



Student Timesheet

Student Timesheets are entered on line in PeopleSoft and submitted through the system to Payroll. Timesheets still need to be printed and signed by the student and appropriate supervisors.

Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Minnie Mouse EmpID: 002305810
Job Title: Student Assistant 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

Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Sun 8/16	Total	Time Reporting Code	Taskgroup
									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

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



Hourly Employee Timesheet

Hourly Employee Timesheet

Minnie Mouse

Submit

[Report Manager](#)

Save **Return to Search** **Notify**

- 17. Click the Submit button
- 18. Select the Report Manager link

Administration

View Reports For

User ID: Type: Last: Days
 Status: Folder: Instance: to:

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	80072	154161	Student Timesheet Report	08/14/2009 9:59:59AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

- 19. Click the Refresh button every few seconds until the Status says Posted
- 20. Select the Student Timesheet Report link



**California State University Stanislaus
Hourly Employee Timesheet**

For Pay Period Starting 07/31/2009 Through 08/31/2009

A - EMPLOYEE / ASSIGNMENT INFORMATION

Employee Name Minnie Mouse	Employee ID 002305810	Employee Record No. 0
Position 00001392, Student Assistant	Job Code 1870, Student Assistant	
Department 60103, Alumni Relations, 062	Time Approver Unknown	

B - STATUS
Employee Final Timesheet?

C - HOURS WORKED

Date	Reported Hours	Hourly Rate	Daily Total
07/31/2009	0.00	10.00	0.00
08/01/2009	0.00	10.00	0.00
08/02/2009	0.00	10.00	0.00
08/03/2009	0.00	10.00	0.00
08/04/2009	0.00	10.00	0.00
08/05/2009	0.00	10.00	0.00
08/06/2009	0.00	10.00	0.00
08/07/2009	0.00	10.00	0.00
08/08/2009	0.00	10.00	0.00
08/09/2009	0.00	10.00	0.00
08/10/2009	0.00	10.00	0.00
08/11/2009	0.00	10.00	0.00
08/12/2009	0.00	10.00	0.00
08/13/2009	0.00	10.00	0.00
08/14/2009	0.00	10.00	0.00
08/15/2009	0.00	10.00	0.00
08/16/2009	0.00	10.00	0.00
08/17/2009	0.00	10.00	0.00
08/18/2009	0.00	10.00	0.00
08/19/2009	0.00	10.00	0.00
08/20/2009	0.00	10.00	0.00
08/21/2009	0.00	10.00	0.00
08/22/2009	0.00	10.00	0.00
08/23/2009	0.00	10.00	0.00
08/24/2009	0.00	10.00	0.00
08/25/2009	0.00	10.00	0.00
08/26/2009	0.00	10.00	0.00
08/27/2009	0.00	10.00	0.00
08/28/2009	0.00	10.00	0.00
08/29/2009	0.00	10.00	0.00
08/30/2009	0.00	10.00	0.00
08/31/2009	0.00	10.00	0.00
Total	0.00		0.00

D - CERTIFICATION

Employee Signature _____ Date _____

Approval #1 _____ Date _____

Approval #2 _____ Date _____

Printed on 08/14/2009

21. Print the Report
22. Sign and date it
23. Give to your appropriate supervisor to sign.

Self Service > Time Reporting > View Time > Payable Time Summary

Payable Time Summary

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

Payable Time is summarized by week for seven days. More than one possible time for the date selected.

Start Date: 08/08/2009 End Date: 08/14/2009 **Get Rows**

Time Reporting Code	Description	Type	Currency	Sat 8/8	Sun 8/9	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Total Quantity

Go To: [Self Service](#)
[Time Reporting](#)
[Detail Page](#)

24. Select the Date in which you want to view
25. Click the Get Rows button