



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

HCM 9.0 Business Process Guide

Time and Labor: Timekeepers

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Processing Steps

Enter Student Time

Navigation: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

- Enter the 'Value' that is known
- Enter the date to specify the week of the pay period to be entered
- Click Get Employees

Note: You'll only be able to view groups you have access to

Report Time

Timesheet Summary

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"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

Show Schedule Information

View By: Week Date: 12/01/2016 Refresh << Previous Week Next Week >>

- All accessible employees will now show on the bottom of the page.
- Select the employee to enter time for:

Employees for Adria Edwards, Totals From 01/14/2017 - 01/20/2017

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Employee Hours ID	Empl Rpt Job Nbr	Department	Department Description	Workgroup	Taskgroup	Supervisor ID	Reports To Position Number	Position Number	North American Paygroup
	Student Asst	0.00	0.00	84.00		0.00	0.00	0 1870	21120	LIBRARY-CIRCULATION	STUDENTS	DH_GENERIC				STU
	Student Asst	0.00	0.00	84.00		0.00	0.00	0 1870	30220	PARKING SERVICES	STUDENTS	DH_GENERIC				STU
	Student Asst	0.00	0.00	0.00		0.00	0.00	0 1870	27100	BIOLOGY	STUDENTS	DH_GENERIC				STU
	Student Asst	0.00	0.00	84.00		0.00	0.00	0 1870	51100	UA ANNUAL CAMPAIGNS	STUDENTS	DH_GENERIC				STU

- Populate the timesheet based upon the “In” and “Out” time the student worked each day.
 - Enter time using AM/PM or using a 24 clock (military time)
- Use the Previous Week or Next Week to enter more hours for the month
- Once you have entered time for the entire time period (month) click on SUBMIT.

Job Title: Student Asst Employee Record Number: 0

Select for Instructions

View By: Week *Date: 01/14/2017 Refresh

<< Previous Week Next Week >>
Next Employee >>

Reported Hours: 0.00 Hours Scheduled Hours: 84.00 Hours Show all Punch Types

From 01/14/2017 to 01/20/2017

Timesheet

Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
Sat	1/14	New	11:00am	2:00pm	3:00pm	6:00pm				DH_GENERIC	PST	1/14	-	+
Sun	1/15	New								DH_GENERIC	PST	1/15	-	+
Mon	1/16	New	9:00am	12:00pm						DH_GENERIC	PST	1/16	-	+
Tue	1/17	New								DH_GENERIC	PST	1/17	-	+
Wed	1/18	New	9:00am	12:00pm						DH_GENERIC	PST	1/18	-	+
Thu	1/19	New								DH_GENERIC	PST	1/19	-	+
Fri	1/20	New								DH_GENERIC	PST	1/20	-	+

Submit Clear Apply Schedule

Reported Hours Summary - select to view
Balances - select to view

Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2017-01-14 to 2017-01-20 is submitted

OK

Print the Students Timesheet

Navigation: CSUDH Custom > DH Timesheets > Timesheet for Timekeepers

- Enter your Run Control ID (your choosing, no rules)
- Click Search

DH Timesheet for Timekeepers

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

- Enter the Start and End Date for the Pay Period you'll need to print
- Check 'Include Approved Time' box
- Enter the Employee ID(s). To add or remove IDs click on the plus or minus
- Click Run

The screenshot shows the 'TimeCard' interface. At the top right, there is a 'Run' button circled in red. Below it, the 'Run Control ID' is 1. The 'Language' is set to 'English'. The 'Run Control Parameters' section shows 'Start Date' as 01/01/2017 and 'End Date' as 01/31/2017. The 'Include Approved Time?' checkbox is checked. Below this is the 'Employees To Process' table with columns for 'Empl ID', 'Empl Rcd Nbr', and '*Include/Exclude Indicator'. The first row has an empty 'Empl ID' field circled in red, '0' in 'Empl Rcd Nbr', and 'Include' in the indicator. To the right of the table are '+' and '-' buttons, also circled in red.

- Select the Server Name : PSUNX
- Click OK

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, 'User ID' is 'aredwards' and 'Run Control ID' is '1'. The 'Server Name' field contains 'PSUNX' and is circled in red. Other fields include 'Run Date' (01/19/2017), 'Recurrence', 'Run Time' (9:02:19AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is present. Below is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The first row is selected and contains: 'Student Timesheet (Timekeeper)', 'DHTL002', 'SQR Report', 'Web', 'PDF', and 'Distribution'. At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' circled in red.

- Click on Report Manager

TimeCard

Run Control ID: 1 Report Manager Process Monitor **Run**

Language: English

Run Control Parameters

Start Date: 01/01/2017 End Date: 01/31/2017

Include Approved Time?:

Employees To Process Find | View All | First 1 of 1 Last

Empl ID	Empl Rcd Nbr	*Include/Exclude Indicator	
<input type="text"/>	0	Include	+ -

- Select the Administration tab
- Wait...1minute
- Click Refresh
- Repeat if needed
- When the Description turns into a Hyperlink (blue) click it
- The timesheet will open, print it

Note: The direct navigation to this page is Main Menu > Reporting Tools > Report Manger

List Explorer **Administration** Archives

View Reports For

User ID: aredwads Type: Last: 1 Days: Refresh

Status: Folder: Instance: to:

Report List Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	813077	2057282	Student Timesheet (Timekeeper)	01/19/2017 9:22:23AM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	813076	2057281	Student Timesheet (Timekeeper)	01/19/2017 9:13:38AM	Acrobat (*.pdf)	Posted	Details

California State University
Dominguez Hills

STUDENT PAY VOUCHER
01-JAN-2017 To 31-JAN-2017

ID: [REDACTED] Deptid: 21120 LIBRARY-CIRCULATION Unit: 765

DATE	DAY	IN	OUT	HOURS	IN	OUT	HOURS	IN	OUT	HOURS	TOTAL	PAY RATE	JOB CODE	
01-14-17	Saturday	11:00	14:00	3.00	15:00	18:00	3.00				6.00	\$10.00	1870 Student Asst	Weekly Total: 6.00
01-16-17	Monday	09:00	12:00	3.00							3.00	\$10.00	1870 Student Asst	
01-18-17	Wednesday	09:00	12:00	3.00							3.00	\$10.00	1870 Student Asst	Weekly Total: 6.00

Gross Earnings: \$120.00 Total Hours: 12.00

I certify that I have worked the hours recorded on this voucher, I am a current student at CSUDH and my total hours at all CSUDH jobs combined does not exceed campus policy (20 hours per week) while classes are in session. I am duly authorized by CSUDH to make this report and certify that this correctly reflects the attendance for the student employee and pay period indicated. FA Approval

SIGNATURE OF EMPLOYEE DATE

SUPERVISOR'S SIGNATURE DATE
This voucher is generated by Adria Edwards at 09:22:45 on 19-JAN-2017

SUPERVISOR'S SIGNATURE DATE

- After getting the Appropriate Signatures approve the time

Approve Student Timesheet

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

- Enter the 'Value' that is known
- Enter the date to specify the week of the pay period to be entered
- Click Get Employees

Note: You'll only be able to view groups you have access to

Approve Reported Time

Timesheet Summary

▼ 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"/> 🔍
First Name	<input type="text"/> 🔍
Job Code	<input type="text"/> 🔍
Department	<input type="text"/> 🔍
Position Number	<input type="text"/> 🔍

[View Instructions](#) Show Schedule Information

View By: Date: << Previous Week Next Week >>

- All accessible employees will now show on the bottom of the page.
- Select the employee needing approval

Employees for Adria Edwards, Totals from 01/14/2017 - 01/20/2017																
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Excession	Approved/Submitted Hours	Denied Employee Hours ID	Emp/Res Job Nbr	Department	Department Description	Workgroup	Taskgroup	Supervisor ID	Reports To Position Number	Position Number	North American Paygroup
	Student Asst	0.00	0.00	84.00		0.00	0.00	0 1870	21120	LIBRARY-CIRCULATION	STUDENTS	DH_GENERIC				STU
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	Student Asst	0.00	0.00	84.00		0.00	0.00	0 1870	51100	UA ANNUAL CAMPAIGNS	STUDENTS	DH_GENERIC				STU

- Review time entered based upon the printed timesheet
- Click/Select the boxes for the days to be approved based on the timesheet
- Once you have selected time for the week then click Approve Selected
- Use the Previous Week or Next Week or Next Employee to review/approve more hours for the month

Job Title: Student Asst Employee Record Number: 0

Select for Instructions

View By: Week *Date: 01/14/2017 Refresh

<< Previous Week Next Week >>
Next Employee >>

Reported Hours: 12.00 Hours Scheduled Hours: 84.00 Hours Show all Punch Types

From 01/14/2017 to 01/20/2017

Select	Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
<input checked="" type="checkbox"/>	Sat	1/14	Needs Approval	11:00:00AM	2:00:00PM	3:00:00PM	6:00:00PM			6.00	DH_GENERIC	PST	1/14	-	+
<input type="checkbox"/>	Sun	1/15	New								DH_GENERIC	PST	1/15	-	+
<input checked="" type="checkbox"/>	Mon	1/16	Needs Approval	9:00:00AM	12:00:00PM					3.00	DH_GENERIC	PST	1/16	-	+
<input type="checkbox"/>	Tue	1/17	New								DH_GENERIC	PST	1/17	-	+
<input checked="" type="checkbox"/>	Wed	1/18	Needs Approval	9:00:00AM	12:00:00PM					3.00	DH_GENERIC	PST	1/18	-	+
<input type="checkbox"/>	Thu	1/19	New								DH_GENERIC	PST	1/19	-	+
<input type="checkbox"/>	Fri	1/20	New								DH_GENERIC	PST	1/20	-	+

Select All Deselect All **Approve Selected** Deny Selected

Submit Clear

- Run DH_TL_RPTD_APPROVED_TIME query

Approved Time Query

Navigation: Main Menu > Reporting Tools > Query > Query Viewer

- Enter the name of the query
 - DH_TL_RPTD_APPROVED_TIME
- Click Submit

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

- To run the report to an excel spreadsheet click 'Excel'
- To review the report before sending it to Excel click 'HTML'

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
DH_TL_RPTD_APPROVED_TIME	Reported Time - Approved	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Enter the From and To Dates for the period or use the calendar to select the dates
- Click View Results

DH_TL_RPTD_APPROVED_TIME - Reported Time - Approved

From Date: 

To Date: 

CSU Unit	Name	ID	Empl
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- Enter the Pay Period Month and Year at the top
- Review the document

December 2016

CSU Unit	Name	ID	Empl Rcd#	Job Code	Total Hours	Comp Rate	User
			0 1870		33.00	10.000000	
			0 1871		24.00	10.000000	
			0 1870		67.50	10.250000	
			0 1871		33.50	10.000000	

Supervisor's Signature Date

- Submit signed Query to Payroll Services