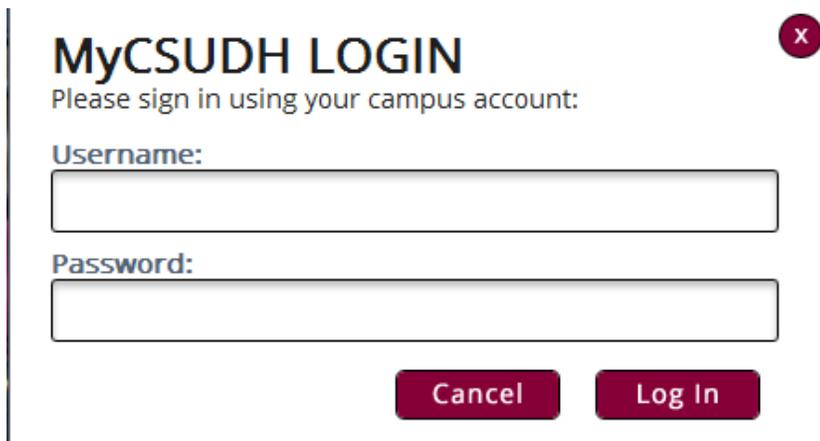


PeopleSoft Timesheet FAQ

What is the link I need to use to access my Timesheet online?

Log-in to your **myCSUDH** account via the CSUDH portal: www.csudh.edu



MyCSUDH LOGIN
Please sign in using your campus account:

Username:

Password:

Cancel **Log In**

I cannot log in, I don't know my User ID, Password, or I thought I knew it and still can't log in.

- If you have reset your password and do not remember what it is, or if you have other problems logging in, please contact IT help desk at ext 2500 or submit a help desk ticket at <http://helpweb.csudh.edu> for further assistance.
- For new hires, please allow 5 business days after submitting complete hiring packet before accessing your timesheet.

Can I access the system from home or off-campus?

Yes - from an internet browser such as Internet Explorer, Firefox, Chrome, Safari.

How do I report my time worked?

Access the Business Process Guide which can be found in the Payroll Services / Student Information site:

www.csudh.edu/admfin/payroll_services_student_information.shtml

Reporting Time Worked on a Timesheet (Student PeopleSoft Time & Labor)

- HCM 9.0 Business Process Guide – Entering & Printing Student Timesheet

After I enter my time what is my next step?

- Click **Submit** after you enter your hours. You should enter your time daily.
- **Do NOT** click on the save button. If you save your hours you will be the only one with access to change your hours and if you are not available when your timesheet is due, the timekeeper will not be able to see or have access to approve any hours that are *SAVED* and this may cause delay or non-payment of your total hours.
- Supervisors are to approve all submitted hours by the date indicated on the **Student Payroll Calendar** (located on Payroll Services website)
- All approved timesheets are due in Payroll Services on or around the 3rd of the month (see **Calendar**).

When do I print my timesheet?

Your timesheet needs to be printed once a month on last day of cutoff. Check with your department for the cutoff date.

How do I print my timesheet?

See **Section 3.0 – Printing Student Timesheet** of the Business Process Guide for instructions on how to print your timesheet.

What do I do once my timesheet is printed?

Sign the timesheet and have your supervisor sign the timesheet. Once you and your supervisor have signed the timesheet, submit it to your timekeeper.

I have printed my timesheet, but now I need to go back and make a change.

- Go back into the online system the same way you originally did.
- Make the necessary changes and then click **Submit**.
- Reprint your timesheet (you may notice more than one timesheet to select from).
- Select the timesheet at the top of the list with the most current date/time.

I want to change my time, but I notice that it is “grayed out” and I cannot make any changes.

Contact your timekeeper (a check may have already been issued for this time period or your active time period may be incorrect).

Where do I pick up my paycheck?

Your paycheck will be distributed by your department on payday.

When is payday?

Refer to the **Student Payroll Calendar** found on the Payroll Services/Student Information website.