



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

**Time & Labor:
Entering/ Printing a Student Timesheet,
and View Paycheck
HCM 9.0 Business Process Guide**

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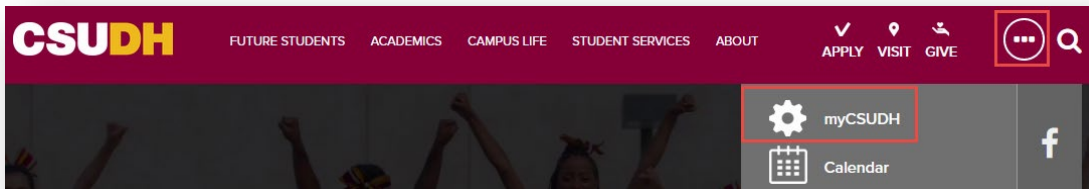
Introduction

This guide will help assist you with entering your hours worked using an online PeopleSoft Timesheet. Following are the overall steps you will need to follow each month to submit your Timesheet so that you can be paid for your time worked each pay period.

1. Enter your time worked online via MyCSUDH Portal (Oracle/PeopleSoft HCM);
2. At the end of the pay period (month) submit your time online;
3. Print your timesheet from MyCSUDH Portal (Oracle/PeopleSoft HCM);
4. On the timesheet, obtain the appropriate signature from your supervisor;
5. Submit the signed hard-copy of your Timesheet to your Timekeeper.

MyCSUDH (Campus Portal) – Student Timesheet

Accessing Campus Portal Navigation: CSUDH Home Page > MyCSUDH




Processing Steps

Navigate to the campus home page (www.csudh.edu), and follow these steps:

1. Click on  Staff Menu.
2. Click on the MyCSUDH link.



3. Type in your Username and Password. This is your network username and password.
4. Click on .

The screenshot shows the MyCSUDH web portal. At the top left is the MyCSUDH logo. At the top right are 'Home' and 'Sign Out' buttons. Below the logo is a navigation bar with 'STUDENTS', 'APPLICANTS', and 'EMPLOYEES'. On the left is a 'My Personal Info' sidebar with a 'Student Worker' link highlighted in red. Other sidebar links include 'CSU Learn', 'View Paycheck', 'Report Time' (highlighted in red), 'Print Timesheet', 'Career Center', and 'Scholarships'. The main content area features a large photo of a crowded campus walkway. Below the photo is a 'SOFTWARE LAUNCHPAD' section with icons for various applications. On the right, there are three panels: 'SYSTEM NOTICES' with 'System Status' and 'Student & Faculty Center Maintenance' information; 'MY OUTSTANDING HOLDS' with a table showing 'You have no outstanding HOLDS'; and 'MY TO DO LIST'.

5. Click on the Student worker.
6. Click on Report time.

Entering Student Time (MyCSUDH Portal)

Student Worker Timesheet Entry (Report Time)

Timesheet

Job Title: Student Asst Empl ID: [REDACTED]
Employee Record Number: 0

Select for Instructions

View By: **Week** Date: 02/04/2019 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 84.00 Hours Show all Punch Types

From 02/04/2019 to 02/10/2019

| Day | Date | Status | In | Out | In | Out | In | Out | Punch Total | Taskgroup | Time Zone | Date |
|-----|------|--------|----|-----|----|-----|----|-----|-------------|------------|-----------|------|
| Mon | 2/4 | New | | | | | | | | DH_GENERIC | PST | 2/4 |
| Tue | 2/5 | New | | | | | | | | DH_GENERIC | PST | 2/5 |
| Wed | 2/6 | New | | | | | | | | DH_GENERIC | PST | 2/6 |
| Thu | 2/7 | New | | | | | | | | DH_GENERIC | PST | 2/7 |
| Fri | 2/8 | New | | | | | | | | DH_GENERIC | PST | 2/8 |
| Sat | 2/9 | New | | | | | | | | DH_GENERIC | PST | 2/9 |
| Sun | 2/10 | New | | | | | | | | DH_GENERIC | PST | 2/10 |

Submit Clear

Reported Hours Summary - select to view
Balances - select to view

Timesheet

Submit Confirmation

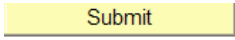
✓ The Submit was successful.

Time for the Week of 2019-01-28 to 2019-02-03 is submitted

OK

If you have more than one job, you will be prompted to select the appropriate job for which you are entering time. Also, it is important that you **Do Not** click on the [“Show All Punch Types”](#). This will change the format of the timesheet and may cause delays in processing student checks.

Processing Steps

1. Once you click on the “Timesheet” hyperlink, you will be brought to a timesheet to enter your time for the current week.
2. You can enter your time by either **Day, Time Period, or Week**. Simply click on the **“View By”** dropdown menu and select the appropriate value.
3. Enter your time in the **In / Out** format for each day that you worked. You can choose to enter time using AM or PM following the numeric time or you can use a 24-hour military time clock.
4. Once you have entered time click .
5. When you **save for later**, the system will ask you if you would like to check for errors.

Select **Yes**.

6. After selecting Submit, the system will tell you that you've successfully submitted your time. Click **OK**

Printing Student Timesheet



[Home](#) [Sign Out](#)

STUDENTS APPLICANTS EMPLOYEES

Processing Steps:

You'll have to go back to the home portal page.

1. Click on the **“Home”** link.
2. Click on **“Student Worker”**.
3. Click **“Print Timesheet”**.

4. Select the appropriate **month** from the dropdown menu.
5. Click on the **Print** button.

The screenshot shows the 'Administration' section of the HCM 9.0 interface. Under the 'View Reports For' section, there are fields for 'User ID' (204587305), 'Type' (Last), 'Status', 'Folder', and 'Instance'. Below this is a 'Report List' table with columns: Select, Report ID, Pros Instance, Description, Request Date/Time, Format, Status, and Details. The 'Description' column contains the word 'Timesheet', which is highlighted with a red box. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a link 'Go back to Print Student Timesheet' with a red arrow pointing to it. There is also a 'Save' button at the bottom left.

| Select | Report ID | Pros Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|-------------|-----------------------|-----------------|--------|---------|
| <input type="checkbox"/> | 1115995 | 2449403 | Timesheet | 01/16/2020 11:59:35AM | Acrobat (*.pdf) | Posted | Details |

Processing Steps:

6. Click Timesheet (below the description).Your Timesheet will open as a PDF document.

Note: To reprint or return to the Print Timesheet page, click [Go Back to Print Student Timesheet](#).

| California State University Dominguez Hills | | STUDENT PAY VOUCHER 01-JAN-2019 To 28-FEB-2019 | | | | | | | | | | | ID: [REDACTED] Deptid: [REDACTED] Unit: [REDACTED] | | | | |
|--|-----------|---|-------|-------|-------|-------------------------|-------|----|-----|-------|-------|-------------------------|--|-----------------------------------|----------------------------|------|--|
| DATE | DAY | IN | OUT | HOURS | IN | OUT | HOURS | IN | OUT | HOURS | TOTAL | PAY RATE | JOBCODE | | | | |
| 01-02-19 | Wednesday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-04-19 | Friday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| | | | | | | | | | | | | | | Weekly Total: | 16.00 | | |
| 01-07-19 | Monday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-08-19 | Tuesday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-10-19 | Thursday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-11-19 | Friday | 08:00 | 12:00 | 4.00 | | | | | | | 4.00 | \$12.00 | 1870 Student Asst | | | | |
| | | | | | | | | | | | | | | Weekly Total: | 28.00 | | |
| 01-14-19 | Monday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-15-19 | Tuesday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-16-19 | Wednesday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-17-19 | Thursday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-18-19 | Friday | 08:00 | 12:00 | 4.00 | 12:30 | 16:30 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| | | | | | | | | | | | | | | Weekly Total: | 40.00 | | |
| 01-23-19 | Wednesday | 09:15 | 15:15 | 6.00 | | | | | | | 6.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-24-19 | Thursday | 13:00 | 17:00 | 4.00 | | | | | | | 4.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-25-19 | Friday | 08:00 | 12:00 | 4.00 | 13:00 | 17:00 | 4.00 | | | | 8.00 | \$12.00 | 1870 Student Asst | | | | |
| | | | | | | | | | | | | | | Weekly Total: | 18.00 | | |
| 01-28-19 | Monday | 08:00 | 14:00 | 6.00 | | | | | | | 6.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-30-19 | Wednesday | 08:00 | 14:00 | 6.00 | | | | | | | 6.00 | \$12.00 | 1870 Student Asst | | | | |
| 01-31-19 | Thursday | 13:00 | 17:00 | 4.00 | | | | | | | 4.00 | \$12.00 | 1870 Student Asst | | | | |
| | | | | | | | | | | | | | | Weekly Total: | 16.00 | | |
| | | | | | | | | | | | | | | Gross Earnings: [REDACTED] | Total Hours: 118.00 | | |
| <p>I certify that I have worked the hours recorded on this voucher; I am a current student at CSUDH and my total hours at all CSUDH jobs combined does not exceed campus policy (20 hours per week) while classes are in session.</p> <p>I am duly authorized by CSUDH to make this report and certify that this correctly reflects the attendance for the student employee and pay period indicated.</p> <p>FA Approval</p> | | | | | | | | | | | | | | | | | |
| SIGNATURE OF EMPLOYEE | | | | DATE | | SIGNATURE OF SUPERVISOR | | | | DATE | | SIGNATURE OF SUPERVISOR | | | | DATE | |

Print, review, and sign your timesheet located on the lower left side.
 Present your timesheet to your immediate supervisor for signature.
 This process will be a reoccurring monthly task.
 Your designated timekeeper will approve all hours worked in the system.

Printing Student Timesheet

Processing Steps:

1. Click the Home link.
2. Click on the Student Worker icon.
3. Click View Paycheck

| Paycheck Issue Date | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number | PDF File |
|-------------------------------|---------------------|----------------|--------------|----------|-----------------|--------------------------|
| View Paycheck | CSU Dominguez Hills | 12/01/2019 | 12/31/2019 | \$540.80 | [REDACTED] | <input type="checkbox"/> |
| View Paycheck | CSU Dominguez Hills | 10/31/2019 | 11/30/2019 | \$598.00 | [REDACTED] | <input type="checkbox"/> |
| View Paycheck | CSU Dominguez Hills | 03/01/2019 | 03/31/2019 | \$213.60 | [REDACTED] | <input type="checkbox"/> |
| View Paycheck | CSU Dominguez Hills | 01/31/2019 | 02/28/2019 | \$272.40 | [REDACTED] | <input type="checkbox"/> |
| View Paycheck | CSU Dominguez Hills | 11/30/2018 | 12/31/2018 | \$118.80 | [REDACTED] | <input type="checkbox"/> |
| View Paycheck | CSU Dominguez Hills | 10/31/2018 | 11/29/2018 | \$220.00 | [REDACTED] | <input type="checkbox"/> |
| View Paycheck | CSU Dominguez Hills | 10/01/2018 | 10/30/2018 | \$272.80 | [REDACTED] | <input type="checkbox"/> |

