

# Timesheet Online Review and Approval Process

## Need to Knows and FAQ's

### ***Need to Knows***

- Set a specific deadline with the students and expect them to have complete and accurate time entered and submitted by the 2<sup>nd</sup> working day of the pay period, resource [\*\*College Year Calendars\*\*](#) at: <http://www.csustan.edu/hr/> for pay period dates.
- If a student has more than one position, stress the importance for them to enter their time on the correct position.
- When reviewing time, pay attention to the dates you are viewing time for. **The recommendation is to view the entire time period for each student employee when doing final review before approval.**
- Timekeepers provide Approver (Manager) with a list of the student employees, including their Empl ID number, department name (if you have access to more than one department and/or if the student works in more than one department) and the total hours to approve for the month.
- Managers should not approve time until the 3<sup>rd</sup> working day of the pay period [[\*\*see link to College Year Calendar above, for dates\*\*](#)], to minimize the potential for late edits or corrections, and only approve time totals that have been reviewed and verified. Timesheets can only be approved for each student once per month. The State Controller's Office will only process one line of pay, per person, per month.
- If time has been approved, any and all changes or corrections to that time must be communicated immediately to Payroll Technician, Jacque Keeney. Changes to the timesheet, after time has been approved for the period, are not allowed.
- When in doubt or confused about what you see, contact Ms. Keeney at 667-3309 or [jkeeney@csustan.edu](mailto:jkeeney@csustan.edu) before approving anything. Once time is approved, it cannot be unapproved.

### ***Process for Individual Timesheet Status Look Up – View Payable Time Detail***

**Navigation:** Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

- Search by preferred selection criterion, then click the Get Employees button
- Select student employee by clicking on their name
- Enter Start and End Dates for the pay period being reviewed, then click Get Rows button (see Pay Period Dates, top of page 2)
- The overview tab will provide the Date, Status, Time Reporting Code, Type of Pay, Quantity of Hours, User ID of the Approver, and Task Group
- Statuses included are listed below – Note that time entered and **SAVED** will not appear on this page
  - Needs Approval
  - Approved Goes to Payroll
  - Transmitted Sent to PIP

**Pay Period Dates for Timesheet Approval Look Up for 2011** (note: these date change annually, refer to the College Year Calendar located at [www.csustan.edu/hr](http://www.csustan.edu/hr) for current year)

| Month -Year  | Begin Date | End Date   |
|--------------|------------|------------|
| January-11   | 1/1/2011   | 1/31/2011  |
| February-11  | 2/1/2011   | 3/1/2011   |
| March-11     | 3/2/2011   | 3/31/2011  |
| April-11     | 4/1/2011   | 4/30/2011  |
| May-11       | 5/1/2011   | 5/31/2011  |
| June-11      | 6/1/2011   | 6/30/2011  |
| July-11      | 7/1/2011   | 8/1/2011   |
| August-11    | 8/2/2011   | 8/31/2011  |
| September-11 | 9/1/2011   | 9/30/2011  |
| October-11   | 10/1/2011  | 10/31/2011 |
| November-11  | 11/1/2011  | 11/30/2011 |
| December-11  | 12/1/2011  | 12/31/2011 |

## FAQ's

- Q I don't see time on the Approval page, but I do see it in the timesheet? Why don't they match?
- A If the time was entered and submitted after 2:00 pm the previous day, it will not appear in the approve time screen until the Time Administration process is completed...around 3:00 PM each day, or
- A Time was already approved so it has dropped off the Approvals page (refer to Need to Knows on Page 1 for further details)
- Q Do managers need to also approve changes or corrections to timesheets?
- A Yes, managers need to approve all time in order for it to be paid. **However**, all edits and corrections should be made prior to the manager approving the time for the period (refer to Need to Knows on Page 1 for further details)
- Q A student has two timesheets and entered time on the wrong position. I removed time from the wrong position but the student still got paid. How did that happen?
- A The time for incorrect position had already been approved. It is important to verify the student name and total time to approve before approving (refer to Need to Knows on Page 1 for further details)
- Q I have students whose time I review and/or approve for pay, but I don't see them in my lookup. What do I need to do?
- A Notify Payroll Technician, Jacque Keeney and she'll arrange to get you access, or
- A It could be that the student has entered time on an incorrect position. Contact Payroll if you have questions.

Q I need additional Timekeepers and/or Approvers set up for our department. How do I go about getting them access?

A Notify Payroll Technician, Jacque Keeney and she will arrange for their security access, extend an invitation to training, and send documentation to get them started.

Q If time has been submitted and approved and we found that it was wrong, what should we do?

A Contact Payroll Technician, Jacque Keeney as soon as you become aware of the error. Depending on whether or not the time has been submitted for pay, Jacque will let you know what needs to happen next.

Q If the reported/submitted time for a student has already been approved by the manager, can we still make and submit changes to the student's timesheet?

A After time has been approved, all corrections or changes to that time must be communicated to Payroll Technician, Jacque Keeney. She will then let you know what needs to happen next.

Q Will the pay for our students be affected with this new process?

A The pay should not be affected at all. Please share your questions or concerns with us.

Q When I go into the Approval page, the total hours are different than what was reported and verified by the Timekeeper. Why is that?

A The time period being viewed may be different than what the time period for the reported hours, or

A Some hours may have only been saved but not submitted, or

A Some hours may have already been approved.

**SOLUTION:** For any of these situations, run the Time Status Report

Q I will be on vacation during the time that timesheets must be approved. What do I do?

A Time can be approved online via the web PeopleSoft login at <http://my.csustan.edu/> , or

A Let HR/Payroll know who will be your back up and we can provide them access as a back-up for your group.

Q I am a back-up approver for a few of my colleagues, but I only want to see my employees right now. How do I do that?

A Searching by your Group ID should help narrow your search to only your direct reports. If this doesn't work or you don't know your specific Group ID, contact Payroll Technician Jacque Keeney for assistance.

Q I have an employee that was just hired or rehired but I can't see them in my list of employees or the days I need to review time for are grayed out. How can I review time for them?

A If an employee's hire date is not the beginning of a pay period, enter the employee's actual hire date when "viewing by" week. This should display the time period from their hire date forward.