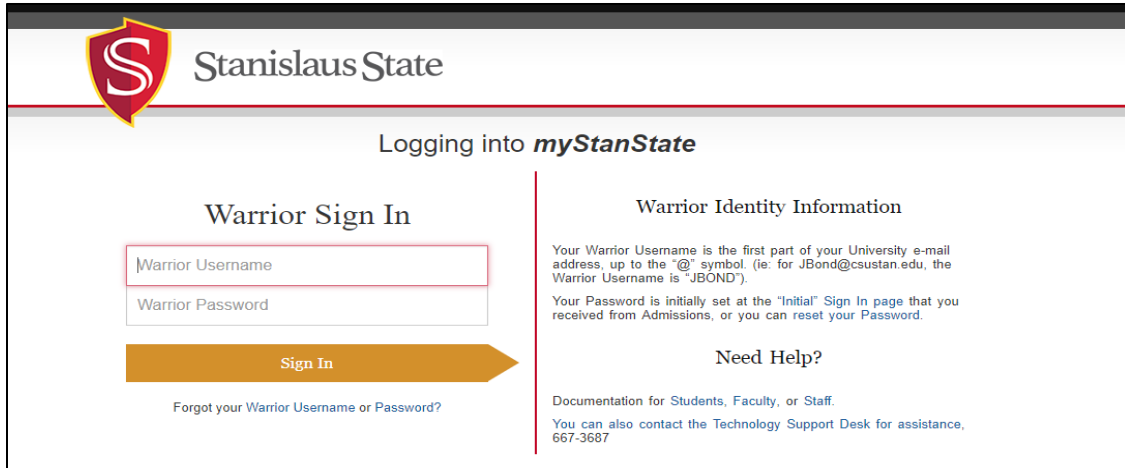


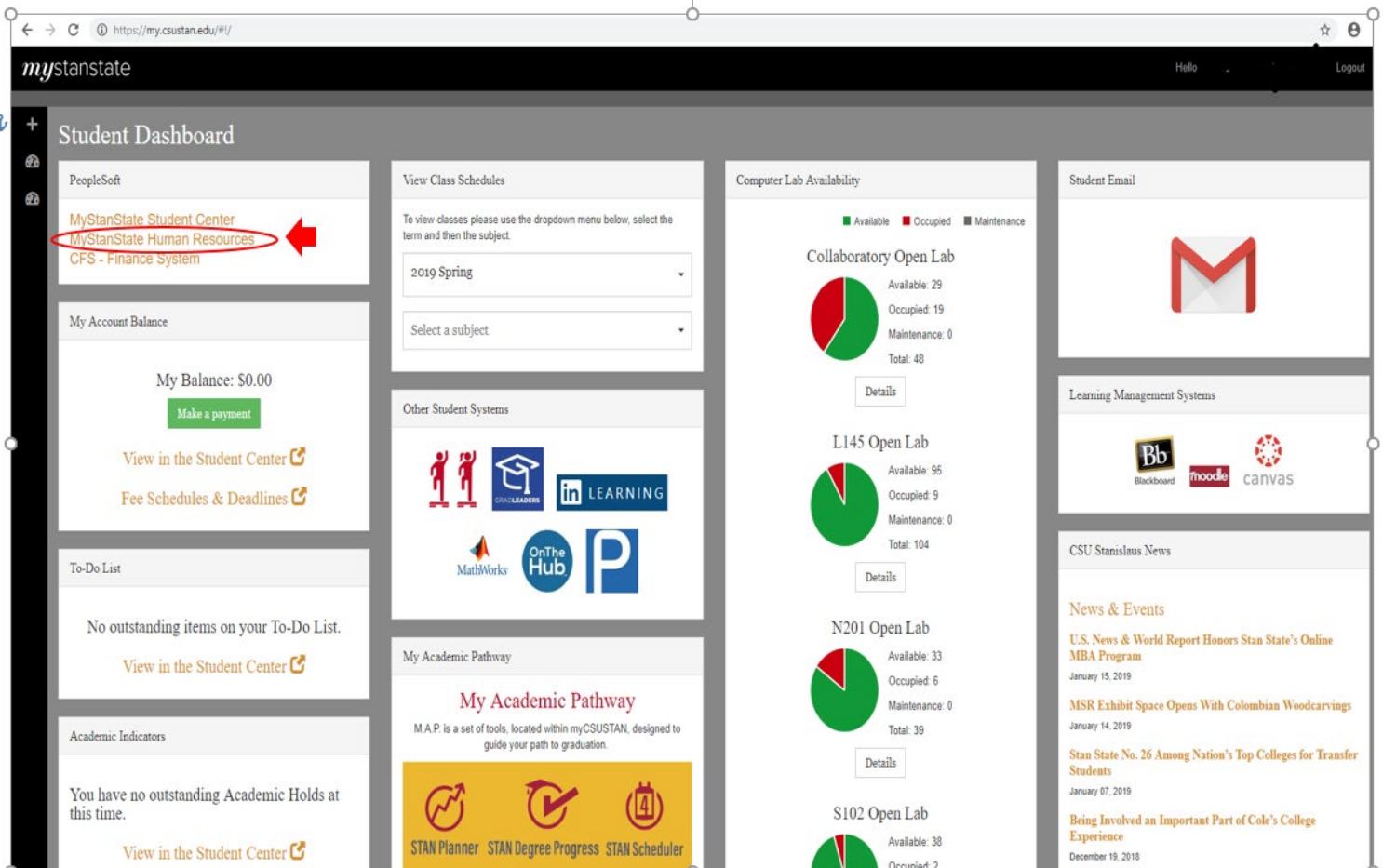


Online TimeSheet Instructions

1. Log into your “myStanState” portal by entering your User ID (Warrior Username) and Password.



2. Once you have successfully logged in, your Dashboard will appear with the “myStanState Human Resources” option in the box labeled “PeopleSoft”. Click onto the “myStanState Human Resources” option to move to the next step.



Online Timesheets are entered in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online. **Please Note:** Paper timesheets OR late timesheets may cause a delay in processing



3. Login again by entering your User ID (Warrior Username) and Password.



The screenshot shows the Stanislaus State login page for PeopleSoft Human Resources. At the top left is the Stanislaus State logo. The main heading is "Logging into **PeopleSoft Human Resources**". Below this, there are two columns. The left column is titled "Warrior Sign In" and contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a large orange arrow button labeled "Sign In". Underneath the button is a link: "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains two paragraphs of text. The first paragraph explains that the Warrior Username is the first part of the University e-mail address, up to the "@" symbol, with an example: "JBond@csustan.edu, the Warrior Username is 'JBOND'". The second paragraph explains that the Password is initially set at the "Initial" Sign In page and can be reset. Below this text is a section titled "Need Help?" with a link for "Documentation for Students, Faculty, or Staff" and another link for "Technology Support Desk for assistance, 667-3687".

Online Timesheets are entered 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 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	CSU	+
									CSU	CSU	+

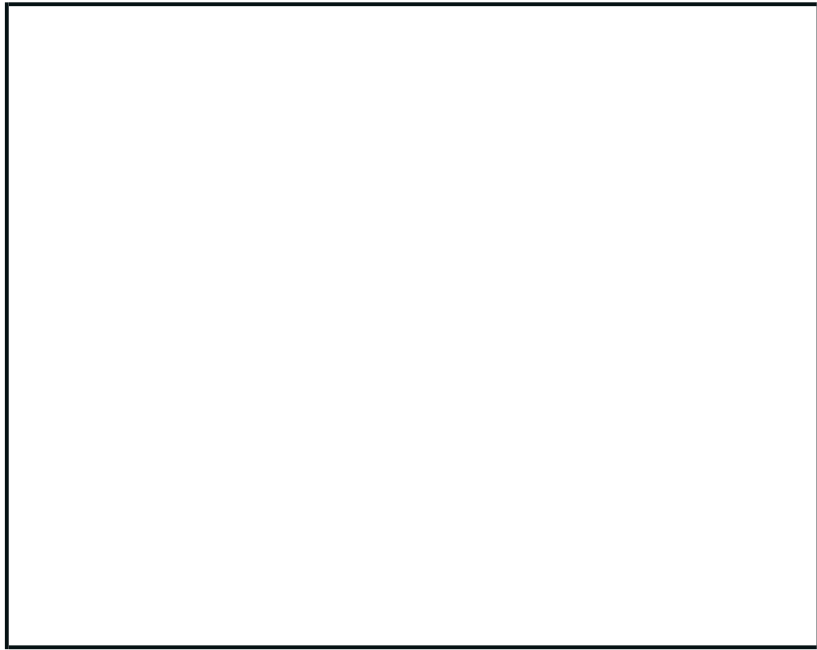
Save for Later Submit

[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](#)



4. Select the View By; Week, Day, or Time Period
5. If selecting by **week**, enter the date of the week you wish to enter.
6. Enter the hours for each day
7. Select the Time Reporting Code; REG – Regular Hours Worked
8. Click the Submit Button. Click OK on the confirmation page.
9. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.

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

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

Timesheet

Minnie Mouse EmpID: 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

Mon 8/10	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](#)

10. If entering hours by **Day**, select the day in which you want to enter for
11. Enter the hours worked for that day
12. Select the Time Reporting Code; REG – Regular Hours Worked
13. Click the Submit Button. Click OK on the confirmation page.
14. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.

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

Timesheet

Minnie Mouse EmpID: 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

Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8	Sun 8/9	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Sun 8/16

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](#)

15. If entering hours for **Time Period**, select the date of the Time Period you which to enter
16. Enter the hours for each day worked
17. Click the Submit button. Click OK on the confirmation page.
18. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.

