



Business Process Guide Time & Labor – Student Employee Self-Service

Introduction

This guide provides step-by-step instructions for Time & Labor Self-Service (TLSS), where student employees record, modify, and view their own Timesheet transactions.

- All hours worked must be reported in the Oracle PeopleSoft and **submitted** for approval before the end of the month in which a student is reporting his/her time.
- Students are encouraged to track their time on a daily basis, and to discuss the expectations for doing so with their Managers, or designated Approvers.
- Time should not be entered before it is worked.
- Time for prior payroll cycles cannot be entered via self-service, and must be reported on a paper timesheet to T&L Coordinator for processing.

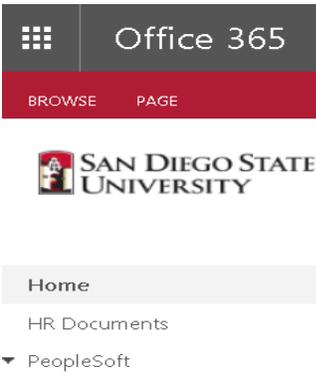
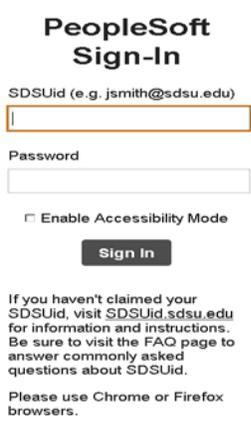
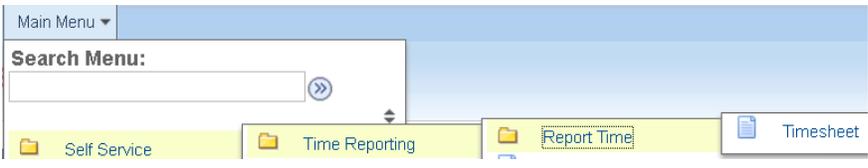
Please refer to the University Payroll Calendar for campus deadlines.

The calendar is located at <https://sdsuedu.sharepoint.com/sites/BFA/HR/SitePages/Home.aspx>.

Your department may enforce earlier deadlines.

PeopleSoft Processing Steps

- Login and Navigation to Timesheet

Steps	Screen Shots																								
<ol style="list-style-type: none"> 1) Navigate to the Center for Human Resources website at http://hr.sdsu.edu/ 2) Click on Current Employees, SDSU Intranet and login with your student SDSUId and password. 3) Click on PeopleSoft under the Home menu on the left. Bookmarks the site for future use. 	 <p>The screenshot shows the Office 365 interface for San Diego State University. At the top, there is a navigation bar with 'Office 365' and buttons for 'BROWSE' and 'PAGE'. Below this is the university logo and a 'Home' menu. Under the 'Home' menu, there are links for 'HR Documents' and 'PeopleSoft'.</p>																								
<ol style="list-style-type: none"> 4) Login to PeopleSoft: Enter your SDSUId (e.g. jsmith@sdsu.edu) and password. 5) If you haven't claimed your SDSUId, visit SDSUID.sdsu.edu for information and instructions. Be sure to visit the FAQ page to answer commonly asked questions about SDSUId. 6) Please use Chrome or Firefox browsers. 	 <p>The screenshot shows the PeopleSoft Sign-In page. It features a title 'PeopleSoft Sign-In' and a form with fields for 'SDSUID (e.g. jsmith@sdsu.edu)' and 'Password'. There is a checkbox for 'Enable Accessibility Mode' and a 'Sign In' button. Below the form, there is a note: 'If you haven't claimed your SDSUId, visit SDSUID.sdsu.edu for information and instructions. Be sure to visit the FAQ page to answer commonly asked questions about SDSUId. Please use Chrome or Firefox browsers.'</p>																								
<ol style="list-style-type: none"> 7) Navigation to Timesheet: Main Menu > Self Service > Time Reporting > Report Time > Timesheet 	 <p>The screenshot shows a navigation menu in PeopleSoft. It includes a 'Main Menu' dropdown, a 'Search Menu' input field, and a list of menu items: 'Self Service', 'Time Reporting', 'Report Time', and 'Timesheet'. The 'Report Time' and 'Timesheet' items are highlighted.</p>																								
<ol style="list-style-type: none"> 8) Enter the total hours worked for each applicable date. All partial hours worked must be reported to the tenths of an hour. Example: enters 4.10 for 4 hours and 5 minutes worked. 	<table border="1" data-bbox="609 1480 820 1816"> <thead> <tr> <th colspan="2">Report Fractions of Hours as Tenths</th> </tr> <tr> <th>Minutes</th> <th>Tenths</th> </tr> </thead> <tbody> <tr><td>1 - 6</td><td>0.1</td></tr> <tr><td>7 - 12</td><td>0.2</td></tr> <tr><td>13 - 18</td><td>0.3</td></tr> <tr><td>19 - 24</td><td>0.4</td></tr> <tr><td>25 - 30</td><td>0.5</td></tr> <tr><td>31 - 36</td><td>0.6</td></tr> <tr><td>37 - 42</td><td>0.7</td></tr> <tr><td>43 - 48</td><td>0.8</td></tr> <tr><td>49 - 54</td><td>0.9</td></tr> <tr><td>55 - 60</td><td>1</td></tr> </tbody> </table>	Report Fractions of Hours as Tenths		Minutes	Tenths	1 - 6	0.1	7 - 12	0.2	13 - 18	0.3	19 - 24	0.4	25 - 30	0.5	31 - 36	0.6	37 - 42	0.7	43 - 48	0.8	49 - 54	0.9	55 - 60	1
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• **Reported Time Worked**

9) Once you click on Timesheet, you will be able to report your time. This applies to student employees with one job record.

See step #10 with multiple job records.

10) Select the name of the appropriate job to begin reporting time.

Some student employees have more than one active job. Under these circumstances, multiple rows will display (see screen shot).

Questions as to which job Name to select? Contact your department Time and Labor Coordinator.

11) The Timesheet displays the following details in the header:

- Name
- ID
- Job Title
- Employee Record Number

Timesheet date ranges may be displayed in different ways by changing the defaults in the following pull down menus:

- **View By:** You can select the time entry calendar by Day, Week or Time Period (month).
- **Date:** The start date of the week/month can be changed by entering a new date and clicking the **“Refresh”** button.
- The following navigational links are also available:

Previous Week/Next Week:

Use these links to quickly navigate to the previous or next time period.

- **Timesheet:** Enter the total hours worked for each applicable date. All partial hours worked must be reported to the tenths of an hour. (See chart below.)

Report Fractions of Hours as Tenths	
Minutes	Tenths
1 - 6	0.1
7 - 12	0.2
13 - 18	0.3
19 - 24	0.4
25 - 30	0.5
31 - 36	0.6
37 - 42	0.7
43 - 48	0.8
49 - 54	0.9
55 - 60	1

IMPORTANT! Do NOT enter zeros on any days that work was not performed. Leave the fields blank.

- **Time Reporting Code:** Select "REG – Regular Hours Worked."
- **Override Rate:** Do not enter anything in this field. Rows with an Override Rate cannot be paid.
- **Submit:** Click to submit your time.

Submit button is equal to signing your timesheet and certifies that you are reporting compliant and accurate time worked.

- Confirmation message will display. Click "OK" to continue.

Timesheet sample:

Timesheet
 Ronald McDonald Employee ID: 100528137
 Job Title: Student Trainee On-Camps W/S Employee Record Number: 1

Select for Instructions

View By: Week *Date: 06/26/2017 Refresh << Previous Week Next Week >>
 Reported Hours: 14.50 Hours Scheduled Hours: 0.00 Hours Previous Job

From Monday 06/26/2017 to Sunday 07/02/2017

Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/1	Sun 7/2	Total	Time Reporting Code	Taskgroup	Override Rate
4.20	2.30	4.40	3.60				14.50	REG - Regular Hours Worked	CSU	

Submit

The following message will display if your submission was successful:

Timesheet Submit Confirmation



The Submit was successful.

Time for the Week of 2017-06-26 to 2017-07-02 is submitted



Time must be **submitted** by 11:59pm on the 1st business day of the month after the end of the Pay Period. (Be sure to check the Payroll Calendar posted on the SDSU HR website.)

Failure to submit your time by this deadline may result in a delay in your paycheck.

- Submitted time displays under "Reported Time Status".

Reported Time Status			
Date	Status	Total	Time Reporting Code
06/26/2017	Needs Approval	4.20	REG
06/27/2017	Needs Approval	2.30	REG
06/28/2017	Needs Approval	4.40	REG
06/29/2017	Needs Approval	3.60	REG

12) Comments (optional) may also be entered into a timesheet by clicking on the comment cloud next to the time entered.

- **Date Under Report:**
Displays the date on which you're leaving a comment
- Enter notes in the Comment field and click **SAVE**.

Comments

Ronald McDonald Employee ID: 100526137
Job Title: Stdnt Trainee On-Cmps WS Employee Record Number: 1

Date Under Report: 06/26/2017

Operator Id	DateTime Created	Source	Comment
1 878787808	06/30/2017 2:12PM	Time Reporting	Off campus at a high school fair

Save Cancel

Click on OK:

Message

Are you sure you want to save the comment(s) entered? (13504,10060)

Once the page is saved, the comments cannot be changed.
Press OK to Save or press Cancel to return to the Comments page without saving.

OK Cancel

Reported Time Status			
Date	Status	Total Time Reporting Code	Comments
06/26/2017	Needs Approval	4.20 REG	
06/27/2017	Needs Approval	2.30 REG	

13) Sign Out

Click on "Sign Out" at the top, right corner of the page to exit before closing browser so others will not be able to access your record.

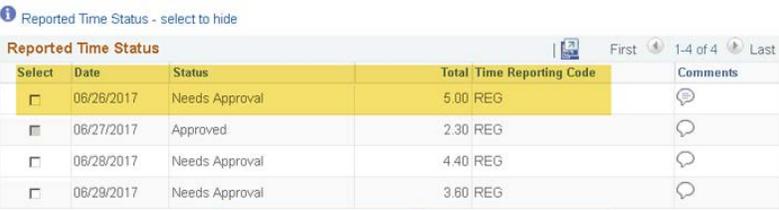
Reminder: Remember to report your time on a daily basis.



• **Correct Timesheet Data**

Time entries that fall into the current pay period can be corrected as needed. Corrections can only be performed on or before the monthly time entry deadline, and **before** it is approved by your supervisor/time approver.

Any corrections that need to be made outside of the current pay period must be submitted on a **paper timesheet** to your approver.

<p>Navigation to Timesheet: Main Menu > Self Service > Report Time > Job Name > Timesheet</p> <ul style="list-style-type: none"> If you have multiple jobs, choose the job that needs to be corrected. The "Reported Time Status" grid should show the status of the time that you wish to correct as "Needs Approval". 																																					
<ul style="list-style-type: none"> If your time has not yet been approved, change the time period to retrieve the period in which you are making the change. Click "Refresh." Type over existing hours to make applicable changes. DO NOT enter zeros to delete hours. Instead, remove time. Submit and confirm the change that you made. <p>If you have any questions regarding your timesheet, please contact your supervisor/approver.</p>	 <p>Before – correcting time on 6/26 and removing time on 6/28 From Monday 06/26/2017 to Sunday 07/02/2017</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Mon 6/26</th> <th>Tue 6/27</th> <th>Wed 6/28</th> <th>Thu 6/29</th> <th>Fri 6/30</th> <th>Sat 7/1</th> <th>Sun 7/2</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>5.00</td> <td>2.30</td> <td>4.40</td> <td>3.60</td> <td></td> <td></td> <td></td> <td>15.30</td> <td>REG - Regular Hours Worked</td> </tr> </tbody> </table> <p>After – corrected time to 4.10 and removed time. From Monday 06/26/2017 to Sunday 07/02/2017</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Mon 6/26</th> <th>Tue 6/27</th> <th>Wed 6/28</th> <th>Thu 6/29</th> <th>Fri 6/30</th> <th>Sat 7/1</th> <th>Sun 7/2</th> <th>Total</th> <th>Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>4.10</td> <td>2.30</td> <td></td> <td>3.60</td> <td></td> <td></td> <td></td> <td>10.00</td> <td>REG - Regular Hours Worked</td> </tr> </tbody> </table>	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/1	Sun 7/2	Total	Time Reporting Code	5.00	2.30	4.40	3.60				15.30	REG - Regular Hours Worked	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/1	Sun 7/2	Total	Time Reporting Code	4.10	2.30		3.60				10.00	REG - Regular Hours Worked
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