Student Time Entry Guide

Table of Contents

1.0   Entering Time

The Time and Labor system allows you to enter time online and uses an electronic approval process. If you have any questions or problems, consult with your supervisor.

Self Service Menu
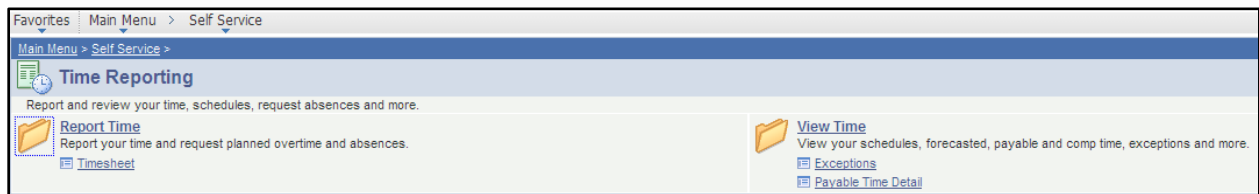
Under Self Service, there are two sections, *Report Time* and *View Time*:

Report Time: contains your timesheet to enter your time

View Time: inquiry to view your total hours and their status and view the exception page.

You have access to enter time only for the current pay month. Once the pay month is over, you will not be able to add or adjust any time, contact your supervisor for assistance.

Report Time Menu
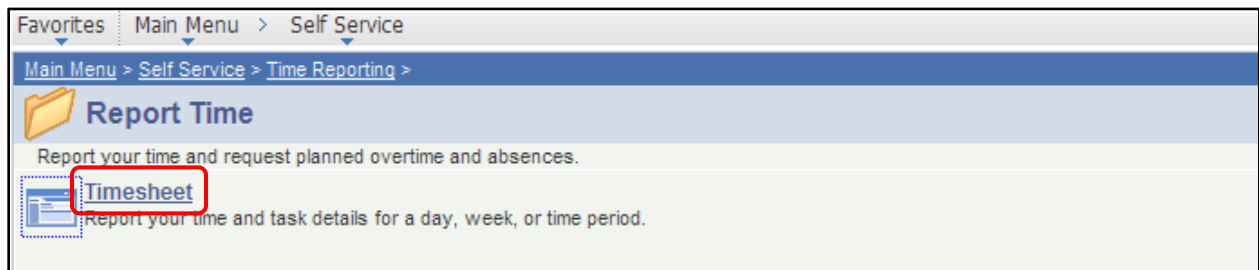
Under Report Time, click the Timesheet link. If you have multiple job records, the page will look similar to the next screen shot. If you only have one record number, the timesheet page will display.

Timesheet Record Number Page

Test Student		
Job Description	Empl Rcd Nbr	Department
Student Assistant	0	200132
Student Assistant	1	300020
Student Assistant	2	200620

This student has multiple records, choose the appropriate record number to enter your time. If you are unsure which record number to use, contact your supervisor for assistance.

IMPORTANT: Once you enter your time on a record number, you must use the same number for the whole pay period month. Only use different records if you directed to by your supervisor.

Timesheet Page

View By: Click on the drop down and choose Time Period to see the whole month

Entering Time: enter your time in the following format:

Even hour (8am, 1pm)   -   8a or 1p (you must indicate am/pm)

Everything else (8:15am, 1:30pm)   -   8:15a or 1:3p

Once your time is entered, click on the Submit button, this is the same as saving. If your time is not submitted, everything entered at that time will be lost. If you have previously submitted time for the current month and need to make a correction, return to the timesheet page, adjust the time and re-submit.

Timesheet Confirmation Page

Click on the **OK** button to update the timesheet, you will return back to the timesheet page.

Timesheet Page

All time will automatically format correctly, the status will change to 'Submitted' and the Punch Total field will calculate total hours. **NOTE**: submitted time still needs to be approved by your department before it can be paid.

2.0   Additional Shifts

If you work more than one shift on the same day which requires punching in and out multiple times, an additional row(s) must be added to record this time.

Timesheet Page

💬	Tue	4/3	Submitted	10:00:00AM			2:00:00PM	4.00	CSU	🔍	PST	🔍		🔍	4/3	▭	⊞
💬			Submitted	5:00:00PM			7:00:00PM	2.00	CSU	🔍	PST	🔍		🔍	4/3	▭	⊞

Scroll to the right and click on the ⊞ button to add a new row for the same date. Enter the time. You can enter multiple rows for the same date.

3.0   Lab or Department Field – Library and Computer Labs only

For areas which need to add the lab or department worked, scroll to the right side of the page. You will be instructed by your supervisor if you need to enter this information.

Punch Total	Taskgroup		Time Zone		Rule Element 3		Date		
	CSU	🔍	PST	🔍		🔍	4/2	▭	⊞
4.00	CSU	🔍	PST	🔍		🔍	4/3	▭	⊞

Rule/Element 3 – click on the look-up button and choose the appropriate Rule Element.

4.0   Exceptions

When there is a problem with the time entered, the system will notify you that there is an exception.

Timesheet Page

💬	Mon	10/3	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	🔍	PST	🔍		🔍	10/3	▭	⊞
💬	Tue	10/4	New							CSU	🔍	PST	🔍		🔍	10/4	▭	⊞
💬	Wed	10/5	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	🔍	PST	🔍		🔍	10/5	▭	⊞
💬	Thu	10/6	New							CSU	🔍	PST	🔍		🔍	10/6	▭	⊞
💬	Fri	10/7	New							CSU	🔍	PST	🔍		🔍	10/7	▭	⊞
💬	Sat	10/8	Submitted	⏱	8:00:00AM			12:00:00PM	4.00	CSU	🔍	PST	🔍		🔍	10/8	▭	⊞
💬	Sun	10/9	New							CSU	🔍	PST	🔍		🔍	10/9	▭	⊞
💬	Mon	10/10	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	🔍	PST	🔍		🔍	10/10	▭	⊞
💬	Tue	10/11	New							CSU	🔍	PST	🔍		🔍	10/11	▭	⊞
💬	Wed	10/12	Submitted		9:00:00AM	1:00:00PM	1:30:00PM	6:00:00PM	8.50	CSU	🔍	PST	🔍		🔍	10/12	▭	⊞
💬	Thu	10/13	New							CSU	🔍	PST	🔍		🔍	10/13	▭	⊞
💬	Fri	10/14	Submitted	⏱	1:00:00PM			5:00:00PM	4.00	CSU	🔍	PST	🔍		🔍	10/14	▭	⊞

In the Exception column, this ⏱ symbol indicates there is a problem with your time. There are two exception types:

1. Total hours for the week (Sunday – Saturday) exceeds 20 hours.
2. Total hours for a day exceeds 16 hours.

Review the exception and correct if necessary by adjusting your punch times. These exceptions are reviewed by your supervisor.