

HCM 9.0 HUMAN RESOURCES

Student Time Entry Guide

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1.0 Entering Time

The Time and Labor system allows you to enter time online and uses an electronic approval process. If you have any questions or problems, consult with your supervisor.

Self Service Menu

Favorites Main Menu > Self Service	
Main Menu > Self Service >	
Main Many > Self Service > Time Reporting	
Report and review your time, schedules, request absences and more.	
Report Time Report your time and request planned overtime and absences.	View Time View your schedules, forecasted, payable and comp time, exceptions and more. Exceptions Payable Time Detail

Under Self Service, there are two sections, *Report Time* and *View Time*:

Report Time: contains your timesheet to enter your time

View Time: inquiry to view your total hours and their status and view the exception page.

You have access to enter time only for the current pay month. Once the pay month is over, you will not be able to add or adjust any time, contact your supervisor for assistance.

Report Time Menu

Favorites Main Menu > Self Service
Main Menu > Self Service > Time Reporting >
Report Time
Report your time and request planned overtime and absences.
Timesheet Report your time and task details for a day, week, or time period.

Under Report Time, click the Timesheet link. If you have multiple job records, the page will look similar to the next screen shot. If you only have one record number, the timesheet page will display.

Timesheet Record Number Page

Test Student	<u>0</u>	Customize Find	First 🛃 1-3 of 3 🕨 Last
Job Description	Empl Rcd Nbr	Department	
Student Assistant	C	200132	
Student Assistant	1	300020	
Student Assistant	2	2 200620	

This student has multiple records, choose the appropriate record number to enter your time. If you are unsure which record number to use, contact your supervisor for assistance.

IMPORTANT: Once you enter your time on a record number, you must use the same number for the whole pay period month. Only use different records if you directed to by your supervisor.

Timesheet Page

Click for In	Click for Instructions																
View By:	Week ours:	▼*Date: 0.00 Hours		2012 🔋	Refresh) Hou		revious Weel		<u>Next Week ≻≻</u>							
From 04/09/2012 to 04/15/2012 Timesheet																	
Day	Date	Status	In		Lunch	In		Out	Punch To	tal Taskgroup		Time Zone		Rule Element 3	Date		
💭 Mon	4/9	New	$\boldsymbol{\mathcal{A}}$	8a	11:15a		1:15p	5p		CSU	Q	PST	Q	Q	4/9	-	+
🖓 Tue	4/10	New								CSU	Q	PST	Q	Q	4/10	-	+
♥ Wed	4/11	New		10a				2p		CSU	Q	PST	Q	Q	4/11	-	+
🖓 Thu	4/12	New								CSU	_ `	PST	Q	Q	4/12	-	÷
🔎 Fri	4/13	New		_/						CSU	Q	PST	Q	Q	4/13	-	+
💭 Sat	4/14	New								CSU		PST	Q	Q	4/14	-	+
💭 Sun	4/15	New								CSU	Q	PST	Q	Q	4/15	-	÷
Balances		Cie ummary - clictro view	/		the fire	st 'I	In' co	lumn a	nd yo		; tii	me in tl	he	enter time 'Out' colu R DAY.			

View By: Click on the drop down and choose Time Period to see the whole month

Entering Time: enter your time in the following format:

Even hour (8am, 1pm) - 8a or 1p (you must indicate am/pm)

Everything else (8:15am, 1:30pm) - 8:15a or 1:3p

Once your time is entered, click on the Submit button, this is the same as saving. If your time is not submitted, everything entered at that time will be lost. If you have previously submitted time for the current month and need to make a correction, return to the timesheet page, adjust the time and resubmit.

Timesheet Confirmation Page

Timesheet Submit Confirmation	Click on the OK button to update the timesheet, you
Time for the Time Period of 2012-04-01 to 2012-04-30 is submitted OK	will return back to the timesheet page.

Timesheet Page

Rep	orted Ho	ours: 1	1.00 Hours	Scheduled H	ours: 168.0	0 Hours Show	w all Punch Ty	<u>pes</u>								
	From 04/01/2012 to 04/30/2012															
	-	Date	Status	In	Lunch	In	Out	Punch Total	Taskgroup		Time Zone		Rule Element 3	Date		
\bigcirc	Sun	4/1	Submitted	8:00:00AM	11:15:00AM	1:15:00PM	5:00:00PM	7.00	CSU	Q	PST	Q	Q	4/1	Ξ	+
\bigcirc	Mon	4/2	New						CSU	Q	PST	Q	Q	4/2	-	+
\bigcirc	Tue	4/3	Submitted	10:00:00AM			2:00:00PM	4.00	CSU	Q	PST	Q	Q	4/3	-	+

All time will automatically format correctly, the status will change to 'Submitted' and the Punch Total field will calculate total hours. **NOTE**: submitted time still needs to be approved by your department before it can be paid.

2.0 Additional Shifts

If you work more than one shift on the same day which requires punching in and out multiple times, an additional row(s) must be added to record this time.

Timesheet Page

📿 Tue	4/3	Submitted	10:00:00AM	2:00:00PM	4.00 CSU	Q	PST Q	Q.	4/3 –	+
\Diamond		Submitted	5:00:00PM	7:00:00PM	2.00 CSU	Q	PST Q		4/3 -	(+)

Scroll to the right and click on the 🛨 button to add a new row for the same date. Enter the time. You can enter multiple rows for the same date.

3.0 Lab or Department Field – Library and Computer Labs only

For areas which need to add the lab or department worked, scroll to the right side of the page. You will be instructed by your supervisor if you need to enter this information.

										Look Up Rule Element 3 Search by: Reis Somer 3 w Pages with Lost Up Cancel Johnson Loster
										Search Results Non 550 Prof. (g) 1-30 2730, (g) Lon. Non Lansent Discution
Punch Total	Taskgroup		Time Zone		Rule Element 3		Date			BASELINE Baseline Preventive Maintenanc BOOKPREP Tech Size - Book Preparation EACAPES Linking Facilities Department
	CSU	Q	PST	Q		Q	4/2	Ξ	+	Library Covit Info System LL Interlibrary Leans INFO-LIT Library Into Library Project
4.00	CSU	Q	PST	Q		Q	4/3	-	+	ICTEDT#2 Long ET IC Paties Projec ICCEDT#2 Long ET IC Paties Projec

Rule/Element 3 – click on the look-up button and choose the appropriate Rule Element.

4.0 Exceptions

When there is a problem with the time entered, the system will notify you that there is an exception.

Timesheet Page

\Diamond	Mon	10/3	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	Q	PST		Q	10/3	-	+
\bigcirc	Tue	10/4	New							CSU	Q	PST	Q	Q	10/4	-	+
\bigcirc	Wed	10/5	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	Q	PST	Q	Q	10/5	-	+
\bigcirc	Thu	10/6	New							CSU	Q	PST	Q	Q	10/6	-	+
\bigcirc	Fri	10/7	New							CSU	Q	PST	Q	Q	10/7	-	+
\bigcirc	Sat	10/8	Submitted	Č.	8:00:00AM			12:00:00PM	4.00	CSU	Q	PST	Q	Q	10/8	-	+
\bigcirc	Sun	10/9	New							CSU	Q	PST	Q	Q	10/9	-	+
\bigcirc	Mon	10/10	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	Q	PST	Q	Q	10/10	-	+
\bigcirc	Tue	10/11	New							CSU	Q	PST	Q	Q	10/11	-	+
\bigcirc	Wed	10/12	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	Q	PST	Q	Q	10/12	-	+
\bigcirc	Thu	10/13	New							CSU	Q	PST	Q	Q	10/13	-	+
\bigcirc	Fri	10/14	Submitted	<u></u>	1:00:00PM			5:00:00PM	4.00	CSU	Q	PST	Q	Q	10/14	-	+

In the Exception column, this \bigotimes symbol indicates there is a problem with your time. There are two exception types:

- 1. Total hours for the week (Sunday Saturday) exceeds 20 hours.
- 2. Total hours for a day exceeds 16 hours.

Review the exception and correct if necessary by adjusting your punch times. These exceptions are reviewed by your supervisor.