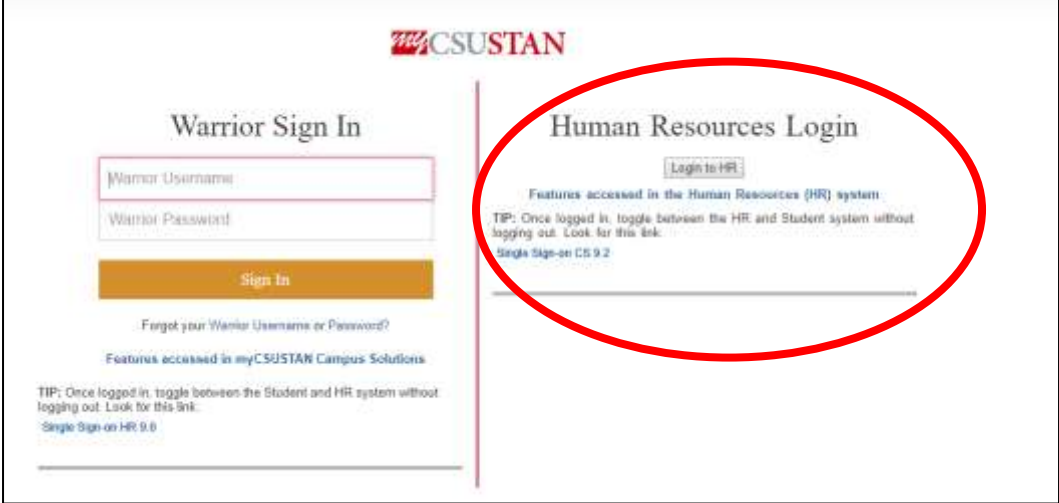


Online Timesheet

HR Login- Click 'Login to HR' and enter your User ID (Warrior Username) and Password. Once you are into the system, refer to page two of handout.



The screenshot shows the myCSUSTAN login interface. On the left is the 'Warrior Sign In' section with fields for 'Warrior Username' and 'Warrior Password', a 'Sign In' button, and a link for 'Forgot your Warrior Username or Password?'. Below this is a section for 'Features accessed in myCSUSTAN Campus Solutions' with a tip and a link for 'Single Sign-on HR 9.0'. On the right is the 'Human Resources Login' section, which is circled in red. It contains a 'Login to HR' button, a section for 'Features accessed in the Human Resources (HR) system', a tip about toggling between HR and Student systems, and a link for 'Single Sign-on CS 9.2'.

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.

Online Timesheet

Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Minnie Mouse EmplID: 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

[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 Submit Button. Click OK on the confirmation page.
6. 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

Submit Confirmation

The Submit was successful.
 Time for the Time Period of 2018-10-01 to 2018-10-30 is submitted

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 Student Asst	1 52100	Retention Services	Retention Services	Instructional Student Assist	10.550000
Student Assistant	3 80000	Independent Operations	Independent Operations	Student Assistant	14.380000
Special Consultant	6 30030	Academic Affairs, Vice Provost	Academic Affairs, Vice Provost	Special Consultant TM158	

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



Would you like to check for errors? (13504,10066)

15. Click the Yes button to check for errors.
Note: This will happen when Save or Submit is selected.

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 calculated by time for seven days prior to payable time for the date selected.

Start Date: 08/08/2009 End Date: 08/14/2009

Payable Time From 08/08/2009 to 08/14/2009											
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](#)

NOTE: This process only needs to be done if you want to review your time submitted.

16. Select the Date in which you want to view
17. Click the Get Rows button