

CSU DOMINGUEZ HILLS
DIVISION OF INFORMATION TECHNOLOGY

TIME & LABOR TIMESHEETS

FOR NON-EXEMPT/HOURLY/
INTERMITTENT EMPLOYEES



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OVERVIEW

As of March 2017, the campus will implement the CSU Absence Management/Time & Labor module which allows time entry to be entered online into the CMS system. This guide will help assist you with entering your hours worked using an online timesheet. Following are the overall steps you will need to follow each month to submit your Timesheet so that you can be paid for the time worked each pay period. If you have more than one job, you will be prompted to select the appropriate job for which you are entering time.

There are three specific roles in the new timekeeping process, other than the Payroll process:

1. **Employees** enter, review, and submit their time off in self-service in Time & Labor for the current period. Employees must enter docks daily. Employees may also be required to delete and re-enter absences and reported time based on notifications from Managers.

- DEADLINES:**
- **ABSENCES FOR THE CURRENT PAY PERIOD MUST BE ENTERED BY THE 25TH OF EACH MONTH.**
 - **DOCKS MUST BE REPORTED DAILY.**
 - **ABSENCES FOR FUTURE PAY PERIODS MAY BE ENTERED AT ANY TIME.**

2. **Timekeepers** review the time reported in Time and Labor for accuracy. Timekeeper can enter time into the Time and Labor timesheet for an employee, if that is the decided business process by the area/department. Timekeepers will notify managers via email, once times are ready to be approved.

- DEADLINES:**
- **TIME REPORTED FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE END OF EACH MONTH.**

PLEASE NOTE: TIMEKEEPERS HAVE THE ABILITY TO APPROVE ALL EMPLOYEES, BUT SHOULD ONLY APPROVE STUDENTS.

3. **Managers/Approvers** approve reported time which have been entered by employees and reviewed by Timekeepers. Managers may also enter an Absence or reported time on an employee's behalf. Absences and reported time entered by Managers are automatically updated to a status of "Approved" and cannot be corrected by the employee or timekeeper. **Employees automatically receive an email notification when an Absence or time reported is entered on their behalf, but not when the Absence or time reported is approved.**

- DEADLINES:**
- **APPROVAL FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE 5TH OF THE MONTH FOLLOWING THE PERIOD.**



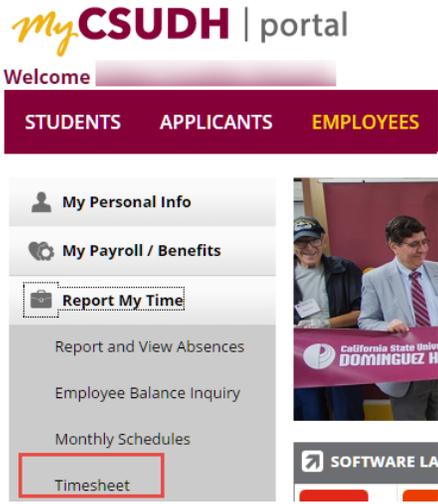
4. **Payroll** processes docks, approved overtime and absences, makes corrections to entries, enters all Catastrophic Donation entries, reviews comments and finalizes the absences, time reported and accruals. Not all entries by Payroll will create an email notification.



1. LOG IN THROUGH MYCSUDH

STEP	ACTION	SCREENSHOT
1	<p>Login to MyCSUDH Portal at https://www.csudh.edu</p> <p>Click the MyCSUDH button on the top right of the screen.</p>	
2	<p>Enter your User ID, Password and click Sign In</p>	
3	<p>Click “Employees” tab</p> <p>Next click “Report My Time” button</p>	



STEP	ACTION	SCREENSHOT
4	Four links will appear: <ul style="list-style-type: none">• Report and View Absences• Employee Balance Inquiry• Monthly Schedules• Timesheet	
5	Select Timesheet .	



2. REPORT TIME - EMPLOYEE

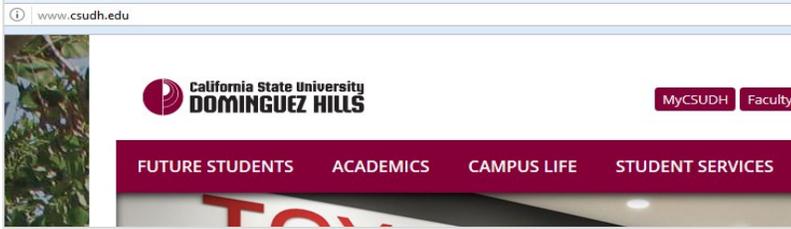
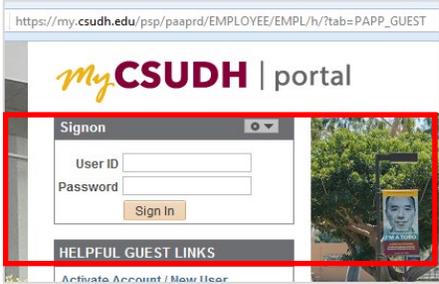
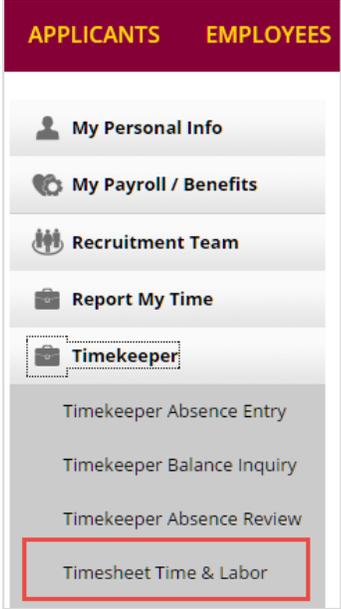
Following are the overall steps you will need to follow each month to submit your Timesheet so that you can be paid for the time worked each pay period. If you have more than one job, you will be prompted to select the appropriate job for which you are entering time.

STEP	ACTION	SCREENSHOTS
1	<p>You may enter your time for the current week by Day, Time Period, or Week.</p> <p>To make a selection, click on the dropdown menu in View By, and select the appropriate value.</p>	
2	<p>Enter the time worked each day in the calendar.</p>	
3	<p>Select the appropriate Time Reporting Code from the drop down list on the right side of timesheet.</p> <p>PLEASE NOTE: TRCS ARE UNIQUE TO EACH EMPLOYEE TIMESHEET.</p>	
4	<p>Once you have entered all time, click on Submit.</p> <p>PLEASE NOTE: DO NOT SAVE FOR LATER.</p>	
5.	<p>Click Ok.</p>	
	<p>The screen will now show Reported Time Status with the time you have submitted, status: Needs Approval.</p> <p>PLEASE NOTE: A TIMEKEEPER WILL REVIEW YOUR TIME, BUT YOUR MANAGER WILL APPROVE YOUR TIME.</p>	

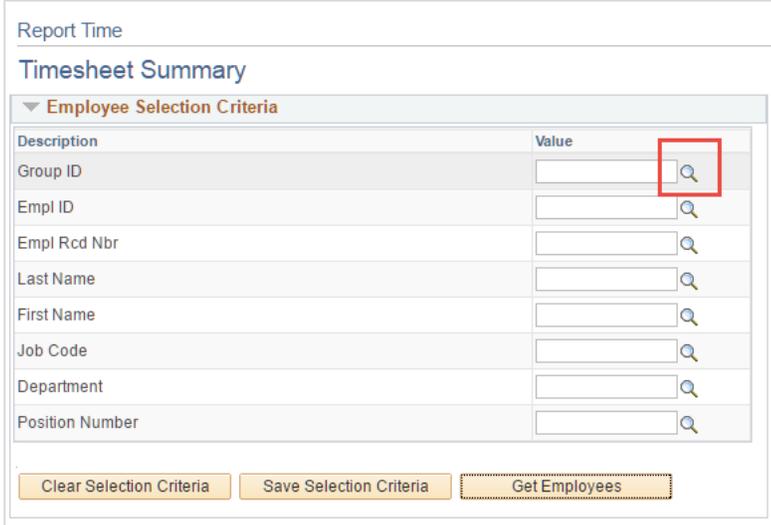
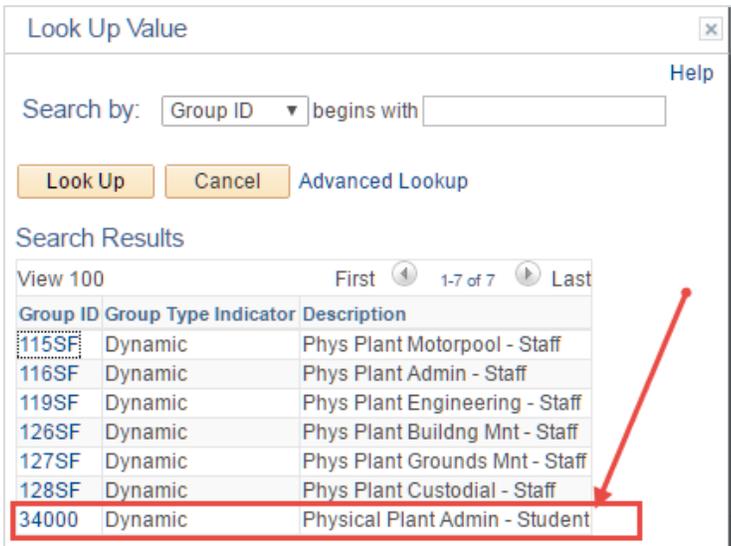


3. REVIEWING TIMESHEET – TIMEKEEPER

Please Note: Timekeepers will see ALL timesheets for which they are responsible. However, TIMEKEEPERS will only APPROVE STUDENTS and managers will approve all other employees.

STEP	ACTION	SCREENSHOTS
1	Login to MyCSUDH Portal at https://www.csudh.edu Click the MyCSUDH button on the top right of the screen.	
2	Login to PeopleSoft Enter your User ID, Password and click the “Sign In” button	
3	Click Employees Next click Timekeeper button and then Timesheet Time & Labor	



STEP	ACTION	SCREENSHOTS																								
4	Click on the magnifier for GROUP ID .	 <p>Report Time</p> <h3>Timesheet Summary</h3> <p>Employee Selection Criteria</p> <table border="1"><thead><tr><th>Description</th><th>Value</th></tr></thead><tbody><tr><td>Group ID</td><td><input type="text"/> </td></tr><tr><td>Empl ID</td><td><input type="text"/> </td></tr><tr><td>Empl Rcd Nbr</td><td><input type="text"/> </td></tr><tr><td>Last Name</td><td><input type="text"/> </td></tr><tr><td>First Name</td><td><input type="text"/> </td></tr><tr><td>Job Code</td><td><input type="text"/> </td></tr><tr><td>Department</td><td><input type="text"/> </td></tr><tr><td>Position Number</td><td><input type="text"/> </td></tr></tbody></table> <p>Clear Selection Criteria Save Selection Criteria Get Employees</p>	Description	Value	Group ID	<input type="text"/> 	Empl ID	<input type="text"/> 	Empl Rcd Nbr	<input type="text"/> 	Last Name	<input type="text"/> 	First Name	<input type="text"/> 	Job Code	<input type="text"/> 	Department	<input type="text"/> 	Position Number	<input type="text"/> 						
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5	The Group ID window is unique to the student assistants you have. Click on the Student Group ID number .	 <p>Look Up Value</p> <p>Search by: Group ID begins with <input type="text"/></p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 First 1-7 of 7 Last</p> <table border="1"><thead><tr><th>Group ID</th><th>Group Type Indicator</th><th>Description</th></tr></thead><tbody><tr><td>115SF</td><td>Dynamic</td><td>Phys Plant Motorpool - Staff</td></tr><tr><td>116SF</td><td>Dynamic</td><td>Phys Plant Admin - Staff</td></tr><tr><td>119SF</td><td>Dynamic</td><td>Phys Plant Engineering - Staff</td></tr><tr><td>126SF</td><td>Dynamic</td><td>Phys Plant Building Mnt - Staff</td></tr><tr><td>127SF</td><td>Dynamic</td><td>Phys Plant Grounds Mnt - Staff</td></tr><tr><td>128SF</td><td>Dynamic</td><td>Phys Plant Custodial - Staff</td></tr><tr><td>34000</td><td>Dynamic</td><td>Physical Plant Admin - Student</td></tr></tbody></table>	Group ID	Group Type Indicator	Description	115SF	Dynamic	Phys Plant Motorpool - Staff	116SF	Dynamic	Phys Plant Admin - Staff	119SF	Dynamic	Phys Plant Engineering - Staff	126SF	Dynamic	Phys Plant Building Mnt - Staff	127SF	Dynamic	Phys Plant Grounds Mnt - Staff	128SF	Dynamic	Phys Plant Custodial - Staff	34000	Dynamic	Physical Plant Admin - Student
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STEP	ACTION	SCREENSHOTS
6	The value will be automatically placed and then click Get Employees .	

a	This step will ensure that you get only STUDENT EMPLOYEES.	
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As Timekeeper you may also review employee times, but should NOT approve. Notify managers via email, once times are ready to be approved.



STEP	ACTION	SCREENSHOTS
7	<p>a. You may enter/review the students' times for the current week by Day, Time Period, or Week. To make a selection, click on the dropdown menu In View By, and select the appropriate value.</p> <p>b. You can Select each entry or click Select All</p> <p>c. Enter the time worked each day in the calendar.</p> <p>d. Once you have entered all time click on Approve Selected.</p> <p>PLEASE NOTE: TIMEKEEPERS ONLY APPROVE TIME FOR STUDENT ASSISTANTS. FOR ALL OTHER EMPLOYEES, PLEASE NOTIFY THE MANAGER VIA EMAIL WHEN READY FOR APPROVAL.</p>	

Timesheet

Empl ID: _____
Job Title: Stdnt Asst Employee Record Number: 1

[Select for Instructions](#) **a**

View By: Week Date: 05/01/2017 Refresh << Previous Week Next Week >>

Reported Hours: 8.00 Hours Scheduled Hours: 84.00 Hours Show Punch Types **DO NOT CLICK. WILL PERMANENTLY DISRUPT CURRENT SETUP**

From 05/01/2017 to 05/07/2017

Select	Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
<input type="checkbox"/>	Mon	5/1	Needs Approval	12:00:00PM	2:00:00PM					2.00	DH_GENERIC	PST	5/1	-	+
<input type="checkbox"/>	Tue	5/2	New								DH_GENERIC	PST	5/2	-	+
<input type="checkbox"/>	Wed	5/3	Needs Approval	2:00:00AM	5:00:00AM					3.00	DH_GENERIC	PST	5/3	-	+
<input type="checkbox"/>	Thu	5/4	New								DH_GENERIC	PST	5/4	-	+
<input type="checkbox"/>	Fri	5/5	Needs Approval	1:00:00PM	4:00:00PM					3.00	DH_GENERIC	PST	5/5	-	+
<input type="checkbox"/>	Sat	5/6	New								DH_GENERIC	PST	5/6	-	+
<input type="checkbox"/>	Sun	5/7	New								DH_GENERIC	PST	5/7	-	+

b Select All Deselect All Approve Selected Deny Selected

Submit Clear **d**

c

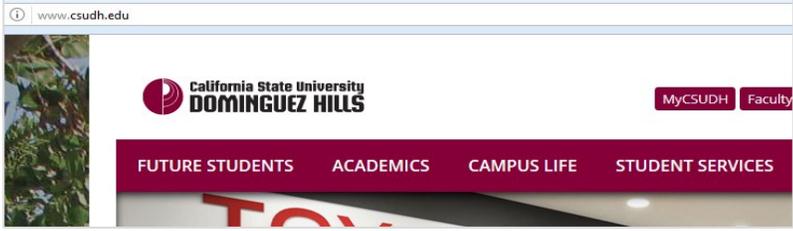
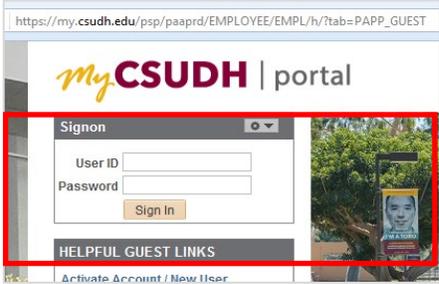
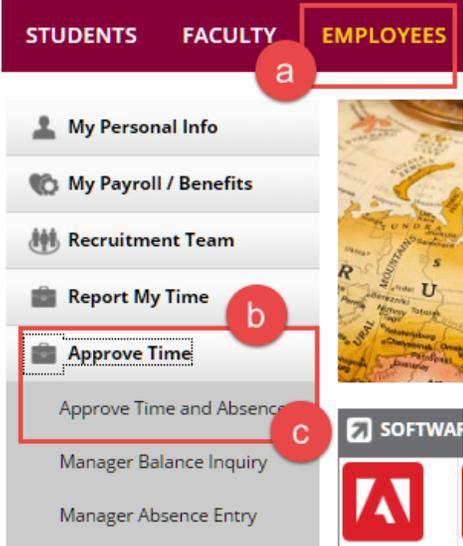
DO NOT CLICK. WILL PERMANENTLY DISRUPT CURRENT SETUP

Reported Hours Summary - select to view

Balances - select to view



4. APPROVING INTERMITTENT TIMESHEET – MANAGER

STEP	ACTION	SCREENSHOTS
1	<p>Login to MyCSUDH Portal at https://www.csudh.edu</p> <p>Click the MyCSUDH button on the top right of the screen.</p>	
2	<p>Login to PeopleSoft</p> <p>Enter your User ID, Password and click the “Sign In” button</p>	
3	<p>a. Click Employees tab</p> <p>b. Click Approve button</p> <p>c. Click Approve Time and Absence</p>	



STEP	ACTION	SCREENSHOTS																																																																																																																																																
1	As Approving Manager, you can see ALL employees you can approve, including Hourly and Exempt. Select employees one at a time, by clicking on the Select button OR Click on Select All to select all employees at one time.	<p>Approve Time and Absences</p> <p>Click for Instructions</p> <p>Employees Personnel First 1-21 of 21</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</th> <th>Empl Rod</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Title</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34300</td><td>ENGINEERING SERVICES</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Leave W/Py</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>None</td><td></td><td></td><td>Active</td><td>34000</td><td>PHYSICAL PLANT ADMIN</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>0</td><td>Sub</td><td></td><td></td><td>Active</td><td>34100</td><td>BUILDING MAINTENANCE</td><td></td></tr> </tbody> </table> <p>1</p> <p>2</p> <p>Select All Deselect All Continue</p>	Select	Empl ID	Empl Rod	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Title	<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34300	ENGINEERING SERVICES		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Leave W/Py	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	None			Active	34000	PHYSICAL PLANT ADMIN		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE		<input type="checkbox"/>	0	Sub			Active	34100	BUILDING MAINTENANCE	
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5.	Click Ok.	<p>Approval Confirmation</p> <p>✓ Your Absence Events were approved and any Review Status changes were saved.</p> <p>OK</p>																																																																																																																																																



APPENDIX A – TIME REPORT CODES (TRC)

Below are Time Reporting Codes that are available. Eligibility is based on an employee’s collective bargaining unit.

Please Note: Not all takes in the list below will appear for every employee. They depend upon CBID, etc.

Union R08 – Salary (Police)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
CIT	Citizen Time/Voting & Oath
CODAL	CO Designated Admin. Leave
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
DOCK**	Informal Dock
HG5	Planned Holiday Pay @ 1.0
HG6	Planned Holiday Pay @ 1.5
HT	Holiday Credit Taken
OT5*	Planned Holiday Pay @ 1.0
OT6*	Planned Holiday Pay @ 1.5
OTPR*	Overtime Paid @ 1.5
OTST*	Overtime Paid @ 1.0
REG	Regular Hours Worked
SHE08*	Shift – Evening R08 (0.23)
SHN08*	Shift – Night R08 (2.20)

Union R06 - Salary (Physical Plant)

TRC	DESCRIPTION
ASBES	Asbestos HazMat Handling Diff
CFML	COVID FFCRA FML
CIT	Citizen Time/Voting & Oath
CODAL	CO Designated Admin. Leave
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
DOCK**	Informal Dock
HG5	Planned Holiday Pay @ 1.0
HG6	Planned Holiday Pay @ 1.5
OTPR*	Overtime Paid @ 1.5
OTST*	Overtime Paid @ 1.0
REG	Regular Hours Worked
SHG06*	Shift – Graveyard R06 (2.30)
SHS06*	Shift – Swing R06 Diff (1.30)
SHU06*	Shift – Sunday R06 Diff (1.30)

* To be recorded in Time & Labor ONLY

** To be recorded in Absence Management AND Time & Labor



Union R02, R05, R07, R09, - Salary (CSUEU)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
CIT	Citizen Time/Voting & Oath
CODAL	CO Designated Admin. Leave
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
DOCK**	Informal Dock
HG5*	Planned Holiday Pay @ 1.0
HG6*	Planned Holiday Pay @ 1.5
OTPR*	Overtime Paid @ 1.5
OTST*	Overtime Paid @ 1.0
REG	Regular Hours Worked
SHGRV*	Shift – Graveyard (2.30)
SHSWG*	Shift – Swing (1.35)

Union R01 – Salary (Hourly Physicians)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
CIT	Citizen Time/Voting & Oath
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
REG	Regular Hours Worked

E99 – Salary (Hourly Casual Workers)

TRC	DESCRIPTION
CFML	COVID FFCRA FML
CPAL	COVID PAL
CSICK	COVID FFCRA Sick
REG	Regular Hours Worked

* To be recorded in Time & Labor ONLY

** To be recorded in Absence Management AND Time & Labor