

TL001: Time & Labor – Student Employee Self-Service

INTRODUCTION

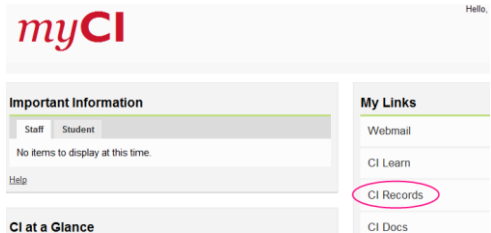

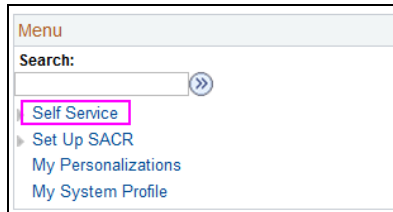
This guide provides step-by-step instructions for Time & Labor Self-Service (TLSS), where student employees record, modify, and view their own Timesheet transactions.

- All hours worked must be recorded in the system and **submitted** for approval before the end of the month in 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 Managers, or designated Approvers.
- Time should not be entered before it is worked.
- Time for prior payroll cycles cannot be entered via self-service, and must be reported on a paper timesheet to T&L Coordinator for processing

Please refer to the [University Payroll Calendar](http://www.csuci.edu/hr/documents/2013-2014payroll-calendar.pdf) for campus deadlines. The calendar is located at: <http://www.csuci.edu/hr/documents/2013-2014payroll-calendar.pdf>. Your department may enforce earlier deadlines.

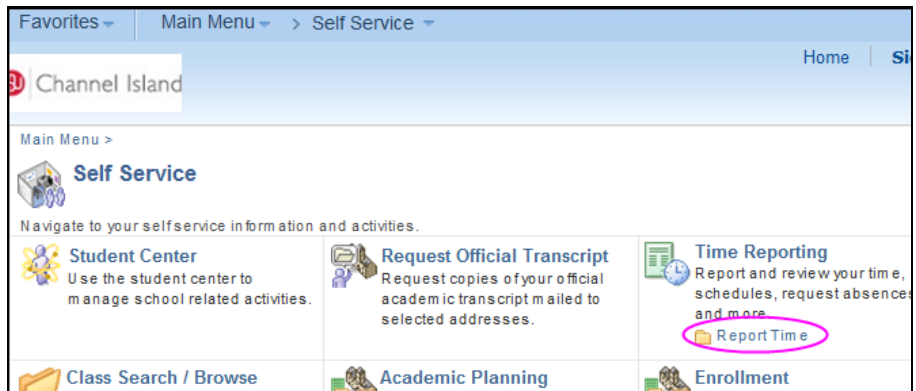
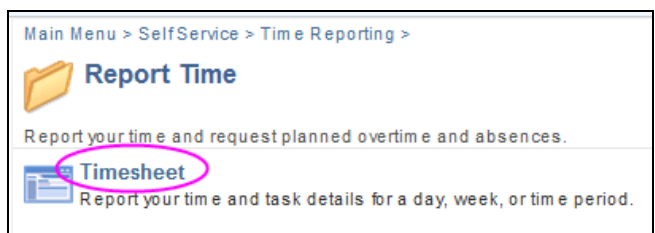
PEOPLESOFT PROCESSING

A) CI Records Log-In and Navigation to Timesheet

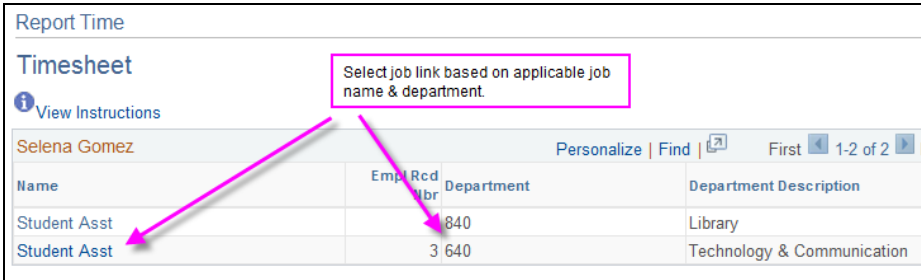
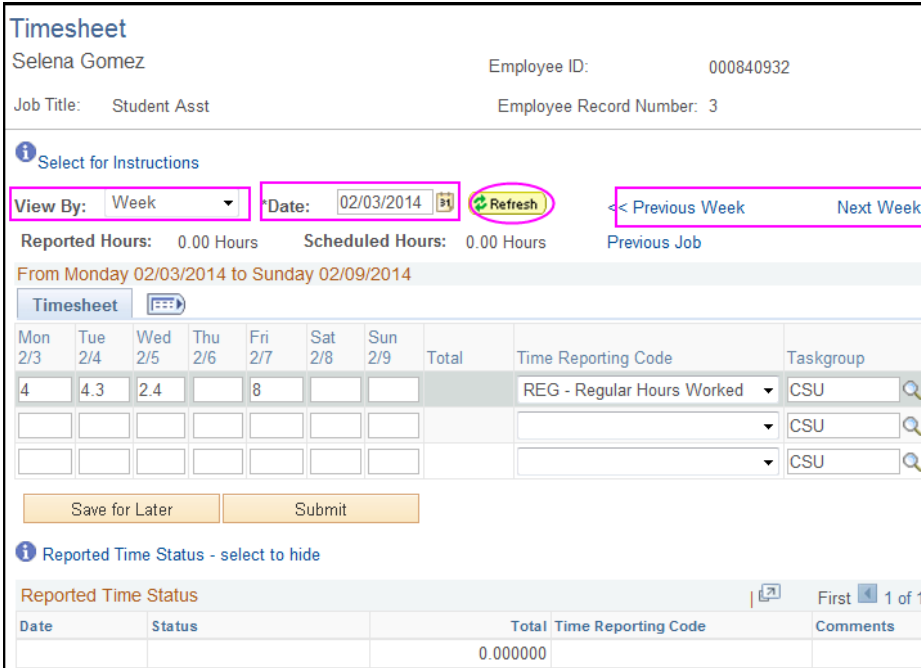
Processing Steps	Screen Shot
<ol style="list-style-type: none"> 1) Log into myCI using your regular sign-in information. 2) Click on "CI Records" under the <i>My Links</i> section. 	
<ol style="list-style-type: none"> 3) Select "Home" in the upper right corner. 	
<ol style="list-style-type: none"> 4) Select "Self Service" under Menu. 	

B) Report Time Worked

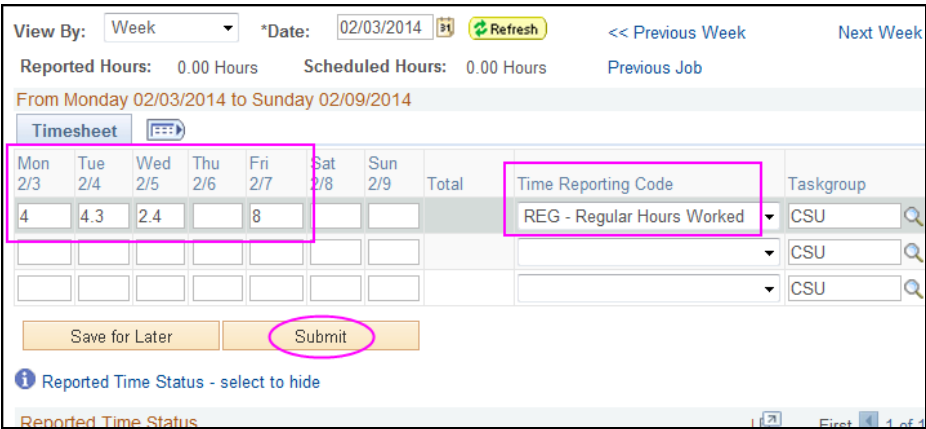
Navigation: *myCI* > *CI Records* > *Home* > *Self Service* > *Report Time* > *Job Name* > *Timesheet*

Processing Steps	Screen Shot
<ol style="list-style-type: none"> 5) Select "Report Time," under the "Time Reporting" heading. 	
<ol style="list-style-type: none"> 6) Select "Timesheet" 	

Report Time Worked (continued)

Processing Steps	Screen Shot																																																		
<p>7) Select the name of the appropriate job to begin reporting time.</p> <p>Some student employees have more than one active job. Under these circumstances, multiple rows will appear (see example). When students have only one active job, only one row will appear.</p> <p>Questions as to which job Name to select? Contact your Department TLSS Coordinator.</p>	 <p>Report Time Timesheet</p> <p>View Instructions</p> <p>Selena Gomez Personalize Find First 1-2 of 2</p> <table><tr><th>Name</th><th>Emp. Rcd. Nbr</th><th>Department</th><th>Department Description</th></tr><tr><td>Student Asst</td><td>840</td><td>Library</td><td></td></tr><tr><td>Student Asst</td><td>3 640</td><td>Technology & Communication</td><td></td></tr></table>	Name	Emp. Rcd. Nbr	Department	Department Description	Student Asst	840	Library		Student Asst	3 640	Technology & Communication																																							
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<p>8) The Timesheet displays the following details in the header:</p> <ul style="list-style-type: none">• Name• ID• Job Title <p>Timesheet date ranges may be displayed in different ways by changing the defaults in the following pull down menus:</p> <ul style="list-style-type: none">• View By: You can select the time entry calendar by Day, Week or Time Period (month).• Date: The start date of the week/month can be changed by entering a new date and clicking the "Refresh" button. <p>The following navigational links are also available:</p> <ul style="list-style-type: none">• Previous Week/Next Week: Use these links to quickly navigate to the previous or next time period.	 <p>Timesheet</p> <p>Selena Gomez Employee ID: 000840932</p> <p>Job Title: Student Asst Employee Record Number: 3</p> <p>Select for Instructions</p> <p>View By: Week Date: 02/03/2014 Refresh << Previous Week Next Week</p> <p>Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours Previous Job</p> <p>From Monday 02/03/2014 to Sunday 02/09/2014</p> <table><tr><th>Mon 2/3</th><th>Tue 2/4</th><th>Wed 2/5</th><th>Thu 2/6</th><th>Fri 2/7</th><th>Sat 2/8</th><th>Sun 2/9</th><th>Total</th><th>Time Reporting Code</th><th>Taskgroup</th></tr><tr><td>4</td><td>4.3</td><td>2.4</td><td></td><td>8</td><td></td><td></td><td></td><td>REG - Regular Hours Worked</td><td>CSU</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>CSU</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>CSU</td></tr></table> <p>Save for Later Submit</p> <p>Reported Time Status - select to hide</p> <p>Reported Time Status First 1 of 1</p> <table><tr><th>Date</th><th>Status</th><th>Total</th><th>Time Reporting Code</th><th>Comments</th></tr><tr><td></td><td></td><td>0.000000</td><td></td><td></td></tr></table>	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8	Sun 2/9	Total	Time Reporting Code	Taskgroup	4	4.3	2.4		8				REG - Regular Hours Worked	CSU										CSU										CSU	Date	Status	Total	Time Reporting Code	Comments			0.000000		
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Report Time Worked (continued)

Processing Steps	Screen Shot																						
<ul style="list-style-type: none"> • Timesheet: Enter the total hours worked for each applicable date. All partial hours worked must be reported to the tenths of an hour. (See chart below.) <table border="1"> <caption>Report Fractions of Hours as Tenths</caption> <thead> <tr> <th>Minutes</th> <th>Tenths</th> </tr> </thead> <tbody> <tr><td>1 - 6</td><td>0.1</td></tr> <tr><td>7 - 12</td><td>0.2</td></tr> <tr><td>13 - 18</td><td>0.3</td></tr> <tr><td>19 - 24</td><td>0.4</td></tr> <tr><td>25 - 30</td><td>0.5</td></tr> <tr><td>31 - 36</td><td>0.6</td></tr> <tr><td>37 - 42</td><td>0.7</td></tr> <tr><td>43 - 48</td><td>0.8</td></tr> <tr><td>49 - 54</td><td>0.9</td></tr> <tr><td>55 - 60</td><td>1</td></tr> </tbody> </table> <p>IMPORTANT! Do NOT enter zeros on any days that work was not performed. Leave the fields blank.</p> <ul style="list-style-type: none"> • Time Reporting Code: Select "REG – Regular Hours Worked." • Save for Later: Click on this button only if you do not want to submit your time, but want to save your entries. • Submit: Click to submit your time. NOTE: You will not be paid for any hours saved unless they are also submitted. <p>IMPORTANT! Clicking the submit button is equal to signing your timesheet and certifies that you are reporting compliant and accurate time worked.</p> <ul style="list-style-type: none"> • Confirmation message will display. Click "OK" to continue. 	Minutes	Tenths	1 - 6	0.1	7 - 12	0.2	13 - 18	0.3	19 - 24	0.4	25 - 30	0.5	31 - 36	0.6	37 - 42	0.7	43 - 48	0.8	49 - 54	0.9	55 - 60	1	 <p>The following message will display if your submission was successful:</p> <p>Timesheet Submit Confirmation</p> <p>✓ The Submit was successful.</p> <p>Time for the Week of 2014-01-18 to 2014-01-24 is submitted</p> <p>OK</p> <div style="border: 2px solid red; padding: 10px; margin-top: 20px;"> <p>Time must be submitted by 11:59pm on the 1st business day of the month after the end of the Pay Period. (Be sure to check the Payroll Calendar posted on the CI website.)</p> <p>Failure to submit your time by this deadline may result in a delay in your paycheck.</p> </div>
Minutes	Tenths																						
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7 - 12	0.2																						
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37 - 42	0.7																						
43 - 48	0.8																						
49 - 54	0.9																						
55 - 60	1																						

Report Time Worked (continued)

Processing Steps	Screen Shot
<ul style="list-style-type: none">Submitted time displays under "Reported Time Status".	
9) Comments (optional) may also be entered into a timesheet. <ul style="list-style-type: none">Date Under Report: Displays the date on which you're leaving a commentEnter notes in the Comment field and click SAVE.	
<ul style="list-style-type: none">Icon changes to show that a comment has been saved.	
10) Sign Out <ul style="list-style-type: none">Click on "Sign Out" at the top, right corner of the page to exit before closing browser so others will not be able to access your record.	

C) Correct Timesheet Data

Navigation: *myCI > CI Records > Home > Self Service > Report Time > Job Name > Timesheet*

Time entries that fall into the current pay cycle can be corrected as needed. **NOTE:** Corrections can only be performed on or before the monthly time entry deadline, **before** it is approved by your supervisor/Time Approver or Department Coordinator. Any corrections that need to be made outside of the current pay cycle must be submitted on a paper timesheet to your Approver or Department Coordinator.

Processing Steps	Screen Shot
<ul style="list-style-type: none"> Navigate back to your timesheet. The "Reported Time Status" grid should show the status of the time that you wish to correct as "Needs Approval". You will NOT be able to make any changes to time that has been "Approved." 	
<ul style="list-style-type: none"> If your time has not yet been approved, change the time period to retrieve the period in which you are making the change. Click "Refresh." Type over existing hours to make applicable changes. DO NOT enter zeros to delete hours. Instead, clear the box. Submit and confirm the change that you made. 	
	<p>BEFORE:</p>
	<p>AFTER:</p>