



# Timesheet

This guide outlines the process to review and correct hourly and casual workers timesheet. This process can be done by a timekeeper or Manager via Manager Self-Service.

## Manger Self Service > Time Management > Report Time > Timesheet

### Report Time

#### Timesheet Summary

##### Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Show Schedule Information

View By: Week Date: 03/09/2011 Refresh << Previous Week Next Week >>

1. Enter a Value in one of the searchable fields

NOTE: The easiest search is by Group ID or Department.

2. Click the Get Employees button

#### Employees For April Dunham-Filson, Totals From 02/28/2011 - 03/06/2011

Name	Job Description	Reported Hours	Hours to be Approve	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID
	Student Assistant	20.50	0.00	0.00		7.50	0.00	002063451
	Student Assistant	17.70	0.00	0.00		17.70	0.00	000043654
	Equip Tech I, Electronic	16.00	0.00	0.00		16.00	0.00	000024830

3. Compare Reported Hours with Approved/Submitted Hours

NOTE: If they are different, the individual should go back into their timesheet and submit all hours.

4. Click on the Name of the individual to go to the timesheet to correct time worked

5. If there is an exception, the individual has gone over their allotted 20 hours.



### Timesheet

Job Title: Student Assistant

[Click for Instructions](#)

View: Week Date: 02/28/2011 Refresh [<< Previous Week](#) [Next Week >>](#)

By: Reported Hours: 20.50 Hours Scheduled Hours: 0.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

Reported time on or before 03/01/2011 is for a prior period.

From Monday 02/28/2011 to Sunday 03/06/2011

Timesheet

Mon 2/28	Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sat 3/5	Sun 3/6	Total	Time Reporting Code	Taskgroup
3.00	4.50	5.50	4.50	3.00			20.50	REG - Regular Hours Worked	CSU

Save for Later Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
02/28/2011	Submitted	3.00	REG	
03/01/2011	Submitted	4.50	REG	
03/02/2011	Saved	5.50	REG	
03/03/2011	Saved	4.50	REG	

EmplID: 002063451

Empl Rcd Nbr: 1

6. Enter the Date of the week to correct hours
7. Click the Refresh button
8. Correct the hours
9. Click the Submit button

NOTE: If hours are changed, do steps 9-11 for each week's hours that were changed.

10. Click the Comments Icon

### Comments

Job Title: Student Assistant

Date Under Report: 02/28/2011

Comments

Created By	Date Time Created	Source	Comment
	03/09/2011 1:20PM	Time Reporting	

Save Cancel

EmplID: 002063451

Empl Rcd Nbr: 1

11. Enter the reason why the hours were changed
12. Click the Save button
13. Once the timesheet is correct and all hours are submitted, Email the appropriate Manager to approve the hours.