

Time & Labor

Student Payroll

Student Jobs

- What job is the student currently working? (Bridge Student, Student Assistant, Work Study, Instructional Student Assistant)?
- Does your student know which job to choose when entering their hours?
- There are several student job classifications.

Students may be employed in more than one department, working the same classification, or switch from one job classification to another during a given pay period. These additional jobs and classifications can be confusing to a student.

Student Job Classifications

Make sure students know what job classification they're working and when their job classification changes.

- 1150 – Instructional Student Assistant
- 1151 – Instructional Student Assistant – Work Study
- 1868 – Student Assistant - Non-Resident
- 1870 – Student Assistant
- 1871 – Work Study Student – On Campus
- 1872 – Work Study Student – Off Campus
- 1874 – Bridge Student Assistant
- 1875 – Bridge Student – Work Study

When to Enter and Approve Time

- Time worked should be entered in TLSS on a daily basis, but no later than 3 days after work is completed.
- Students are not to key time before it's worked.
- Finish keying hours worked prior to, but no later than, Timekeepers cutoff noted as "tl" on the Payroll Calendar.
- Late entries cannot be entered in TLSS. The time worked must be processed on a paper timesheet and submitted to their Approver for signature.

SEPTEMBER 2015						
Sep 1 - Sep 30 = 22 Days						
S	M	Tu	W	Th	F	S
		1 dd	2	3	4	5 tl

- Time can be approved after hours have been submitted and processed through the Time Administration.
- Time Administration runs each day at 10:00 & 2:00 AM, and 6:00 PM
- Finish approving on or before Approver's cutoff , noted on the Payroll Calendar as “TL”,

SEPTEMBER 2015				
Sep 1 - Sep 30 = 22 Days				
S	M	Tu	W	Th
		1 dd	2	3
6 AM	7 TL	8	9	10

Payroll Calendar- <http://www.csuci.edu/hr/documents/2015-2016-payroll-calendar-full-revised.pdf>

Holidays

- Students should not enter time on an observed holiday, unless work is performed on the holiday.

Note: Enter a comment if a student works on a day the holiday is observed.

- Timesheet does not prevent hours from being entered on an observed holiday.
- If holiday hours are approved, not deleted, and processed through Time and Labor prior to closing, these hours will be processed, generating an overpayment.



University Holiday Schedule 2015 - 2016



Independence Day - 7/3/2015 (Fri)
Labor Day - 9/7/2015 (Mon)
Veterans Day - 11/11/2015 (Wed)
Thanksgiving Day - 11/26/2015 (Thur)
Admission Day Observed - 11/27/2015 (Fri)
Christmas Day - 12/25/2015 (Fri)
Columbus Day Observed - 12/28/2015 (Mon)

Lincoln's Birthday Observed - 12/29/2015 (Tue)
Washington's Birthday Observed - 12/30/2015 (Wed)
New Year's Day - 1/1/2016 (Fri)
Martin Luther King, Jr. Day - 1/18/2016 (Mon)
Cesar Chavez Day - 3/31/2016 (Thu)
Memorial Day - 5/30/2016 (Mon)

Training New Students

Use Student Employee Guides provided online to assist in training new students on how to enter their time worked into TLSS.

Student Pay/Time and Labor Self Service

Timesheet – Student Assistant (MS Word 103KB)

Time & Labor – Student Employee Self-Service Guide:

<http://www.csuci.edu/hr/documents/tlss-student-bpg.pdf>

Fact Sheet for Student Employees:

<http://www.csuci.edu/hr/documents/tlss-fact-sheet-student.pdf>

Using Student Self-Service (video):

<http://www.csuci.edu/hr/studentpay-index.htm>

Timekeeper Roles

Reviews each student's timesheet:

Manager Self Service > Report Time > Timesheet

Verifies:

- Hours reported are entered in the correct job record
- All time reported is accurate and entered on the correct day.
- Hours do not exceed weekly maximums for the period.

Corrects Errors prior to approval

- *Decimals* – Example: 4.8 hours is keyed, not 4.75 hours
- *Keying* - 3.2 hours is not keyed as 3/2 or 32.00 hours
- *Zeros* – are not used as a placeholder or in place of deleting hours.
- *Exceptions* – are reviewed, corrected, and valid comments are entered, i.e., “*student worked when classes were not in session*”

Reports

Unprocessed Payable Time







Lists Students with hours that did not process into Payable Time.

Time and Labor > View Unprocessed Time > Unprocessed Payable Time

Unprocessed Payable Time

Employees with Unprocessed Payable Time

Employee Selection Criteria

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

There are several options to select to view data:

Group ID – lists “All” or “Term”

ALL – All Active Employees


TERM – All Terminated Employees

Empl ID - By employee

Job Code - By student job code

Department – within security permission role





- Enter Start and End Dates for the pay period, or leave dates blank to view all unprocessed payable time.

Start Date:  End Date:  Deviation: 

- Select “Get Employees”



Get Employees



- Results include:

Employees with Unprocessed Reported Time											Personalize Find View All  			First  1 of 1  Last	
Name	Job Description	Earliest Change Date	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	Empl ID	Empl Rcd Nbr	Time Reporting Type		
Brdg Stdnt Asst	06/29/2015	Y	Hours		36.20	93.90	0.00	0.00	0.00	0.00	001469560		0		
Brdg Stdnt Asst	05/27/2014	Y	Hours		157.00	0.00	0.00	0.00	0.00	0.00	000918477		1		
Brdg Stdnt Asst	12/01/2014	Y	Hours		113.80	0.00	0.00	0.00	0.00	0.00	001123747		0		
Brdg Stdnt Asst	07/01/2015	N	Hours		80.00	0.00	0.00	0.00	0.00	0.00	001104806		0		
Brdg Stdnt Asst	07/01/2015	N	Hours		173.00	0.00	0.00	0.00	0.00	0.00	000921636		5		
Student Asst	06/29/2015	Y	Hours		19.40	0.00	0.00	0.00	0.00	0.00	001306748		0		
Brdg Stdnt Asst	07/01/2015	N	Hours		16.00	113.00	0.00	0.00	0.00	0.00	001077818		0		
Brdg Stdnt Asst	07/01/2015	N	Hours		0.00	47.40	0.00	0.00	0.00	0.00	001010192		1		
Student Non-Resident Alien Tax	12/15/2014	Y	Hours		98.00	0.00	0.00	0.00	0.00	0.00	001381589		0		

- Select an employee's name to drill down into details

Start Date: 07/28/2015 End Date: 08/28/2015

▼ Reported Time Details Personalize | Find |   First ◀ 1-2 of 2 ▶ Last

Date	TRC	Type	Quantity	Reported Status	Exception Exists
07/29/2015	REG	Hours	8.00	Submitted	
07/30/2015	REG	Hours	8.00	Submitted	

- Or select "View Details for All Employees" at the end of the report to view all student hours.





Unprocessed Time Report




Unprocessed Reported Time

Lists of students with unprocessed reported time

Time and Labor > View Unprocessed Time > Unprocessed Reported Time

Unprocessed Reported Time

Personalize | Find | View 100 |   First  1-20 of 154  Last

	Job Description	Earliest Change Date	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	Empl ID	Empl Rcd Nbr	Time Reporting Type
	Brdg Stdnt Asst	06/29/2015	Y	Hours	0.00	0.00	0.00	141.60	130.10		001469560	0	Positive
	Brdg Stdnt Asst	05/27/2014	Y	Hours	0.00	0.00	0.00	157.00	157.00		000918477	1	Positive
arina	Brdg Stdnt Asst	12/01/2014	Y	Hours	0.00	0.00	0.00	127.10	113.80		001123747	0	Positive
nielle	Student Asst	07/01/2015	N	Hours	147.00	0.00	0.00	0.00	0.00		000921636	4	Positive
nielle	Brdg Stdnt Asst	07/01/2015	N	Hours	0.00	0.00	0.00	173.00	173.00		000921636	5	Positive
asset	Student Asst	06/29/2015	Y	Hours	0.00	0.00	0.00	34.20	19.40		001306748	0	Positive

Approver's Role

- Ensures corrections have been made prior to approving
- Waits for Time Administration to runs to pick up corrections
- Captures the pay period, enters the first date of the reporting period.

Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

- Reviews and approves payable time.

Manager Self Service > Time Management > View Time > Payable Time Detail

Approver Guides

- Time & Labor – Approver Process Guide -
<http://www.csuci.edu/hr/documents/tlss-approver-bpg.pdf>
- Approving TLSS (video) -
<https://csucimanager.sharestream.net/ssdcms/i.do?u=80a8ced4682f46b>
- TLSS Approver/Coordinator FAQ's -
<http://www.csuci.edu/hr/documents/tlss-approver-faq.pdf>

Payroll's Role

- Checks for time not approved, contacts departments
- Makes minor corrections for timekeepers
- Runs Time Administration to update corrections
- Answers departmental inquiries
- Sends technical and access issues to Human Resources
- Processes late timesheets
- Keys in time to generate manual payments during off cycles

- Processes pay adjustments, correcting hours and/or pay rates.
- Completes State Controller forms to transfer funds, make adjustments, and return warrants.
- Establishes and collects overpayments.
- Summer – Checks for hours entered into jobs other than Bridge Student, moves time when needed.
- Generates payable time file for transmittal
- Checks and releases payments for distribution
- Establishes account receivables for overpayments and



Questions?

Payroll Contacts

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Position Management Overview

September 2015

**Presented by:
Budget & Planning**

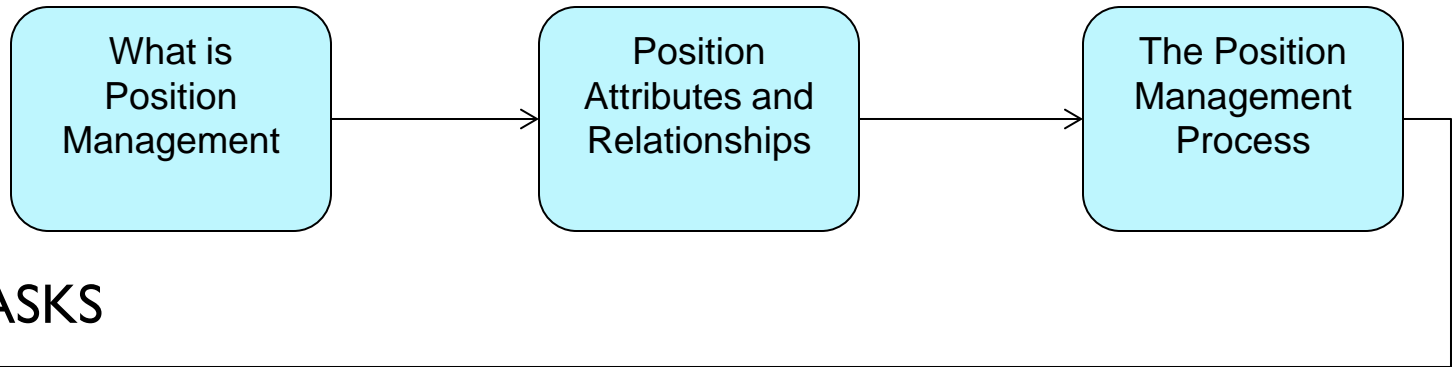


Today's Objectives

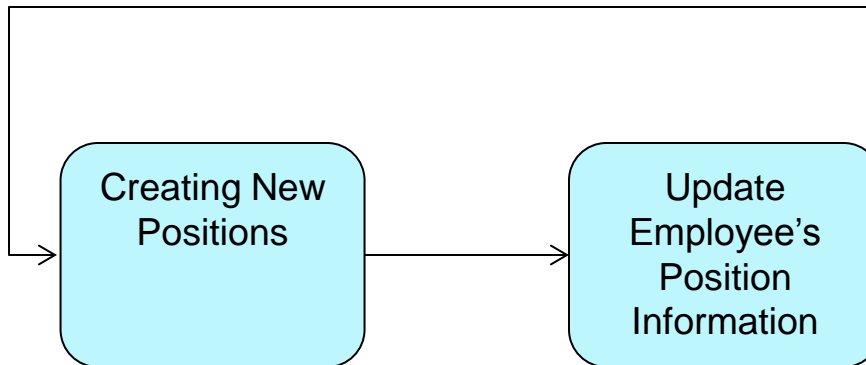
- Review Position Management
- Review the Position Management Action Form

Topic Map

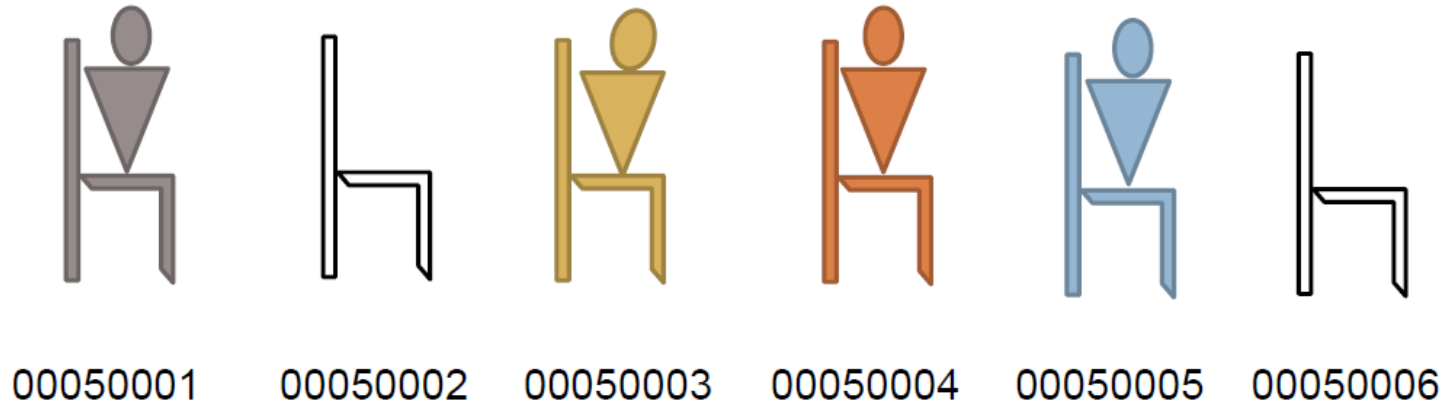
CONCEPTS



TASKS



What is Position Management



Position Management tracks positions by assigning them ***position numbers***.

A person holding a position is an ***Incumbent***.

What is Position Management

Position Management is a module that resides within CI Records

- **Manages** all positions in one central location
 - Filled, vacant, active, or inactive
- A **tool** for making more informed Human Resources and Budgeting decisions
- **Coordinates 3** components:

Position:
independent
of an employee



Administrative
Assistant II

Person:
An employee



"Chris"

Job:
The union of a
position and person



"Chris" having the position of
Administrative Assistant II

How is Position Data Different from Job Data?

Position Data

- Job Code
- Location
- Standard Hours
- Position number
- Headcount
- **Home Department**
- Position FTE
- Reports To
- **Unit Code**

Job Data

- Job Code
- Location
- Salary
- Job FTE
- Standard Hours
- Position Number
- Reports To
- **Home Department**
- **Unit Code**

Position Management – A Review

A **position** is an organizational designation within the organization, independent of any particular employee.

- When an employee (incumbent) leaves a position, the **position remains** (vacancy) to be filled again.
- An employee in a **job** has **specific attributes**: Salary and Job FTE.



Position:
independent
of an employee



Person:
An employee

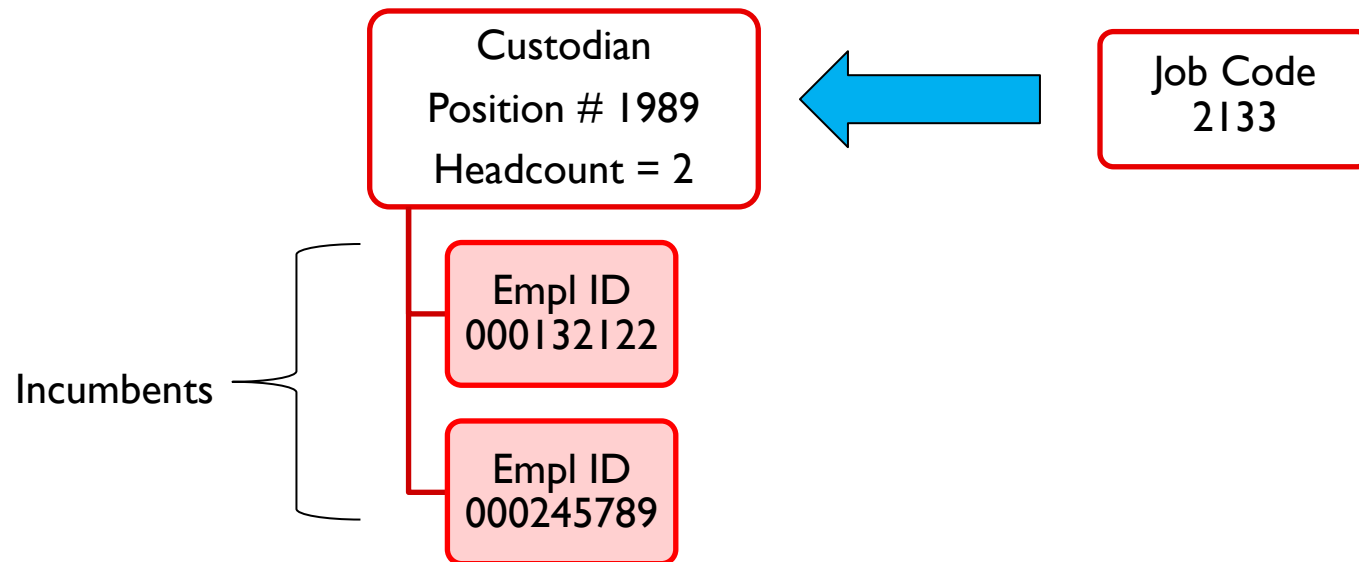


Job:
The union of a
position and person

Relationship Functionality in Position

A **position** can have multiple incumbents.
When could this be useful?

A position's **Headcount** indicates the planned maximum number of incumbents for a position.



Head Count (Single Incumbent)

Normally one position is created for each expected appointment/incumbent

- A unique position number (1:1 position to incumbent) is required for:
 - All MPP positions
 - Most Staff positions
 - All staff and faculty funded from multiple accounts (split level funding)

Position Actions - NEW

NEW (new position)

- Use NEW to request that a new position be created
- Review existing positions to see if a position already exists (or could be modified) to meet Dept. requirements

Example:

- The Library has salary savings and would like to hire a temporary ASC to help with increased demand.
 - Upon review of their Position/Incumbent Report, this department finds no existing position.
 - This department can now submit a PMAF to create a new position.

Position Actions – JRC and ICP

JRC (job reclassification) and ICP (in class progression/range elevation)

PMAF form:

- Provide Position Number, new Job Code and/or new Grade/Range

Job Reclassification & In Class/Range Elevation for filled positions:

- Department must submit copy of the letter from HR granting the reclassification or in class/range elevation.

Position Actions – TTL

TTL (title change)

- Use TTL to update the title for a position

PMAF:

- Provide POSITION NUMBER and WORKING TITLE

Example:

A manager position in Arts & Sciences is changing its title from ASSISTANT MANAGER to ASSOCIATE MANAGER

- Arts & Sciences will submit a PMAF to update title

Position Actions – UPD

UPD (update)

- Use UPD to update one or more of the following data segments:
 - Reports to Position # (must be MPP/AVP)
 - Home Department
 - Funding Source
 - FTE (may have to follow up with HR)
 - Head count

PMAF:

Provide Position Number and all other data elements to be updated

Example:

The funding department for position 00001987 in Facility Services has changed from department 340 to 561.

Position Actions

- For ALL position actions, please provide only those data elements that are NEW or CHANGING
- When multiple position actions are necessary, please provide the data segments required for each and we'll process all updates using appropriate position action.
 - i.e. check UPD if more than one action is needed.
- Effective date for position action is generally the first day of the current month
- However, in some situations it is necessary for the effective date to be retroactive to a previous period – contact B&P if you have questions

Access to Training Resources

Training materials: <http://www.csuci.edu/financial-services/budget/>

- Additional Information
- Quick Reference Guides
- Links to Forms and Key Information

Send your questions to: janson.chapman@csuci.edu