



Student Timesheet

Student Timesheets are entered on line in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online.

Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Minnie Mouse
Job Title: Student Assistant
EmpID: 002305810
Empl Rcd Nbr: 0

Click for instructions
View By: Week Date: 08/10/2009 Refresh << Previous Week Next Week >>
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

| From Monday 08/10/2009 to Sunday 08/16/2009 | | | | | | | Total | Time Reporting Code | Taskgroup |
|---|----------|----------|----------|----------|----------|----------|-------|---------------------|-----------|
| Mon 8/10 | Tue 8/11 | Wed 8/12 | Thu 8/13 | Fri 8/14 | Sat 8/15 | Sun 8/16 | | | |
| | | | | | | | | CSU | CSU |
| | | | | | | | | CSU | CSU |
| | | | | | | | | CSU | CSU |

Save for Later Submit

Reported Time Status - click to hide

| Date | Status | Total | Time Reporting Code | Comments |
|------|--------|----------|---------------------|----------|
| | | 0.000000 | | |

Reported Hours Summary - click to view
Balances - click to view
Go To: Self Service
Time Reporting
Punch Timesheet

1. Select the View By; Week, Day, or Time Period
2. If selecting by week, enter the date of the week you wish to enter.
3. Enter the hours for each day
4. Select the Time Reporting Code; REG – Regular Hours Worked
5. Click the Save for Later Button
6. At the end of the Pay Period, you must go back and click the Submit button to submit your hours.

NOTE: If the submit button is not selected for all hours saved, you will not get paid for that time.

Report Time

Timesheet

Matthew Moberly Customize | Find First 1-3 of 3 Last

| Name | Empl Rcd Nbr | Department | Department Description | Position Description | Hourly Rate |
|---|--------------|------------|--------------------------------|------------------------------|-------------|
| Instructional Studnt Asst | 1 | 52100 | Retention Services | Instructional Student Assist | 10.550000 |
| Student Assistant | 3 | 80000 | Independent Operations | Student Assistant | 14.380000 |
| Special Consultant | 6 | 30030 | Academic Affairs, Vice Provost | Special Consultant TM158 | |

NOTE: If you work for multiple departments as a student, you will need to choose the department and pay rate for the hours you wish to log



Timesheet

Minnie Mouse EmplID: 002305810
Job Title: Student Assistant Empl Rcd Nbr: 0

Click for instructions

View By: Day Date: 08/10/2009 Refresh Previous Day Next Day

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Monday 08/10/2009

Timesheet

Table with columns: Mon 8/10, Total, Time Reporting Code, Taskgroup. Includes CSU taskgroup entries.

Save for Later Submit

Reported Time Status - click to hide

Summary table with columns: Date, Status, Total, Time Reporting Code, Comments. Total: 0.000000

Reported Hours Summary - click to view

Balances - click to view

Go To: Self Service Time Reporting Punch Timesheet

- 7. If entering hours by Day, select the day in which you want to enter for
8. Enter the hours worked for that day
9. Select the Time Reporting Code; REG - Regular Hours Worked
10. Click the Save for Later button
11. At the end of the Pay Period, you must go back and click the Submit button to submit your hours.

NOTE: If the submit button is not selected for all hours saved, you will not get paid for that time.

Timesheet

Minnie Mouse EmplID: 002305810
Job Title: Student Assistant Empl Rcd Nbr: 0

Click for instructions

View By: Time Period Date: 07/31/2009 Refresh Previous Time Period Next Time Period

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Friday 07/31/2009 to Sunday 08/30/2009

Timesheet

Calendar grid for time reporting from 7/31 to 8/16.

Save for Later Submit

Reported Time Status - click to hide

Summary table with columns: Date, Status, Total, Time Reporting Code, Comments. Total: 0.000000

Reported Hours Summary - click to view

Balances - click to view

Go To: Self Service Time Reporting Punch Timesheet

- 12. If entering hours for Time Period, select the date of the Time Period you which to enter
13. Enter the hours for each day worked
14. Click the Submit button

Note: Once the submit button is used, the time period is locked from making any changes.

