



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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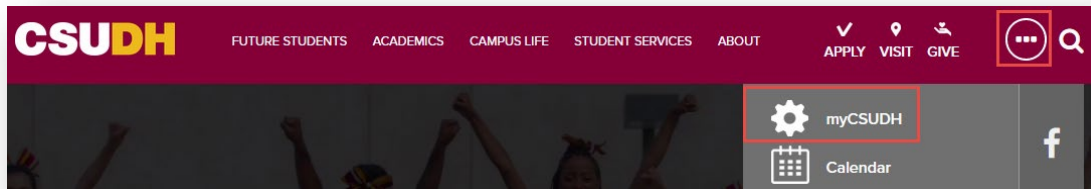
Introduction

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 'Student Worker' (highlighted with a red box), 'CSU Learn', 'View Paycheck', 'Report Time' (highlighted with a red box), 'Print Timesheet', 'Career Center', and 'Scholarships'. The main content area features a large photo of a crowd, a 'SOFTWARE LAUNCHPAD' with various application icons, and a 'SYSTEM NOTICES' section with 'System Status' and 'Student & Faculty Center Maintenance' information. Below the notices is a 'MY OUTSTANDING HOLDS' section showing 'You have no outstanding HOLDS'.

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: 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

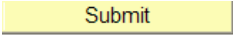
✓ The Submit was successful.

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**.

[Save for Later](#)

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

- My Personal Info
- Student Worker**
- CSU Learn
- View Paycheck
- Report Time
- Print Timesheet**
- Career Center
- Scholarships



SYSTEM NOTICES

System Status
All systems are operating normally

Student & Faculty Center Maintenance
Every Tuesday 8pm to 12am.

SOFTWARE LAUNCHPAD

MY OUTSTANDING HOLDS

View Details

Description	Department
You have no outstanding HOLDS	

MY TO DO LIST

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"**.

My CSUDH | portal

Report Time

Print Timesheet

Select the month (pay period) for the Timesheet you would like to print. Once you have selected a month, click on PRINT and the Timesheet for the selected month will display.

*Month

*A Timesheet will be printed for each position.

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 'View Reports For', 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 for the first row 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. A 'Save' button is 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													
[REDACTED]		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		
<small>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.</small>												<small>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.</small>		<small>FA Approval</small>	
<div style="border: 1px solid black; padding: 5px;"> _____ SIGNATURE OF EMPLOYEE </div>				<div style="border: 1px solid black; padding: 5px;"> _____ DATE </div>		<div style="border: 1px solid black; padding: 5px;"> _____ SUPERVISOR'S SIGNATURE </div>				<div style="border: 1px solid black; padding: 5px;"> _____ DATE </div>		_____ SUPERVISOR'S SIGNATURE		_____ 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"/>

HCM 9.0 DH Time and Labor – Entering and Printing Student Time

View Paycheck

Company: [Redacted] **Net Pay:** \$540.80
 CSU Dominguez Hills
 Address: 1000 East Victoria Street **Pay Period:** 201911
 Carson, CA 90747 **Check Date:** 12/11/2019

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name: [Redacted] **Business Unit:** DHCMP
Employee ID: [Redacted] **Pay Group:** Student Pay Group
Address: [Redacted] **Department:** [Redacted]
Location: CSU Dominguez Hills
Job Title: Student Asst
Pay Rate: \$13.00 Hourly

Paycheck Summary

Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	540.80	0.00	0.00	0.00	540.80

Earnings				Taxes	
Description	Hours	Rate	Amount	Description	Amount
Regular	41.60	13.000000	540.80		
Total:	41.60		540.80	Total:	

Before-Tax Deductions		After Tax Deductions		Employer Paid Benefits	
Description	Amount	Description	Amount	Description	Amount
Total:		Total:		* Taxable Total:	

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Check	[Redacted]	Issue Check		540.80

5. Select the desired paycheck to view.
6. An electronic paycheck will appear including hourly rate and gross earnings.