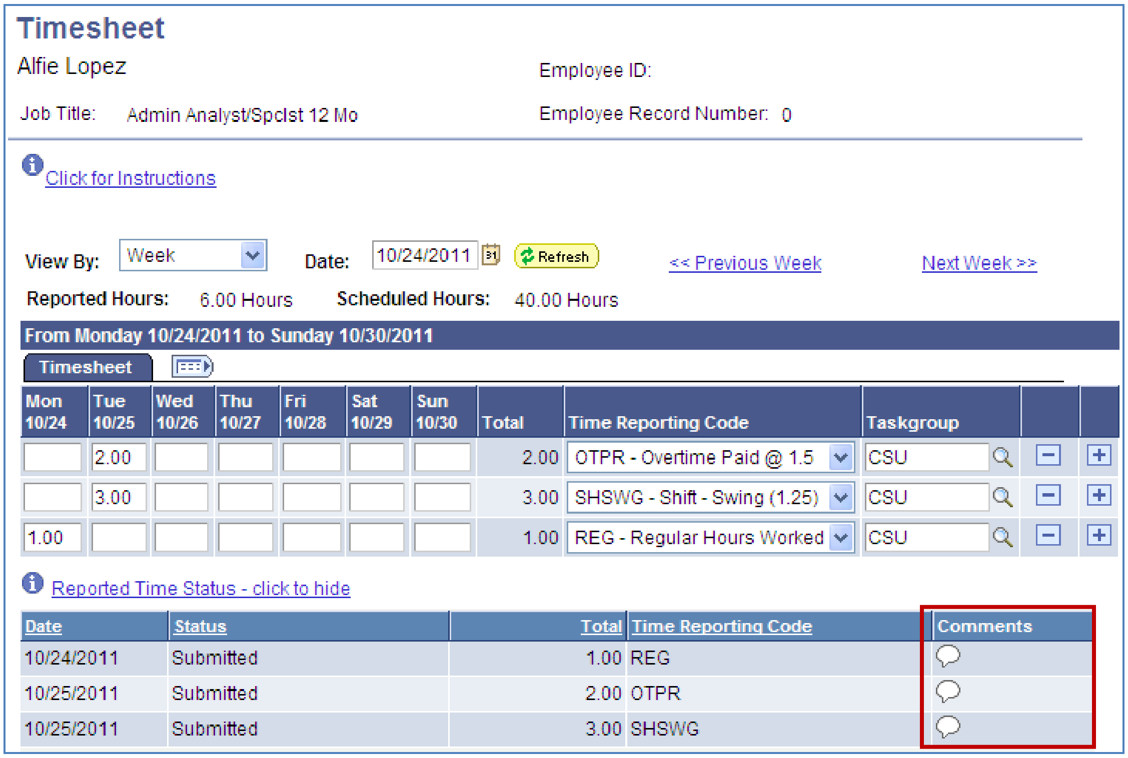
NOTE: The Timesheet page will show 'absence' transactions entered in the Absence Management module. If absences exist for a given period, it is necessary to add a row using the "+" icon to enter Time & Labor entries for the same period as the absence entry.

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

Step 7: Click OK to continue.

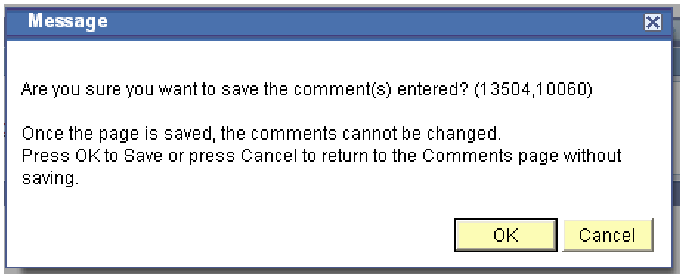


Step 8: Use the Comments icon to enter notes for any date(s) as applicable.



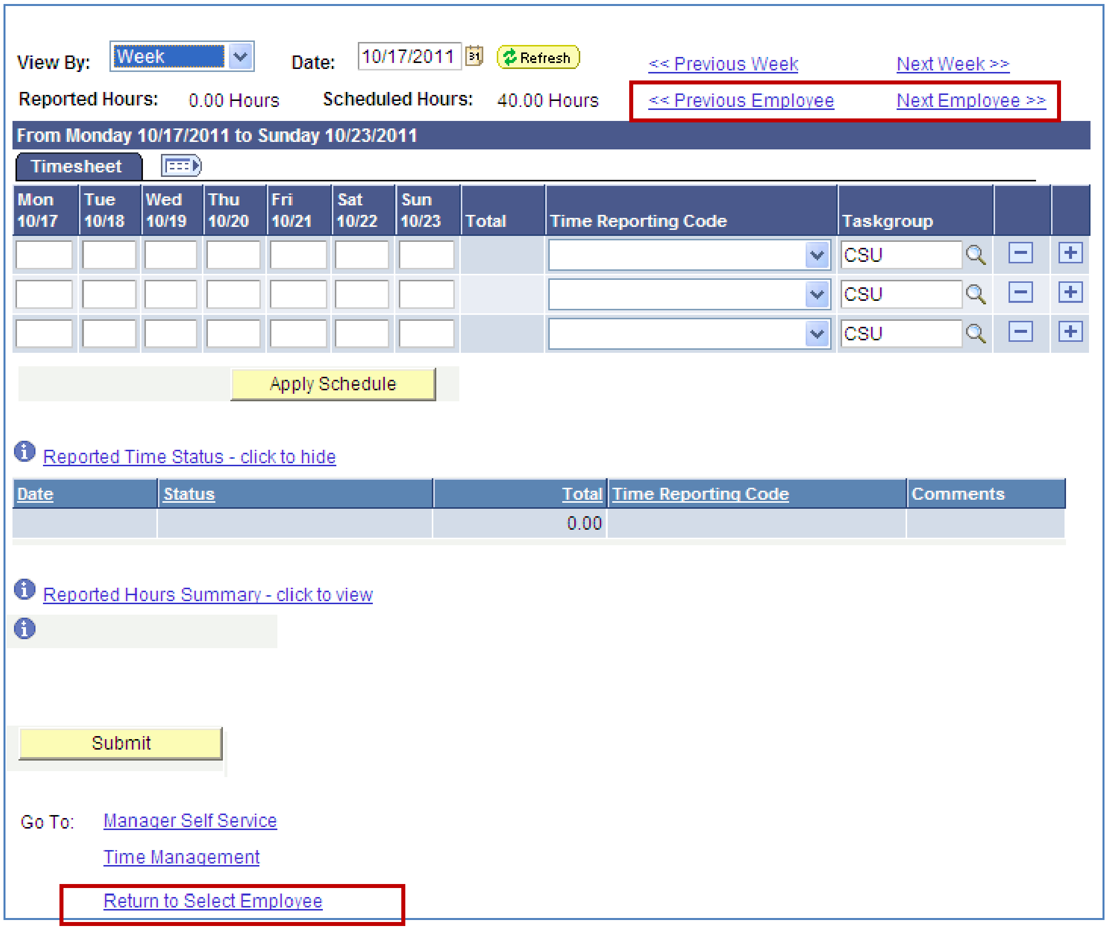
Step 9: Enter notes in the Comment field and click Save.

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.

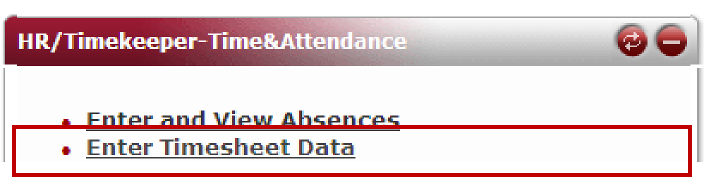
Step 12: Use the hyperlinks on top of the Timesheet page as needed to navigate to another period or employee. The "Previous Employee" and "Next Employee" links will only appear if more than one employee is selected from the original search page. Use the "Return to Select Employee" link to return to the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



CORRECT TIMESHEET DATA

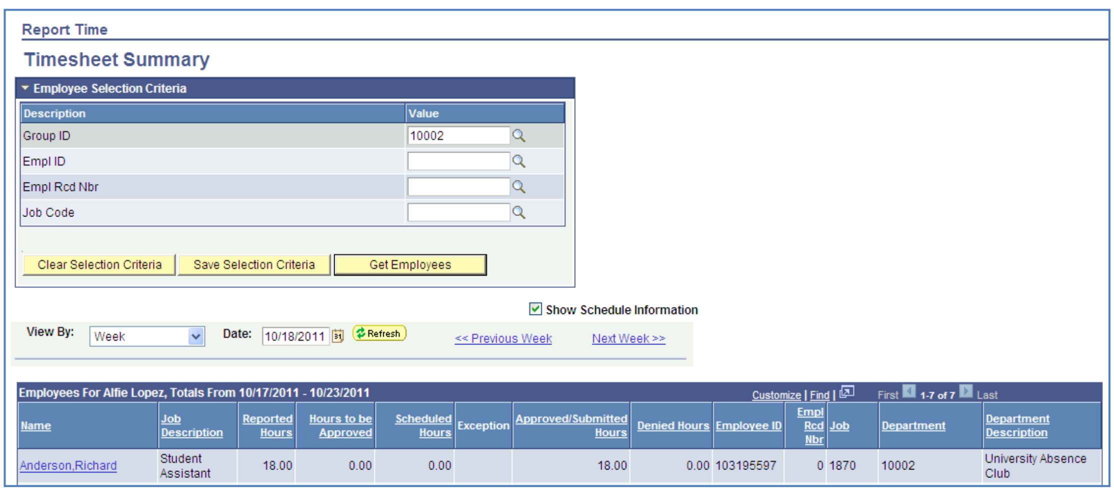
Time entries that fall within the current cycle may be corrected as needed.

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

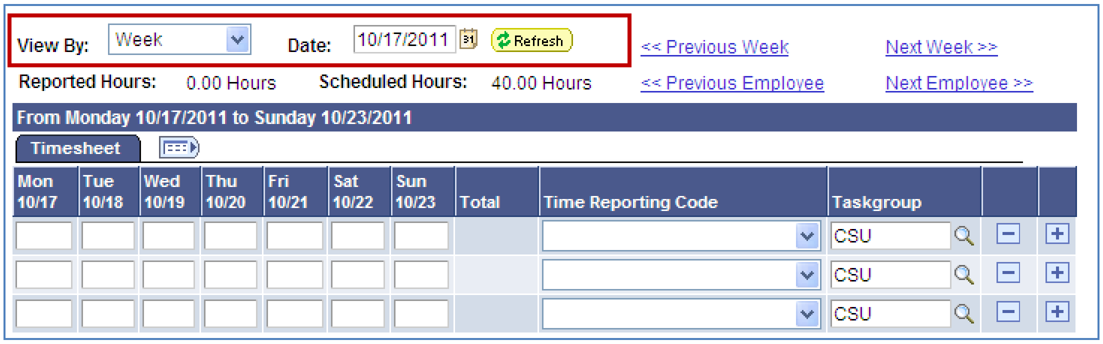


Step 2: The search page will appear. Enter selection criteria and click Get Employees.

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



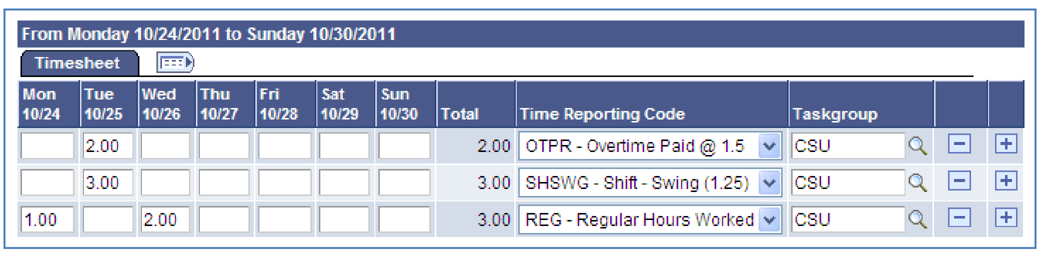
Step 4: Change the time period (as needed) and click Refresh to retrieve the Timesheet for the specified timeframe.



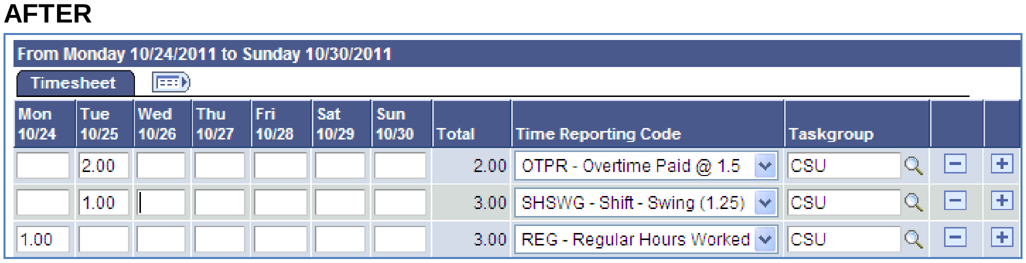
Step 5: To correct any entries, type over the existing hours for the applicable date(s) and click Submit when done. DO NOT enter ZEROs to delete hours; instead, clear the hours in the box. In the following example, the 10/25 SHSWG entry is changed from 3 hours to 1 hour and the 10/26 REG entry is deleted.

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

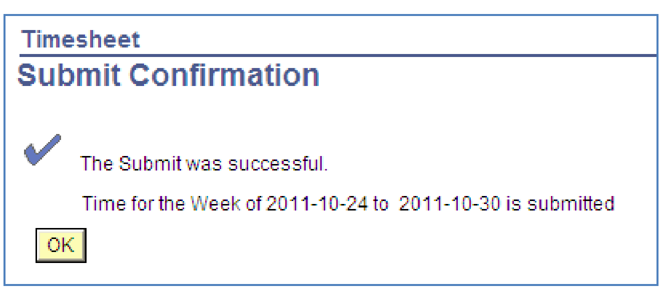
BEFORE



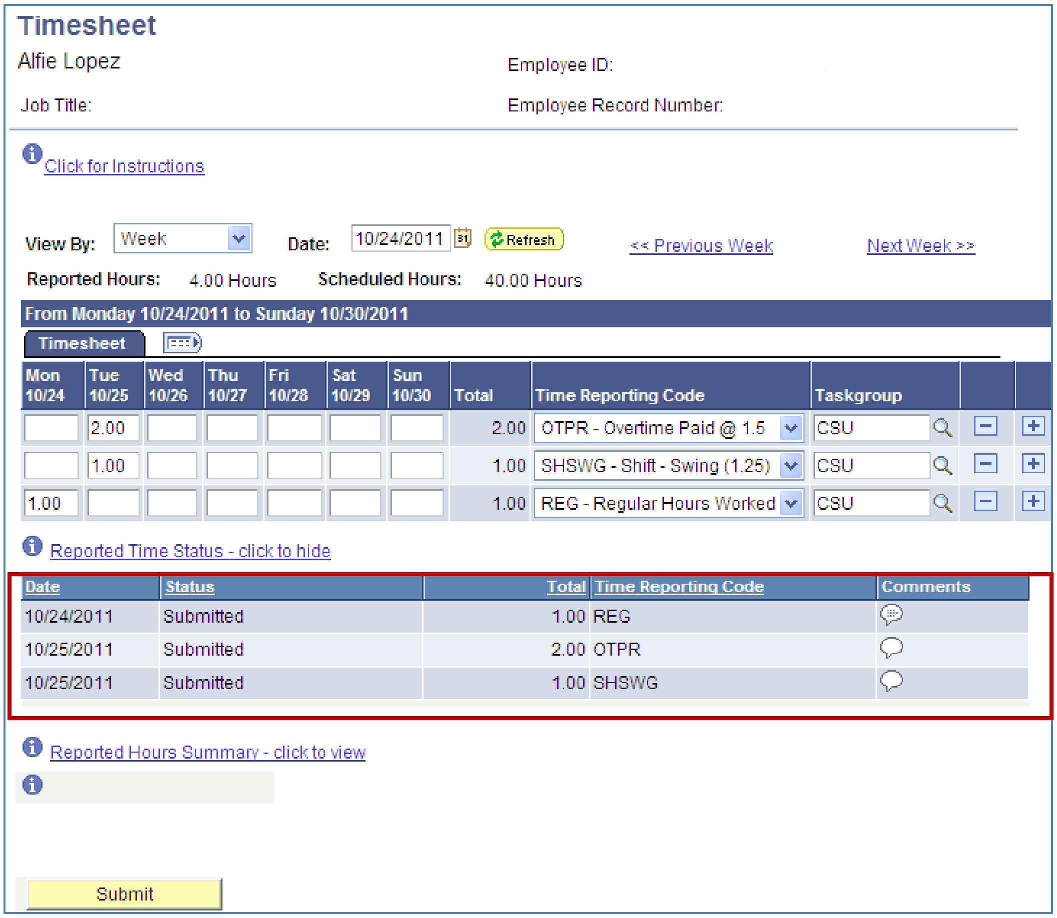
AFTER



Step 6: Click OK to confirm.



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:

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 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						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.

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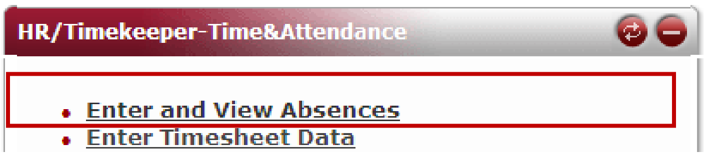

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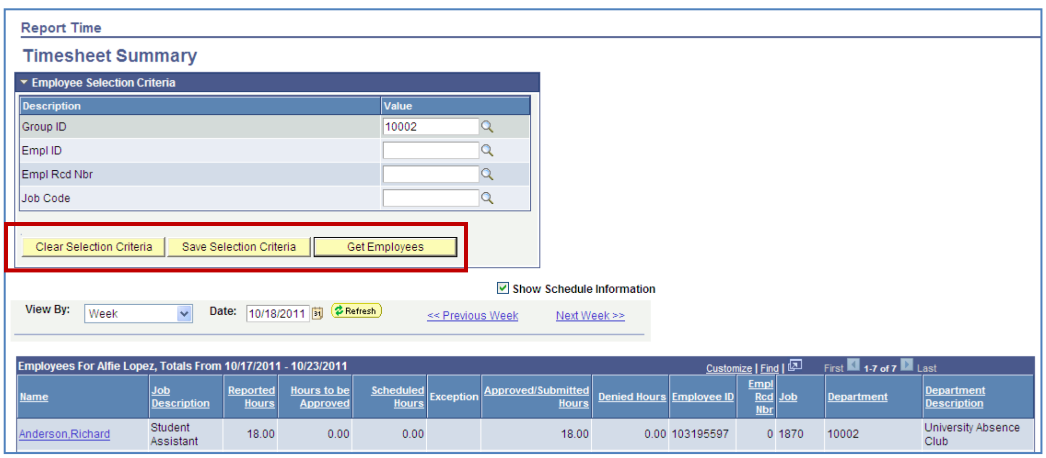

Step 4: Change the time period (as needed) and click Refresh after changing the date to retrieve the data.