

TIME & LABOR TIMESHEETS

FOR NON-EXEMPT/HOURLY/ INTERMITTENT EMPLOYEES



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OVERVIEW

As of March 2017, the campus will implement the CSU Absence Management/Time & Labor module which allows time entry to be entered online into the CMS system. This guide will help assist you with entering your hours worked using an online timesheet. Following are the overall steps you will need to follow each month to submit your Timesheet so that you can be paid for the time worked each pay period. If you have more than one job, you will be prompted to select the appropriate job for which you are entering time.

There are three specific roles in the new timekeeping process, other than the Payroll process:

1. **Employees** enter, review, and submit their time off in self-service in Time & Labor for the current

period. Employees must enter docks daily. Employees may also be required to delete and re-enter absences and reported time based on notifications from Managers.

DEADLINES: • ABSENCES FOR THE CURRENT PAY PERIOD MUST BE ENTERED BY THE 25TH OF EACH MONTH.

- DOCKS MUST BE REPORTED DAILY.
- ABSENCES FOR FUTURE PAY PERIODS MAY BE ENTERED AT ANY TIME.
- 2. Timekeepers review the time reported in Time and Labor for accuracy. Timekeeper can enter time into the Time and Labor timesheet for an employee, if that is the decided business process by the area/department. Timekeepers will notify managers via email, once times are ready to be approved.

DEADLINES: • TIME REPORTED FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE END OF EACH MONTH.

PLEASE NOTE: TIMEKEEPERS HAVE THE ABILITY TO APPROVE ALL EMPLOYEES, BUT **SHOULD ONLY** APPROVE STUDENTS.

3. **Managers/Approvers** approve reported time which have been entered by employees and reviewed by Timekeepers. Managers may also enter an Absence or reported time on an employee's behalf. Absences and reported time entered by Managers are automatically updated to a status of "Approved" and cannot be corrected by the employee or timekeeper. *Employees automatically receive an email notification when an Absence or time reported is entered on their behalf, but not when the Absence or time reported is approved.*

DEADLINES: • APPROVAL FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE 5TH OF THE MONTH FOLLOWING THE PERIOD.





 Payroll processes docks, approved overtime and absences, makes corrections to entries, enters all Catastrophic Donation entries, reviews comments and finalizes the absences, time reported and accruals. Not all entries by Payroll will create an email notification.





1. LOG IN THROUGH MYCSUDH

STEP	ACTION	SCREENSHOT
1	Login to MyCSUDH Portal at <u>https://www.csudh.edu</u> Click the MyCSUDH button on the top right of the screen.	www.csudh.edu California State University MyCSUDH Faculty FUTURE STUDENTS ACADEMICS CAMPUS LIFE STUDENT SERVICES
2	Enter your User ID, Password and click Sign In	https://my.csudh.edu/psp/paaprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST Image: CSUDH portal Signon User ID Password Sign In HELPFUL GUEST LINKS Activate Account / New User
3	Click " Employees " tab Next click " Report My Time " button	Welcome Thelonious Monk FACULT / EMPLOYEES My Personal Info My Payroll / Benefits My Recruitment Team Report My Time





4 Four links will appear: My CSUDH portal	STEP	ACTION	SCREENSHOT
5 Select Timesheet. 5 Select Timesheet. 6 7 8 8 8 9 8 9 <td>4</td> <td>Four links will appear: • Report and View Absences • Employee Balance Inquiry • Monthly Schedules • Timesheet Select Timesheet.</td> <td>Welcome STUDENTS My Personal Info My Payroll / Benefits Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules Timesheet</td>	4	Four links will appear: • Report and View Absences • Employee Balance Inquiry • Monthly Schedules • Timesheet Select Timesheet.	Welcome STUDENTS My Personal Info My Payroll / Benefits Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules Timesheet





2. REPORT TIME - EMPLOYEE

Following are the overall steps you will need to follow each month to submit your Timesheet so that you can be paid for the time worked each pay period. If you have more than one job, you will be prompted to select the appropriate job for which you are entering time.

STEP	ACTION	SCREENSHOTS
1	You may enter your time for the current week by Day , Time Period , or Week . To make a selection, click on the dropdown menu In View By , and select the appropriate value.	Timesheet Employee ID: Job Title: Employee Record Number: 0 Image: Select for Instructions Image: Select for Instructions View By: *Date: 05/01/2017 View By: *Date: 05/01/2017 From Monday 05/01/2017 to Sunday 05/07/2017 Scheduled Hours: 40.00 Hours 5/001/2017 to Sunday 05/07/2017
2	Enter the time worked each day in the calendar.	Mon 5/1 Tue 5/2 Fri 5/3 Sat 5/5 Sun 5/6 Time Reporting Code Taskgroup □
3	Select the appropriate Time Reporting Code from the drop down list on the right side of timesheet. PLEASE NOTE: TRCS ARE UNIQUE TO EACH	Reported Time Status - select to hide Reported Time Status Date Status Total Time Reporting Code 0.000000 Reported Hours Summary - select to view Balances - select to view
4	Once you have entered all time, click on Submit. PLEASE NOTE: DO NOT SAVE FOR LATER.	Save for Later Submit Punch Timesheet Self Service Time Reporting
5.	Click Ok.	Timesheet Submit Confirmation ✓ The Submit was successful. Time for the Week of 2017-04-10 to 2017-04-16 is submitted OK
	The screen will now show Reported Time Status with the time you have submitted, status: Needs Approval. PLEASE NOTE: A TIMEKEEPER WILL REVIEW YOUR TIME, BUT YOUR MANAGER WILL APPROVE YOUR TIME.	Reported Time Status - select to hide Reported Time Status Date Status 05/03/2017 Needs Approval 3.00 SHG06 OS/06/2017 Needs Approval 12.00 REG Reported Hours Summary - select to view





3. REVIEWING TIMESHEET - TIMEKEEPER

Please Note: Timekeepers will see ALL timesheets for which they are responsible. However, TIMEKEEPERS will only APPROVE STUDENTS and managers will approve all other employees.

STEP	ACTION	SCREENSHOTS
1	Login to MyCSUDH Portal at <u>https://www.csudh.edu</u> Click the MyCSUDH button on the top right of the screen.	www.csudh.edu California State University MyCSUDH Faculty FUTURE STUDENTS ACADEMICS CAMPUS LIFE STUDENT SERVICES
2	Login to PeopleSoft Enter your User ID, Password and click the " Sign In " button	https://my.csudh.edu/psp/paaprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST Image: CSUDH portal Signon User ID Password Sign in HELPFUL GUEST LINKS
3	Click Employees Next click Timekeeper button and then Timesheet Time & Labor	APPLICANTS EMPLOYEES My Personal Info My Payroll / Benefits My Recruitment Team Report My Time Report My Time Timekeeper Timekeeper Absence Entry Timekeeper Balance Inquiry Timekeeper Absence Review Timesheet Time & Labor





STEP	ACTION	SCREENSHOTS
4	Click on the magnifier for GROUP ID.	Report Time
		Timesheet Summary
		▼ Employee Selection Criteria
		Description Value
		Group ID
		Empl ID
		Empl Rcd Nbr
		Last Name
		First Name
		Job Code
		Department
		Position Number
		Clear Selection Criteria Save Selection Criteria Get Employees
5	The Group ID window is unique to the student assistants you have	Look Up Value
	Click on the Student Group ID number .	Help Search by: Group ID begins with Look Up Cancel Advanced Lookup
		Search Results
		View 100 First 🕚 1-7 of 7 🕑 Last
		Group ID Group Type Indicator Description
		115SF Dynamic Phys Plant Motorpool - Staff
		116SF Dynamic Phys Plant Admin - Staff
		126SE Dynamic Phys Plant Engineering - Staff
		127SF Dynamic Phys Plant Grounds Mnt - Staff
		128SF Dynamic Phys Plant Custodial - Staff
		34000 Dynamic Physical Plant Admin - Student





The value will be automatically then click Get Employees .	/ placed and		Report Time Timesheet Timesheet Description Group ID Empl ID Empl Rcd Nbr Last Name First Name Job Code	Summary Selection Cri	/ iteria			Value 34000	a a a	
then click Get Employees .			Timesheet Employee S Description Group ID Empl ID Empl Rcd Nbr Last Name First Name Job Code	Summary Selection Cri	/ iteria			Value 34000	a a a	
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	get only STODER		VIF LOTELS.							
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Employee Selection Criteria										
Description Value	e									
Group ID 340	D0 Q									
Empl ID	Q									
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Last Name	Q									
First Name	Q									
Job Code	Q									
Department	Q									
Position Number	٩									
Clear Selection Criteria Save Selection Criteria Get Em	ployees									
View By: Week • Date: 05/04/2017 👸 (\$Refresh)	Show Schedule Information	m }k >>								
Employees For Totals From 05/01/2017 - 05/07	2017							Personalize Find	Eiret 🕢 1 of	r1 🛞 1
Job Reported Hours to be Scheduled	Exception Approved/Submitted	Lours Errola	Empl Red Job	Department	Workgroup	Taskgroup	Supervisor	Reports To Position	Position Number	North
Description Hours Approved Hours 0.00 0.00 84.00	0.00	0.00	1 34000	Description	STDNT_POS	DH_GENERIC	Supervisor ID	Number	00001952	Paygrou
				÷						
Approve Reported Time Manager Self Service								-		

As Timekeeper you may also review employee times, but should NOT approve. Notify managers via email, once times are ready to be approved.





	AC1	TION					SCRE	ENSHO	TS							
	a. You may enter/review the students' times for the current week by Day , Time Period , or Week . To make a selection, click on the dropdown menu In View By , and select the appropriate value.															
	b. You can Select each entry or click Select All															
	c. Enter the time worked each day in the calendar.															
	d. Once you have entered all time click on Approve Selected .															
	PLEASE NOTE: TIMEKEEPERS ONLY APPROVE TIME FOR STUDENT ASSISTANTS. FOR ALL OTHER EMPLOYEES, PLE NOTIFY THE MANAGER VIA EMAIL WHEN READY FOR APPROVAL.															EA
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inteen					E,	nnl ID:										
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4. APPROVING INTERMITTENT TIMESHEET – MANAGER

STEP	ACTION	SCREENSHOTS
1	Login to MyCSUDH Portal at	0 www.csudh.edu
	https://www.csudh.edu	California State Universitu
	Click the MyCSUDH button on the top right of the screen.	DOMINGUEZ HILLS MyCSUDH Faculty
		FUTURE STUDENTS ACADEMICS CAMPUS LIFE STUDENT SERVICES
2	Login to PeopleSoft	https://my. csudh.edu /psp/paaprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
	Enter your User ID, Password and click the "Sign In" button	My CSUDH portal
	Sign in Button	Signon 20
		User ID Password
		Activate Account / New User
3	a. Click Employees tab	STUDENTS FACULTY EMPLOYEES
	b. Click Approve button	a
	c. Click Approve Time and Absence	🛓 My Personal Info
		My Payroll / Benefits
		M Recruitment Team
		Report My Time
		Approve Time
		Approve Time and Absence
		Manager Balance Inquiry
		Manager Absence Entry





STEP	ACTION	SCREENSHOTS	
	As Approving Manager, you can see ALL employees you can approve, including Hourly and Exempt.	Approve Time and Absences Click for Instructions Employees Persont First (1) 1 21 of	21
		Select Empl D Empl Current Register Dant D Dent Name Ich Title	
	Coloct amployees and at a time, by disking	Absence Absenc	-
1	Select employees one at a time, by clicking	U Sub Active 34100 BUILDING MAINTENANCE	
1	on the Select button	U Sub Active 34100 BUILDING MAINTENANCE	
	OR	O Sub Active 34100 BUILDING MAINTENANCE	1
		Sub Active 34100 BUILDING MAINTENANCE	
	Click on Select All to select all employees	O Sub Active 34300 ENGINEERING SERVICES	
	at one time.	0 Sub Active 34100 BUILDING MAINTENANCE	
		0 Sub Active 34100 BUILDING MAINTENANCE	
		0 Sub Active 34100 BUILDING MAINTENANCE	
2	Select and click on the Continue button.	0 Sub Leave W/Py 34100 BUILDING MAINTENANCE	1
Z		0 None Active 34000 PHYSICAL PLANT ADMIN	
		0 Sub Active 34100 BUILDING MAINTENANCE	
		0 Sub Active 34100 BUILDING MAINTENANCE	
		O Sub Active 34100 BUILDING MAINTENANCE	
		O Sub Active 34100 BUILDING MAINTENANCE	1
3 4 5.	Click on Approve one at a time OR Click Select All to approve all at one time Click Submit Click Ok.	Select All Deselect All Continue	Last
		Approval Confirmation Your Absence Events were approved and any Review Status changes were saved.	





APPENDIX A - TIME REPORT CODES (TRC)

Below are Time Reporting Codes that are available. Eligibility is based on an employee's collective bargaining unit.

Please Note: Not all takes in the list below will appear for every employee. They depend upon CBID, etc.

Union R08 – Salary (Police)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
СІТ	Citizen Time/Voting & Oath
CODAL	CO Designated Admin. Leave
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
DOCK**	Informal Dock
HG5	Planned Holiday Pay @ 1.0
HG6	Planned Holiday Pay @ 1.5
нт	Holiday Credit Taken
OT5*	Planned Holiday Pay @ 1.0
ОТ6*	Planned Holiday Pay @ 1.5
OTPR*	Overtime Paid @ 1.5
OTST*	Overtime Paid @ 1.0
REG	Regular Hours Worked
SHE08*	Shift – Evening R08 (0.23)
SHN08*	Shift – Night R08 (2.20)

Union R06 - Salary (Physical Plant)

TRC	DESCRIPTION
ASBES	Asbestos HazMat Handling Diff
CFML	COVID FFCRA FML
СІТ	Citizen Time/Voting & Oath
CODAL	CO Designated Admin. Leave
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
DOCK**	Informal Dock
HG5	Planned Holiday Pay @ 1.0
HG6	Planned Holiday Pay @ 1.5
OTPR*	Overtime Paid @ 1.5
OTST*	Overtime Paid @ 1.0
REG	Regular Hours Worked
SHG06*	Shift – Graveyard R06 (2.30)
SHS06*	Shift – Swing R06 Diff (1.30)
SHU06*	Shift – Sunday R06 Diff (1.30)

* To be recorded in Time & Labor ONLY

** To be recorded in Absence Management AND Time & Labor



Union R02, R05, R07, R09, - Salary (CSUEU)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
СІТ	Citizen Time/Voting & Oath
CODAL	CO Designated Admin. Leave
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
DOCK**	Informal Dock
HG5*	Planned Holiday Pay @ 1.0
HG6 [*]	Planned Holiday Pay @ 1.5
OTPR*	Overtime Paid @ 1.5
OTST*	Overtime Paid @ 1.0
REG	Regular Hours Worked
SHGRV*	Shift – Graveyard (2.30)
SHSWG*	Shift – Swing (1.35)

Union R01 – Salary (Hourly Physicians)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
СІТ	Citizen Time/Voting & Oath
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
REG	Regular Hours Worked

E99 – Salary (Hourly Casual Workers)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
REG	Regular Hours Worked

^{*} To be recorded in Time & Labor ONLY ^{**} To be recorded in Absence Management AND Time & Labor

