TL003: Time & Labor – TLSS Coordinator

INTRODUCTION

This guide provides step-by-step instructions for Department Coordinators to follow when viewing, modifying, and approving their student worker's timesheet transactions in Time & Labor Self-Service (TLSS). The role of Department Coordinator is central to the TLSS process, as this individual will be considered the "subject matter expert" in his/her area(s) of responsibility.

Role:

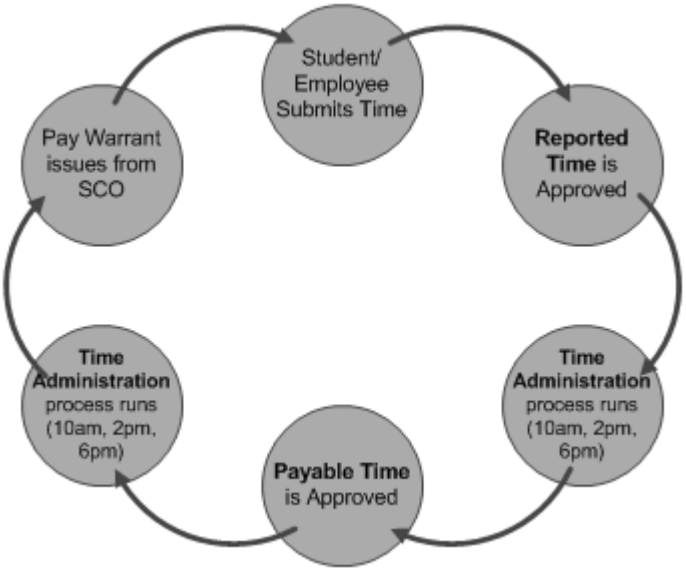
- Department point of contact for TLSS questions and processes
- Liaison between department and Payroll for questions related to student pay
- Provides training to new student employees and Time Approvers, or directs them to online training resources
- Obtains paper timesheets when needed and maintains file in department after paper timesheets are returned from Payroll
- Reminds students and Approvers of submission and approval deadlines
- Department Option: Serve as a back-up Time Approver for department

Key Information:

- All hours worked must be recorded in the system and **submitted** for approval by the end of the month for which a student is reporting his/her time.
- Students are encouraged to track their time on a daily basis, and to discuss the expectations for doing so with their Approver and/or Coordinator.
- Student employees should not record any time before it is worked.
- Time for prior payroll cycles cannot be entered via TLSS, so a paper timesheet must be completed and submitted to the Approver and/or Department Coordinator for submission to Payroll.
    - When a paper timesheet is needed to handle such exceptions (e.g. late time sheets), the department is responsible for maintaining copies for audit purposes.

Please refer to the University Payroll Calendar for campus deadlines. The calendar is located at: http://www.csuci.edu/hr/documents/2013-2014payroll-calendar.pdf. Your department may enforce earlier deadlines, depending on your processing schedule.

Time & Labor Cycle

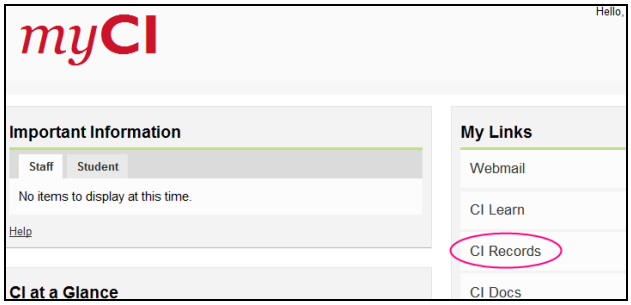
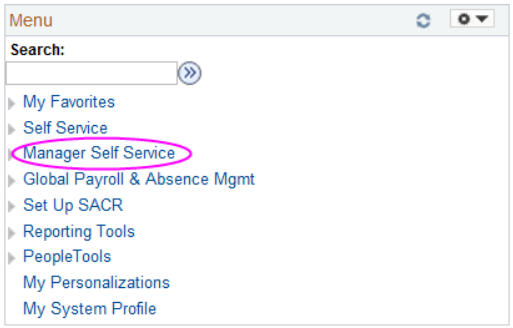


Related Documents

TL001: Time & Labor – Student Employee Self-Service
TL002: Time & Labor – Self-Service Approver
Time and Labor Self Service Q&A
TLSS Process Flow
Time & Labor Fact Sheet for Student Employees
Student Assistant Attendance Voucher (Paper Timesheet)

Step-by-Step Guide

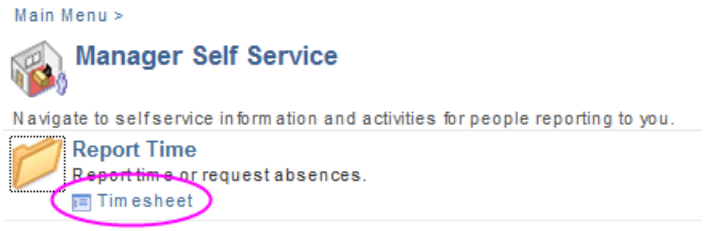
A) CI Records Log-In and Navigation to Timesheet

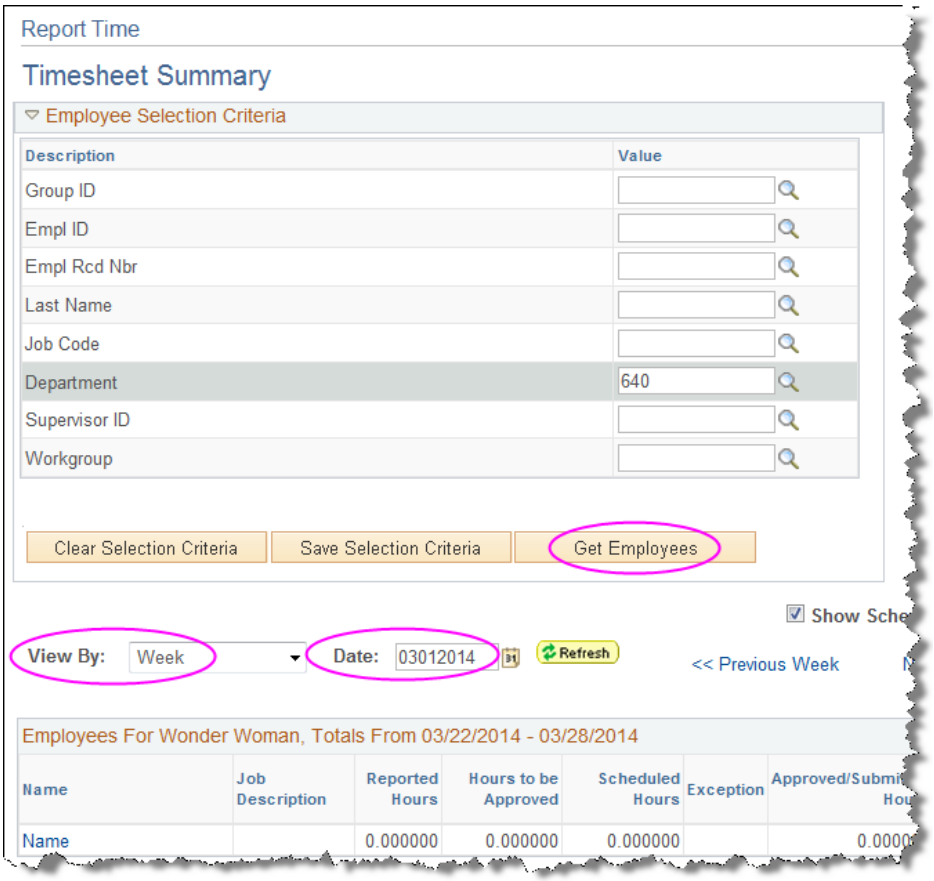
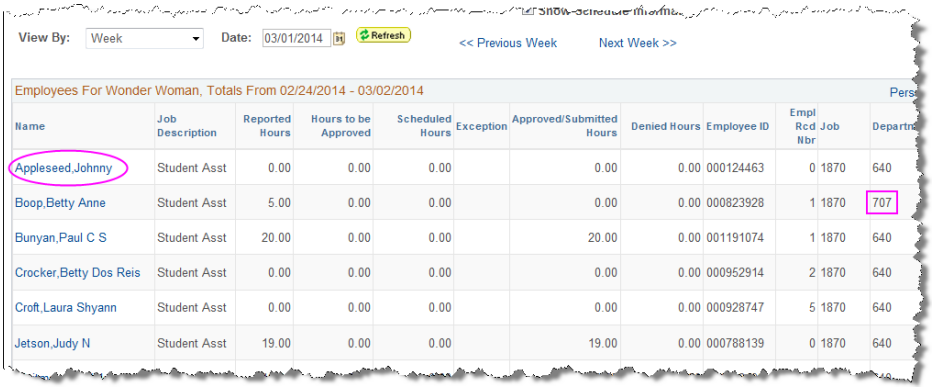
Processing Steps	Screen Shot
1) Log into myCI using your regular sign-in information 2) Select "CI Records" under the *My Links* section	
3) Select "Manager Self Service"	

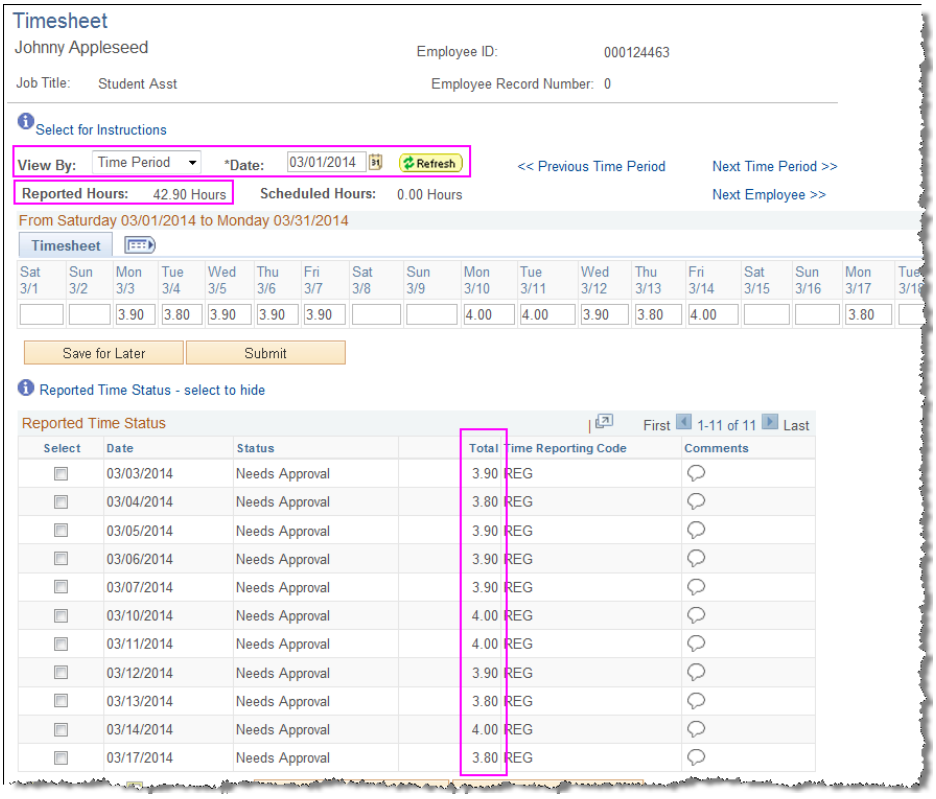
B) Verify and Approve Reported Time

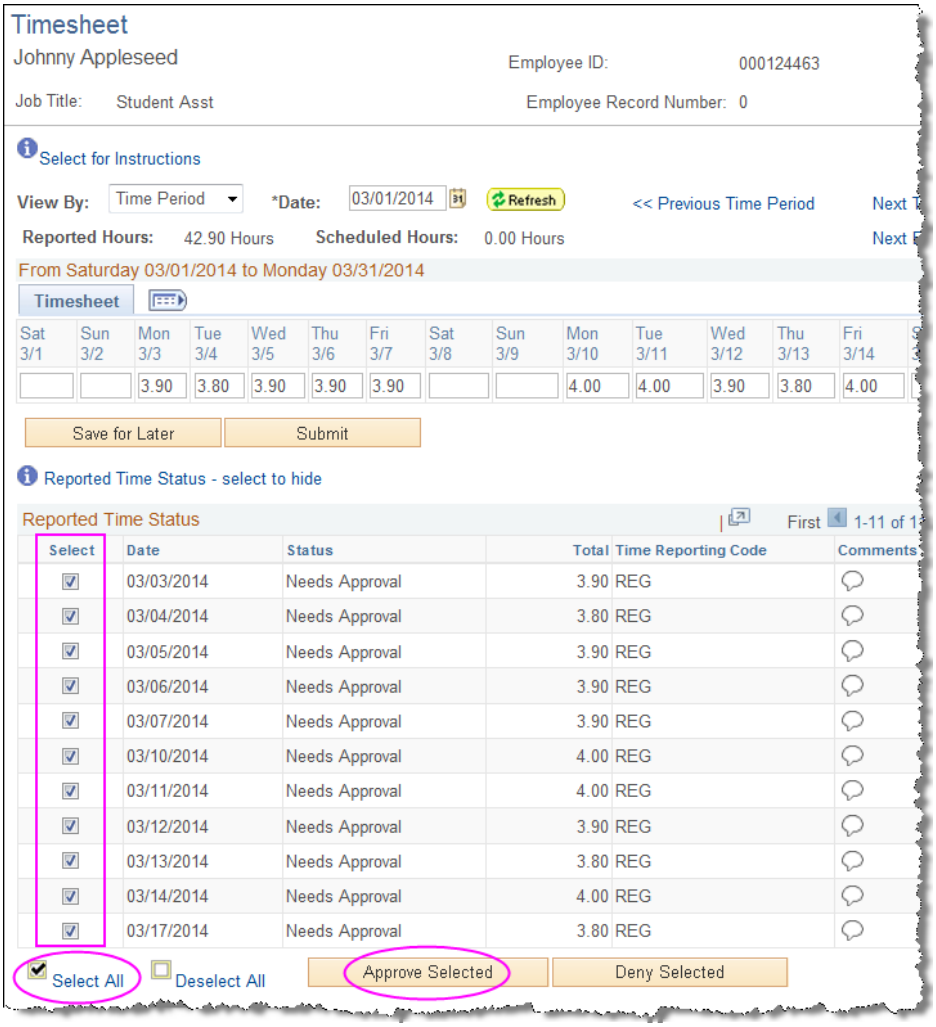
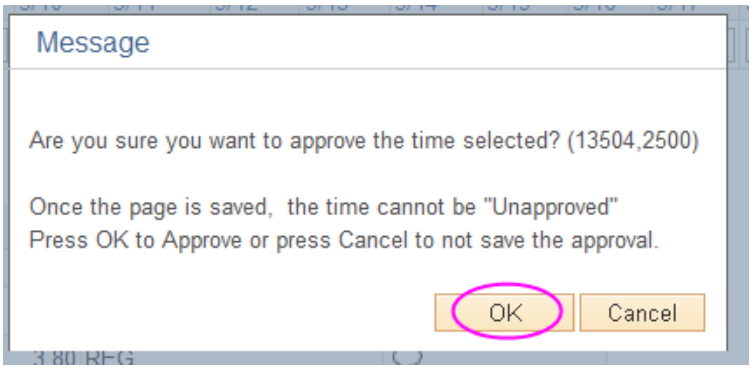
Navigation: ***Main Menu > Manager Self Service > Timesheet***

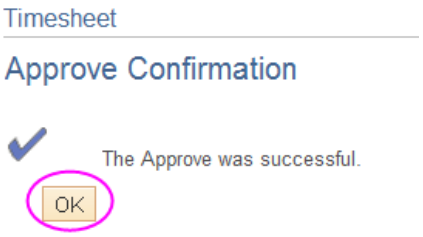
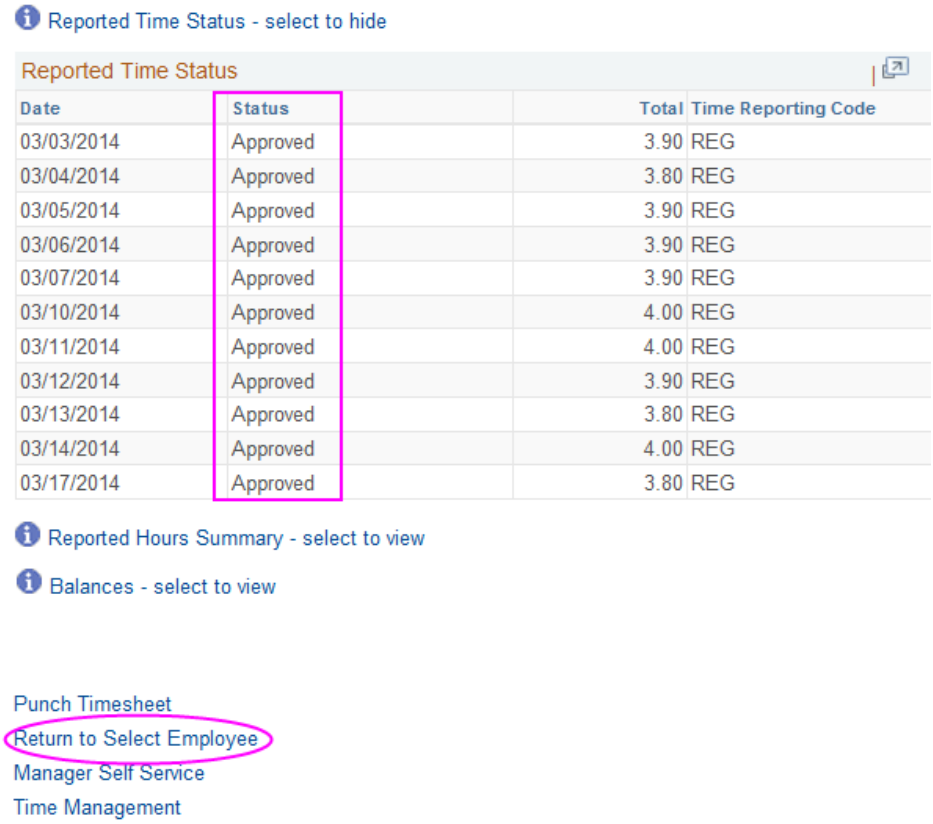
Some departments may request for the Department Coordinator to also act as a back-up approver for an employee's Reported Time. The Department Coordinator should NOT approve Reported Time unless authorized by the Department Manager. If not authorized, skip to ***Section C*** in this document.

Processing Steps	Screen Shot
1) Select "**Timesheet**"	

Processing Steps	Screen Shot
2) The Timesheet search page displays • **View By:** Select "Week" • **Date:** Enter the first day of the pay period • Click on the **Get Employees** button to pull up a list of employees • Use the "**Department**" field to filter employees listed by department, if needed.	
• All employees within your department (and possibly other departments within your division) will be listed. **NOTE:** Approvers should not approve records of employees outside their area of responsibility. (In sample provided, the Approver shouldn't approve Betty Boop, who does not work for him/her.) • Select the employee name to view his/her timesheet.	

Processing Steps	Screen Shot
The Timesheet displays the following details (for the employee selected) in the header: • Name • Employee ID • Job Title 3) The timesheet for the employee displays for the time period selected. This timeframe can be updated by making changes to the following fields. Be sure to select the **Refresh** button (with the green arrows) after making changes: • **View By = "**Time Period" • **Date:** Enter the first day of the pay period and click the "Refresh" button. 4) Verify that your employee's hours on the timesheet are accurate and fall within the parameters of the job. It is important to check hours by day and Total **Reported Hours** by week. Hours for Student Assistants should not exceed: • 8 hrs. per day • 20 hrs. per week (While school is in session)	

Processing Steps	Screen Shot
Are corrections needed? *If yes: Go to **Section C) Review and Correct Reported Time** before proceeding to Step #5 of this section.* *If no corrections are needed, proceed to the next step.* 5) To approve your employee's time worked: • Add check mark(s) in the box(es) under the **Select** column for the approved date, or click on the **Select All** link to add check marks in all of the boxes listed under the Select column. • Click on the **Approve Selected** button to signify that you have verified and approve the employee's time worked.	 **Important note regarding HOLIDAYS:** Positive Pay employees are not eligible for paid holidays. The system does not alert the user if time worked is entered on a holiday. During months containing holidays, be sure to verify that the employee doesn't accidentally enter hours on holidays (unless he/she worked) to ensure that your department is not overpaying the employee.
5) Select OK Note: Selecting **OK** is the equivalent to your signature on a paper timesheet. It implies that you have verified that the time reported are actual hours worked by the employee.	

Processing Steps	Screen Shot
6) Select **OK** on the confirmation message.	
Note: **Status** column changes to "Approved" 7) Select the **Return to Select Employee** link to go back to employee listing. Note: After approvals for reported time are completed, the Approver/Coordinator will need to wait for the Time Administration process to run before moving on with Approving Payable Time. Time Administration is scheduled to run every day at: • 10:00 AM • 2:00 PM • 6:00 PM	

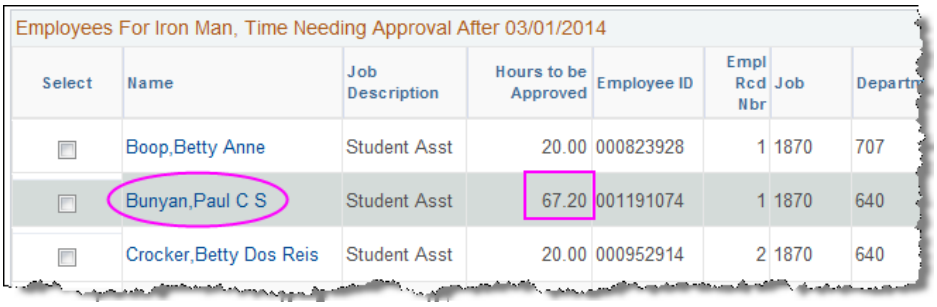
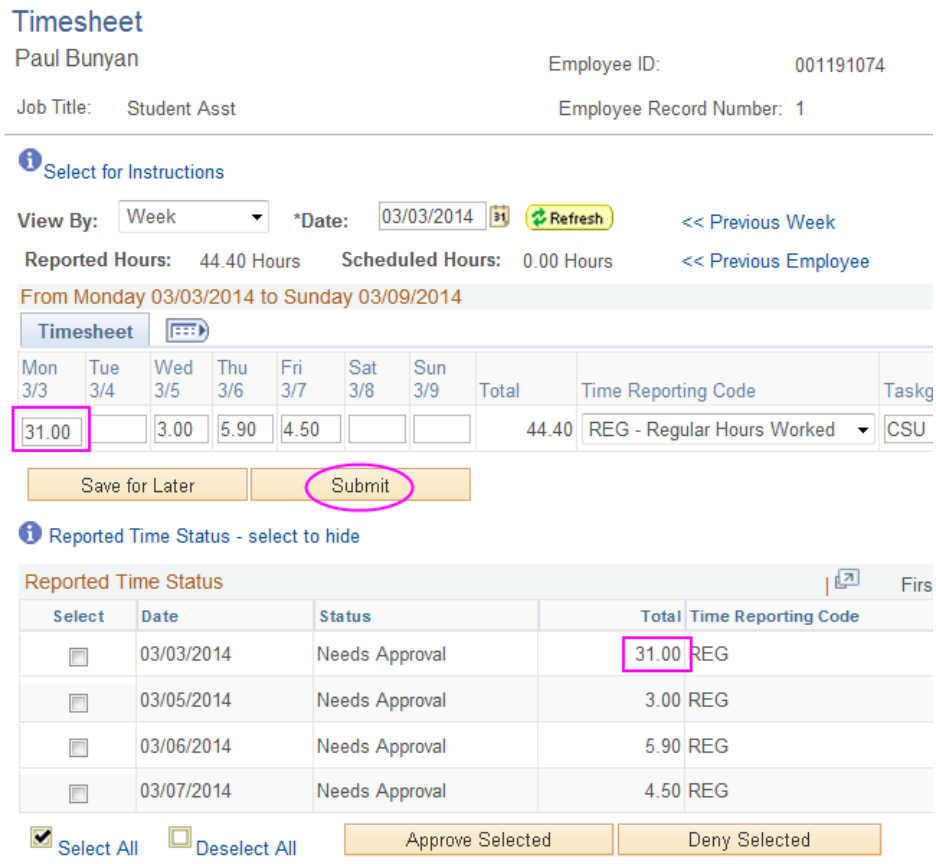
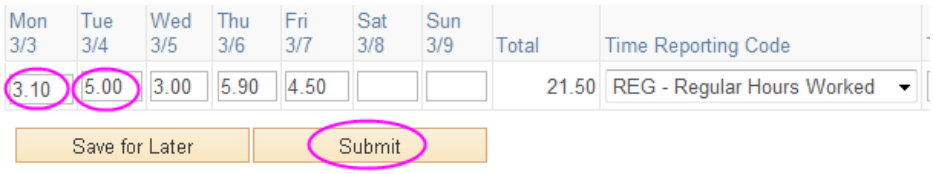
Date	Status	Total	Time Reporting Code
03/03/2014	Approved	3.90	REG
03/04/2014	Approved	3.80	REG
03/05/2014	Approved	3.90	REG
03/06/2014	Approved	3.90	REG
03/07/2014	Approved	3.90	REG
03/10/2014	Approved	4.00	REG
03/11/2014	Approved	4.00	REG
03/12/2014	Approved	3.90	REG
03/13/2014	Approved	3.80	REG
03/14/2014	Approved	4.00	REG
03/17/2014	Approved	3.80	REG

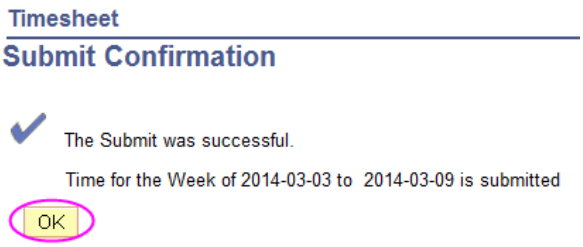
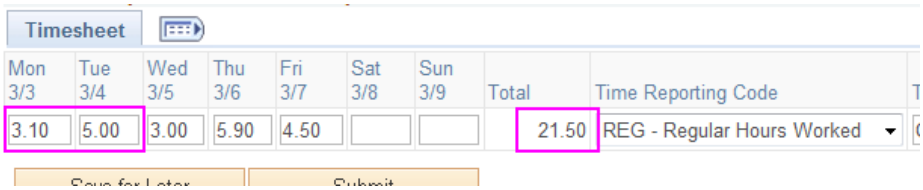
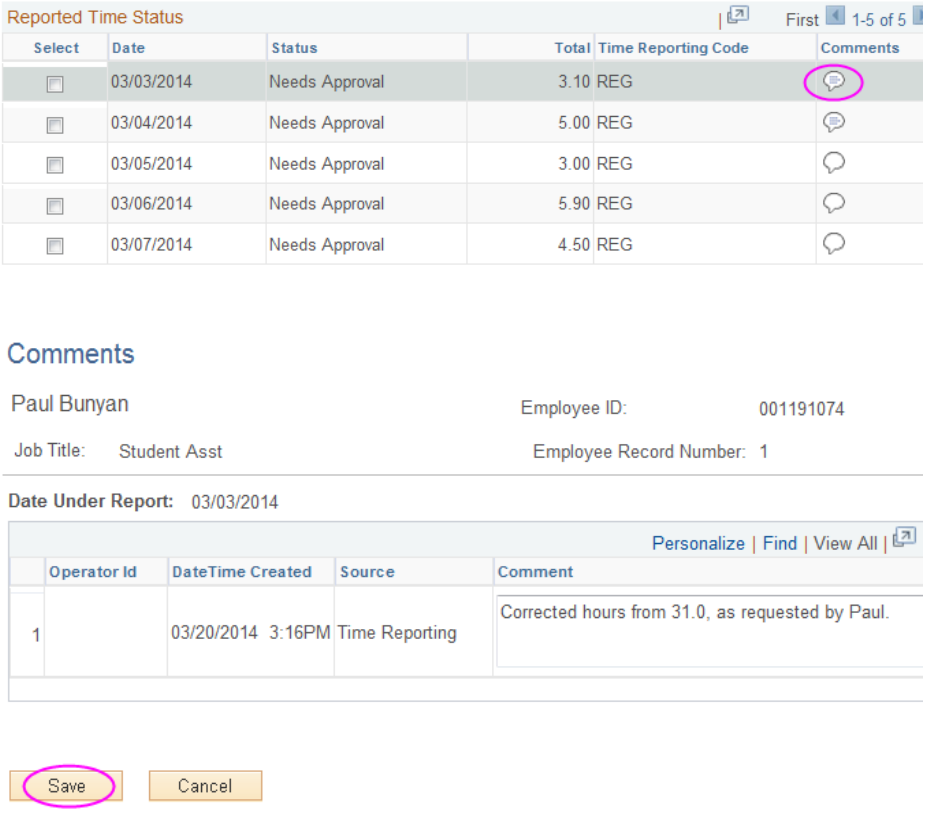
C) Review and Correct Reported Time (Before Approvals)

Navigation: Main Menu > Manager Self Service > Approve Time and Exceptions > Reported Time

Corrections to timesheets can be made by the employee, (e.g. Paul Bunyan), as long as the hours have NOT been approved. Once hours have been approved, student employees will not be able to make corrections.

Before making any corrections within TLSS, Approvers/Coordinators are encouraged to consult with their employee, and ask the student to make changes, if possible. If the student cannot make the changes, the Approver or Coordinator may do so in the employee's behalf. When an Approver/Coordinators changes time reported, they should add a comment to the record.

Processing Steps	Screen Shot
1) Click on the employee's name to access their timesheet.	
2) Review and identify the necessary corrections. In this example, Monday, 3/3 has over 24 hours reported in one day. 3) Consult with Student Assistant to find out what it should be. In this example the decimal was entered in the incorrect place for 3/3. His reported time should have been 3.1 hours. Paul also forgot to enter his time worked for Tuesday, 3/4.	
4) To correct the decimal error on 3/3, clear the field and enter the correct hours worked. Also add the 5.0 hours that Paul worked on 3/4. • Select **Submit** button when all corrections have been made.	

Processing Steps	Screen Shot
• Confirmation displays. • Select "OK"	
5) Corrections were made for both 3/3, and 3/4; however the total hours now reflects a number (i.e. 21.50) greater than 20 for this workweek**.** By law, the hours must be paid, but the employee should be counseled about CSU policy and the Approver should monitor the employee's schedule more closely.	
6) To enter comments: • Select the callout icon under **Comments** for the **Date** in question • Enter comments. • Select **Save** Continue with the approval process once all corrections have been made. Refer to ***Section B) Verify and Approve Reported Time***.	

D) Review and Correct Exceptions

Exceptions are posted once reported time is “Approved”, and the Time Administration process is run. Time Administration is scheduled to run every day at:

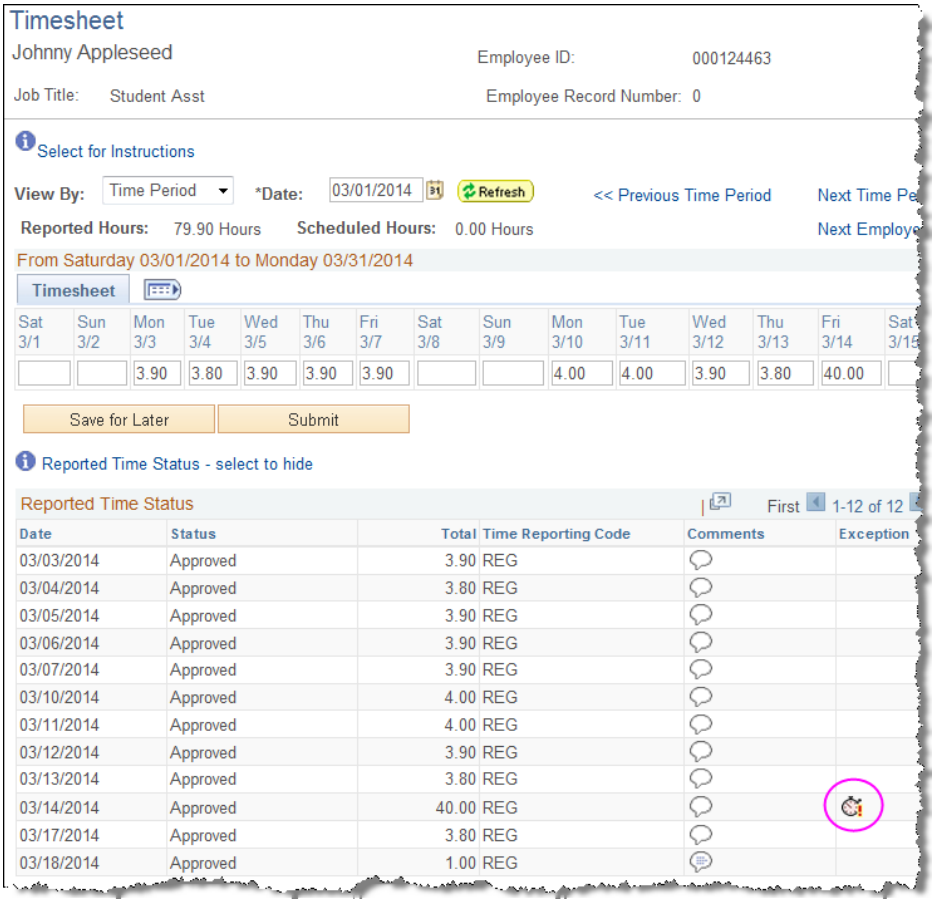
- 10:00 AM
- 2:00 PM
- 6:00 PM

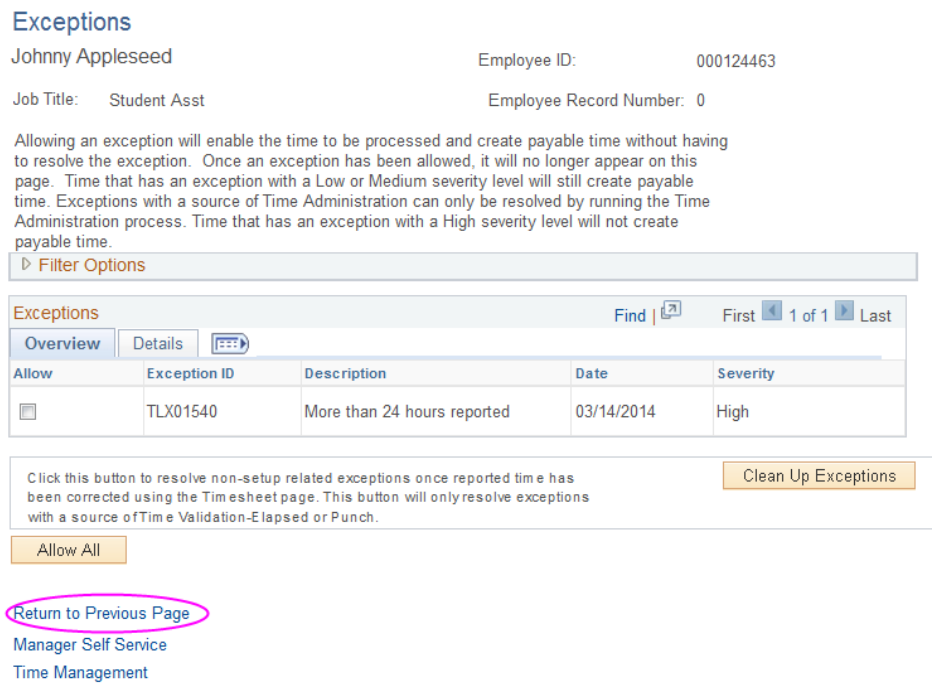
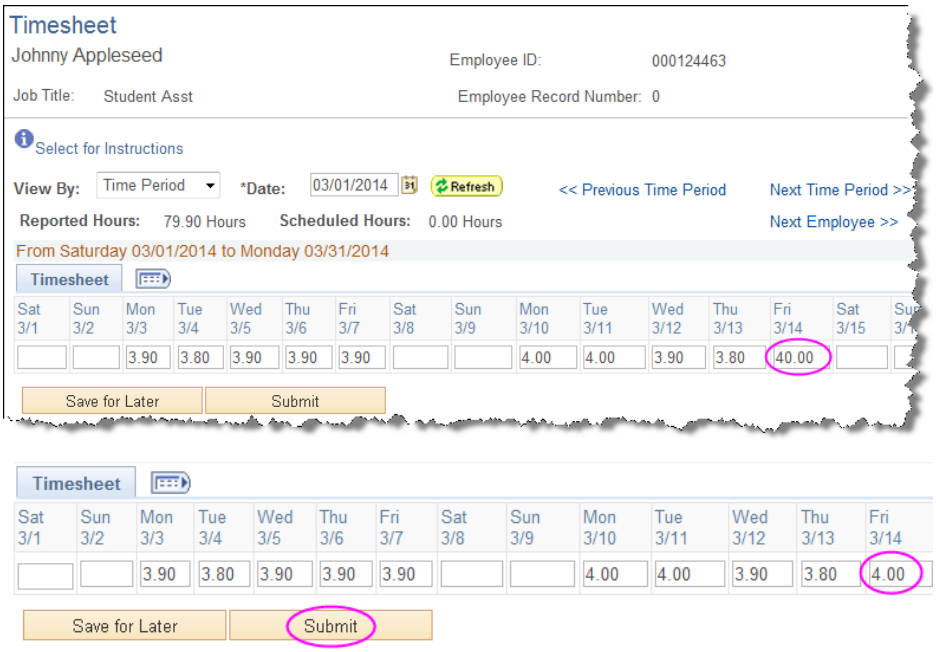
All exceptions should be reviewed on the Timesheet and corrected if possible prior to approving “Payable Time”. There are different levels of exception **Severity**:

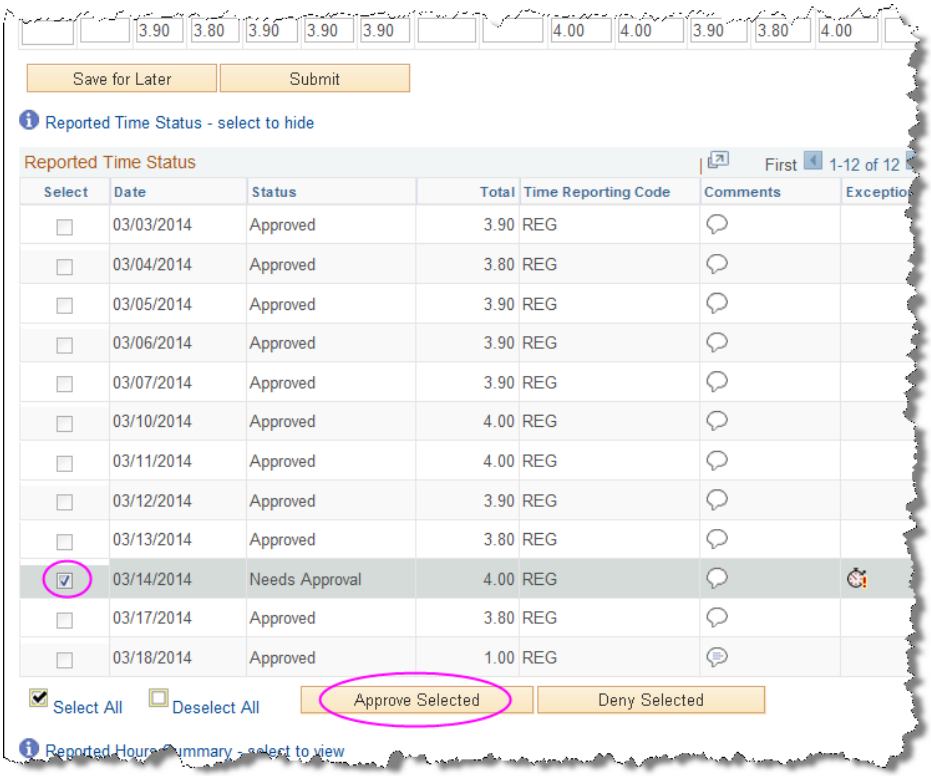
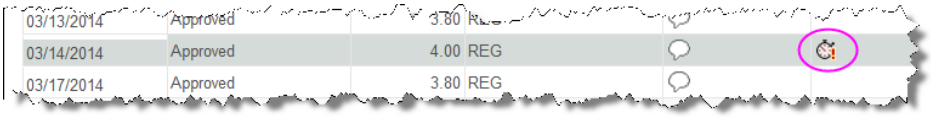
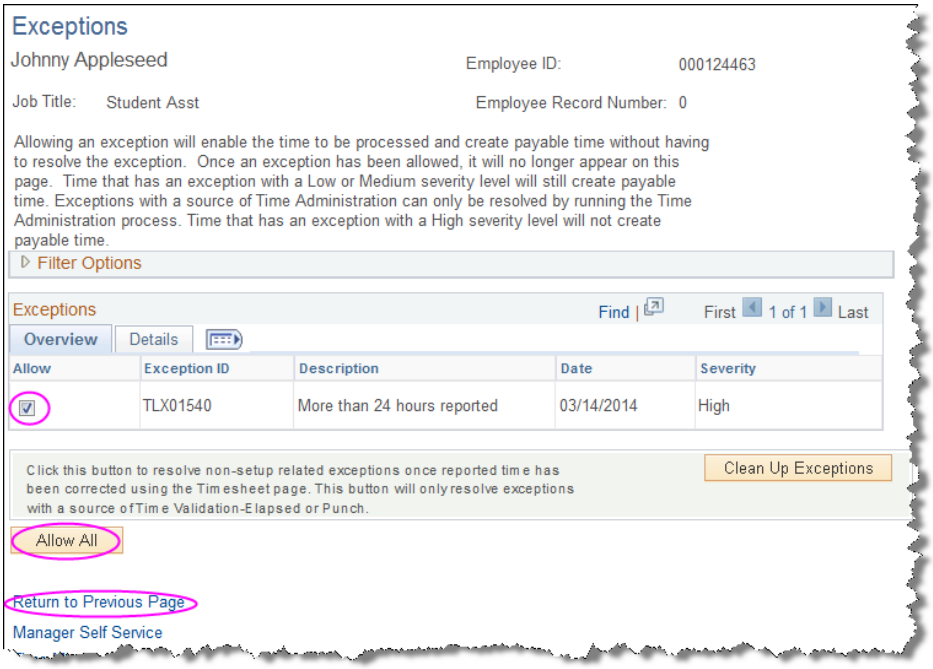
- High: Exception MUST be corrected. Time for this date will not be processed while in a “High” exception status.
- Medium: Hours can be approved, if it cannot be fixed.

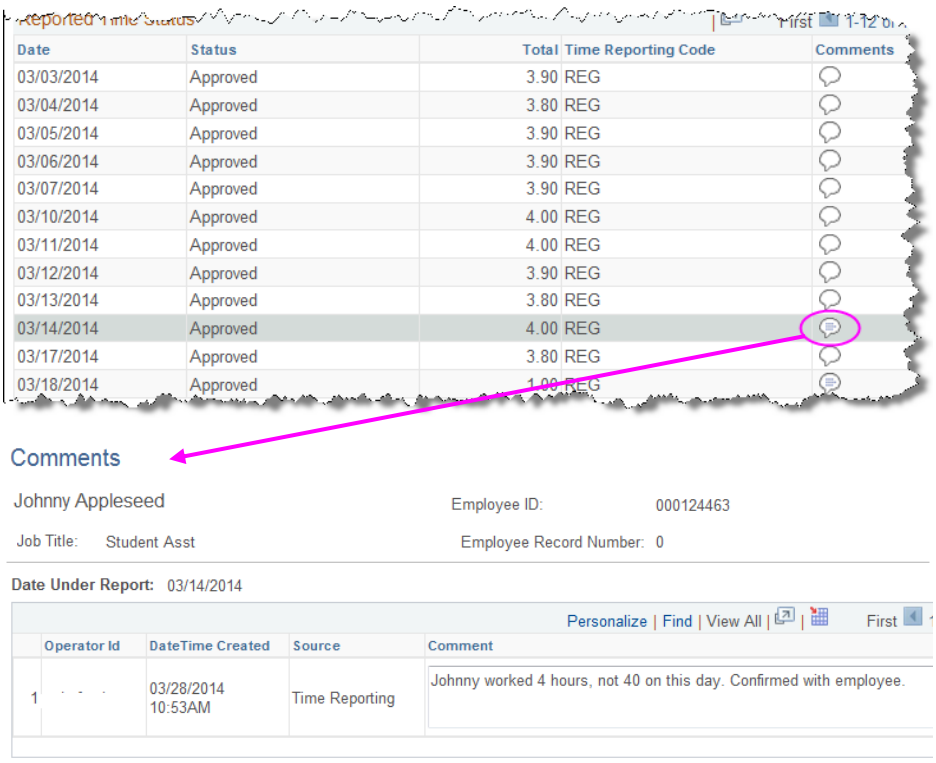
The most common exceptions include:

- **Student hours exceed 20** (Medium) – ok if student is working while classes are not in session (i.e. winter or spring break)
- **More than 24 hours reported (in one day)** (High) **–** Usually a keying error when the employee meant to enter time with a decimal point.

Processing Steps	Screen Shot
Review Exceptions: On the Timesheet, you will see an icon in the **Exception** column. 1) Click on the Exception icon.	

Processing Steps	Screen Shot
2) The exception is displayed. This exception can be cleaned up. 3) Click on the **Return to Previous Page** link.	
4) Make correction by overwriting the value in the field. 5) Select the "**Submit**" button.	

Processing Steps	Screen Shot
6) The corrected Reported Time now needs to be Approved. If you have the access to Approve Absences: • Select the appropriate checkbox • Click on the **Approve Selected** button Otherwise, ask the Manager to approve this employee's time. Note: After approvals for reported time are completed, the Approver will need to wait for the Time Administration process to run before moving on with Approving Payable Time. Time Administration is scheduled to run every day at: • 10:00 AM • 2:00 PM • 6:00 PM	
7) Now that the exception has been corrected, click on the **Exception** icon again.	
8) Select the **Allow** checkbox 9) Click on the **Allow All** checkbox to clear the exception 10) Select the **Return to Previous Page** link	

Processing Steps	Screen Shot
4) Enter a **Comment.** (See step #6 on page 9 of this document for step-by-step instructions)	

Reported Time Status

Date	Status	Total	Time Reporting Code	Comments
03/03/2014	Approved	3.90	REG	
03/04/2014	Approved	3.80	REG	
03/05/2014	Approved	3.90	REG	
03/06/2014	Approved	3.90	REG	
03/07/2014	Approved	3.90	REG	
03/10/2014	Approved	4.00	REG	
03/11/2014	Approved	4.00	REG	
03/12/2014	Approved	3.90	REG	
03/13/2014	Approved	3.80	REG	
03/14/2014	Approved	4.00	REG	
03/17/2014	Approved	3.80	REG	
03/18/2014	Approved	1.00	REG	

Comments

Johnny Appleseed

Employee ID: 000124463

Job Title: Student Asst

Employee Record Number: 0

Date Under Report: 03/14/2014

Personalize | Find | View All | First

	Operator Id	DateTime Created	Source	Comment
1		03/28/2014 10:53AM	Time Reporting	Johnny worked 4 hours, not 40 on this day. Confirmed with employee.