

## Overview

This user’s guide provides student employees step-by-step instruction on how to use my.fresnostate.edu to enter time worked. You should enter time each day that you work. Your supervisor will monitor your time throughout the pay period and must be able to see the hours as you accumulate them. (Do not enter time on Fresno State holidays unless your supervisor has given you approval). Check with your supervisor for special instructions on time entry for your department.

Pay periods overlap a new month (A day from the previous month may be on the next pay period). View the appropriate Pay Period Calendar on the [Calendars](http://www.fresnostate.edu/adminserv/hr/payroll/news/calendars.html) page on the Payroll Website for additional information (<http://www.fresnostate.edu/adminserv/hr/payroll/news/calendars.html>).

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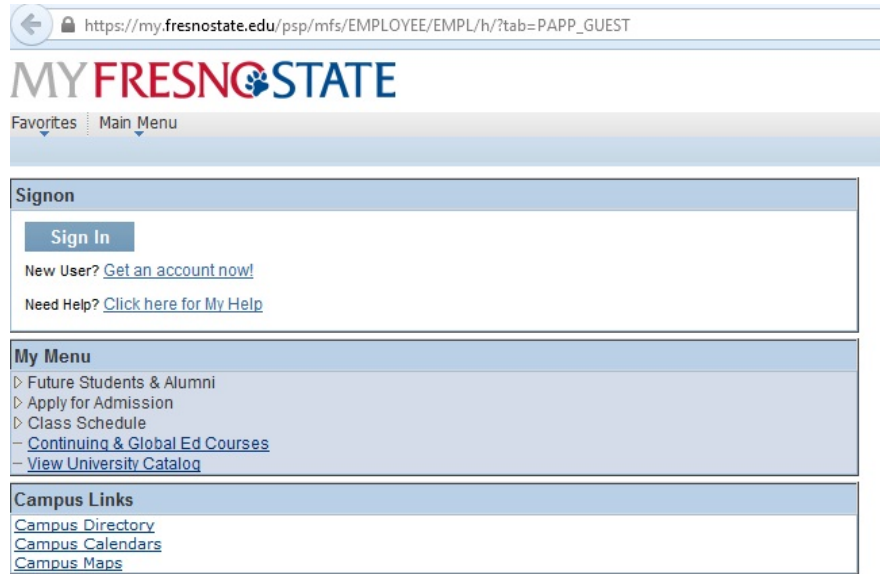
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# LOGGING IN

This section shows how to log into your MyFresnoState portal.

The myFRESNOSTATE homepage displays.

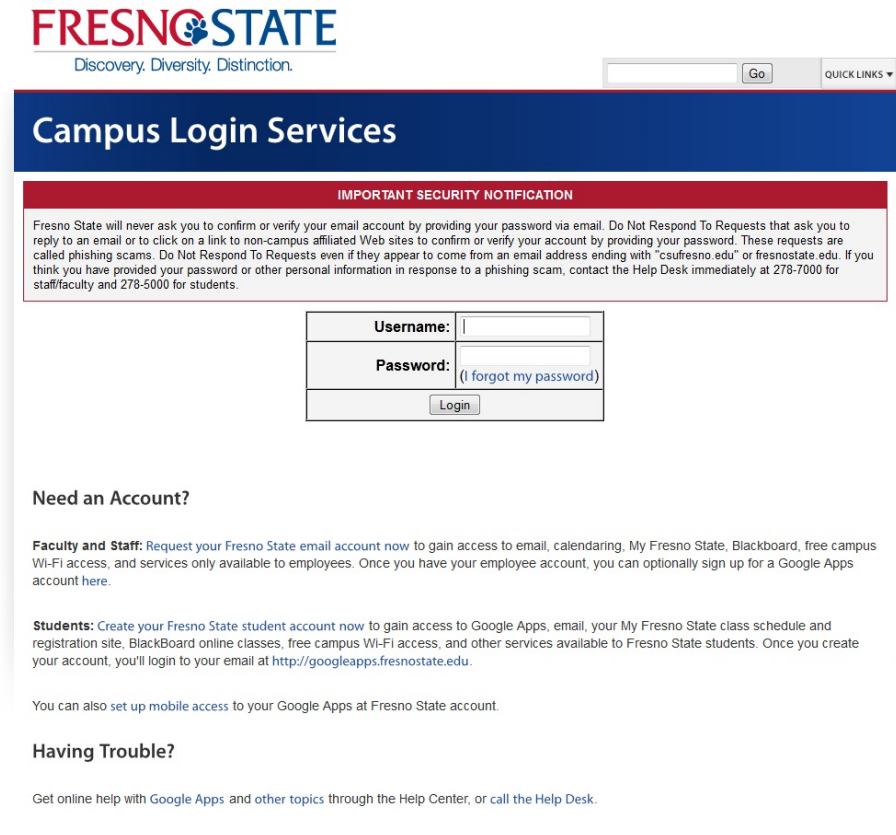
1. Go to MyFRESNOSTATE (<http://my.fresnostate.edu/>).
2. Click the MyFRESNO STATE SIGN IN button.



The Oracle PeopleSoft Enterprise Sign In page displays.

3. Enter your Fresno State ID and Password.
4. Click the “Sign In” button.

Note: If you have difficulty logging in, contact the Help Desk at 278-5000



# MINUTE CONVERSION CHART

Please use the following chart to properly enter fractions of an hour worked.

Fractions of hours reported for regular time worked are always reported in *tenths*.

**Example:** 1 hour 22 minutes would be reported on your timesheet as: 1.4 hours.

## Item 621 - Conversion Chart

Minutes	Tenths
01	↑
02	
03	↑
04	
05	↑
06	.1
07	↑
08	
09	↑
10	
11	↑
12	.2
13	↑
14	
15	↑
16	
17	↑
18	.3
19	↑
20	
21	↑
22	
23	↑
24	.4
25	↑
26	
27	↑
28	
29	↑
30	.5

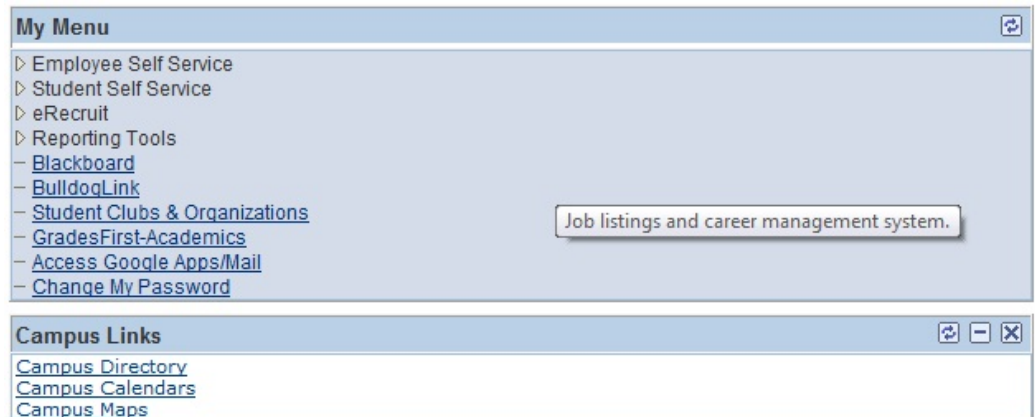
Minutes	Tenths
31	↑
32	
33	↑
34	
35	↑
36	.6
37	↑
38	
39	↑
40	
41	↑
42	.7
43	↑
44	
45	↑
46	
47	↑
48	.8
49	↑
50	
51	↑
52	
53	↑
54	.9
55	↑
56	
57	↑
58	
59	↑
60	1.0

## ENTERING TIME

This section shows how to enter time worked.

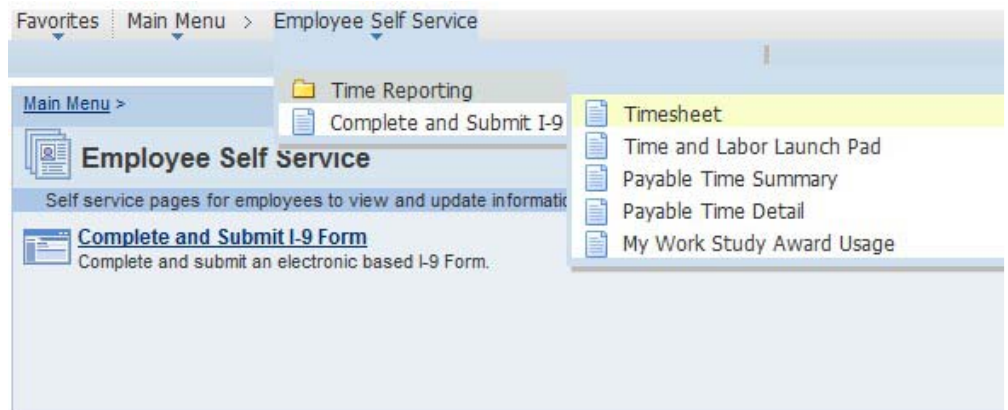
The Main Menu displays.

1. From the Main Menu, click **“Employee Self Service”**.



The Employee Self Service page displays.

2. Continue navigating:  
Time Reporting >  
Timesheet.



If you have only one job, you will be taken immediately to the timesheet.

If you have multiple jobs, they will all display. Be careful to select the correct job/record number when reporting time. Verify the following to ensure you have selected the correct job:

- Department Name
- Job Title
- Empl Rcd Nbr

**NOTE:** If you have not filled out the online Form I-9, and completed new hire paperwork with human resources, you will *not* be able to enter any time worked.

The Timesheet page displays. You may need to scroll to the right to see the entire timesheet.

1. Enter daily time
2. Be sure Time Reporting Code is "REG"
3. Click submit button once time is entered.

**NOTE:** The example shows a *split screen* so that you may see the entire month's payperiod. When viewing screen in your self service, scroll to right to view the entire payperiod.

## Select Job Title

Grace Greyson

Please select the appropriate job from the list below.

Job Title	Empl Rcd Nbr	Department ID	Department	Comp Rate
<a href="#">Student Trainee, On-Campus Wor</a>	2	64500	Educational Opportunity Prgram	8.100000
<a href="#">Student Assistant</a>	0	43425	Police	11.000000
<a href="#">Student Assistant</a>	1	45435	Human Resources	12.000000

[Self Service](#)

[Time Reporting](#)

### Timesheet

Employee ID: \_\_\_\_\_  
 Job Title: Student Asst Employee Record Number: 0

[Select for Instructional](#)

View By: Time Period \*Date: 11/30/2012 [Submit](#) [Previous Time Period](#) [Next Time Period](#)

Reported Hours: 0.0 Hours Scheduled Hours: 0.0 Hours

From Friday 11/09/2012 to Sunday 12/09/2012

TimeSheet	Fri 11/09	Sat 12/1	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	

[Save for Later](#) [Submit](#)

[Reported Time Status - select to hide](#)

Date	Status	Total Time Reporting Code	Comments
		0.000000	

[Reported Hours Summary - select to view](#)

[Balances - select to view](#)

[Print Timesheet](#)

Sun 12/9	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Fri 12/28	Sat 12/29	Sun 12/30	Total	Time Reporting Code	

The date will default to the current pay period.

4. Select time period using the "View By" dropdown menu. View shown is "week".
5. **Date:** Be sure the date is showing the payperiod you wish to report time under.
6. Enter the total hours worked that day.
7. Select REG - Regular Hours Worked from the Time Reporting Code dropdown menu.
8. This task group will always default. Do not change the default value.
9. Click the "Submit" button.

Note: Enter time each day you work. *Do not wait until the end of the month.*

**NOTE:** Time Reporting Code should always be set to "REG-REGULAR HOURS WORKED"

Timesheet

Employee ID: 104104104  
Job Title: Student Asst Employee Record Number: 1

View By: Time Period \*Date: 05/31/2013 Refresh

Reported Hours: 30.0 Hours Scheduled Hours: 0.0 Hours Previous Job

From Friday 05/31/2013 to Sunday 06/30/2013

Fri 5/31	Sat 6/1	Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Sun 6/9	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Sun 6/16
				5.0	5.0	5.0				5.0	5.0	5.0				

Save for Later Submit

Reported Time Status - select to hide

Date	Status	Total	Time Reporting Code	Comments
06/04/2013	Needs Approval	5.0	REG	
06/05/2013	Needs Approval	5.0	REG	
06/06/2013	Needs Approval	5.0	REG	
06/10/2013	Needs Approval	5.0	REG	
06/11/2013	Needs Approval	5.0	REG	
06/12/2013	Needs Approval	5.0	REG	

Reported Hours Summary - select to view

Balances - select to view

Return to Select Job  
Print Timesheet  
Self Service  
Time Reporting

Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Total	Time Reporting Code	Taskgroup
	5.0		4.0	2.4		REG - Regular Hours Worked	FR_MAIN

The Submit Confirmation page displays.

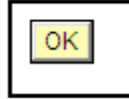
Click OK.

## Timesheet Submit Confirmation



The Submit was successful.

Time for the Week of 2012-02-20 to 2012-02-26 is submitted



Once you have entered and submitted your hours, your Time will appear, by date, under "Reported Time Status".

The Reported Time Status section displays the time submitted for the period.

1. This example shows Status as "Needs Approval". Once the Department Timekeeper has approved your time, it will show as "Approved".

### Timesheet

Employee ID:

Job Title: Student Asst

Employee Record Number: 0

[Select for Instructions](#)

View By:  \*Date:   [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 24.0 Hours Scheduled Hours: 0.0 Hours

From Friday 11/30/2012 to Sunday 12/30/2012

Timesheet															
Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15
			8.0	4.0	4.0	4.0	4.0								

[Reported Time Status - select to hide](#) 1

Reported Time Status				First	1-5 of 5	Last
Date	Status	Total	Time Reporting Code	Comments		
12/03/2012	Needs Approval	8.0	REG			
12/04/2012	Needs Approval	4.0	REG			
12/05/2012	Needs Approval	4.0	REG			
12/06/2012	Needs Approval	4.0	REG			
12/07/2012	Needs Approval	4.0	REG			

[Reported Hours Summary - select to view](#)

[Balances - select to view](#)

## TIME ENTRY FINANCIAL AID WORK STUDY

This section instructs you on time entry for work study students. If you have any questions regarding your work study assignment or award, please contact the Financial Aid office at (559) 278-2182.

This example shows a student with both On-Campus and Off-Campus Work Study positions. Chose which assignment you would like to report time for.

1. Enter time for each day worked.
2. Click "Submit".
3. If you are working in an off-campus work study position, print time sheet and submit it to your supervisor monthly for approval of your hours.
4. Your supervisor will forward your timesheet to the Financial Aid Department

Favorites | Main Menu > Employee Self Service > Time Reporting > Timesheet

My Page | Workflow

### Report Time

## Timesheet

[View Instructions](#)

Anna Vue Customize | Find |  First 1-2 of 2 Last

Name	Empl Rcd Nbr	Department	Department Description	Comp Rate
<a href="#">Student Assistant</a>	1 62483	Financial Aid		8.000000
<a href="#">Student Trainee, On-Campus Wor</a>	2 62483	Financial Aid		8.000000

[Self Service](#)  
[Time Reporting](#)

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## Timesheet

Employee ID: 104104104  
Job Title: Student Asst Employee Record Number: 1

[Select for Instructions](#)

View By: Week \*Date: 05/31/2013  << Previous Week Next Week >>  
Reported Hours: 15.0 Hours Scheduled Hours: 0.0 Hours [Previous Job](#)

From Friday 05/31/2013 to Thursday 06/06/2013

Fri 5/31	Sat 6/1	Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Total	Time Reporting Code	Taskgroup
			5.0	5.0	5.0		15.0	REG - Regular Hours Worked	FR_MAIN

[Reported Time Status - select to hide](#)

Date	Status	Total	Time Reporting Code	Comments
06/04/2013	Needs Approval	5.0	REG	
06/05/2013	Needs Approval	5.0	REG	
06/06/2013	Needs Approval	5.0	REG	

[Reported Hours Summary - select to view](#)  
[Balances - select to view](#)

[Return to Select Job](#)  
[Print Timesheet](#)  
[Self Service](#)  
[Time Reporting](#)



# FINANCIAL AID WORK STUDY BALANCE

This section shows you how to find your work study balance remaining as well as the error message that will appear should you exceed your work study award balance.

To find your Work Study Award Balance

1. Main Menu > Self Service > Fresno HCM > My Work Study Award Usage

## My Work Study Award Usage

### My Work Study Award Usage

Review your work study award usage below, by aid year and term.

Work Study Aid Year Find | View All First  Last

Aid Year: 2013

Term Find First  Last

Term: Spring 2013

Awards & Usage <span>Customize   Find   View All</span> First <input type="text" value="1 of 1"/> Last		
Award	Award Amount	Used Amount
College Work-Study	\$2,744.00	\$2,744.00

Used Amount includes any hours you have entered on a timesheet.

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Term: Fall 2012

Awards & Usage <span>Customize   Find   View All</span> First <input type="text" value="1 of 1"/> Last		
Award	Award Amount	Used Amount
College Work-Study	\$1,906.40	\$1,906.40

Used Amount includes any hours you have entered on a timesheet.

[Save](#) [Return to Search](#) [Notify](#)

Should you exceed your work study balance, the following error message will occur when you are inputting your hours worked.

**NOTE:** Should you receive this error message, contact your supervisor immediately to ensure you are paid in a timely manner

**Message** ✕

The cost of the reported hours exceeds the work study award by \$320.00. Contact your supervisor. (32001,6)

## PRINT TIMESHEET

All student employees have the ability to print a timesheet. Only off-campus Work Study students are required to print timesheets monthly and provide it to his/her supervisor for signature.

Timesheet may be printed by clicking the "Print Timesheet" link.

Favorites Main Menu > Employee Self Service > Time Reporting > Timesheet

My Page Workflow

### Timesheet

Employee ID: 104104104  
Job Title: Student Asst Employee Record Number: 1

[Select for instructions](#)

View By: Week \*Date: 05/31/2013 [Refresh](#) << Previous Week Next Week >>  
Reported Hours: 15.0 Hours Scheduled Hours: 0.0 Hours [Previous Job](#)

From Friday 05/31/2013 to Thursday 06/06/2013

Fri 5/31	Sat 6/1	Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Total	Time Reporting Code	Taskgroup
				5.0	5.0	5.0	15.0	REG - Regular Hours Worked	FR_MAIN

[Save for Later](#) [Submit](#)

[Reported Time Status - select to hide](#)

Date	Status	Total	Time Reporting Code	Comments
06/04/2013	Needs Approval	5.0	REG	
06/05/2013	Needs Approval	5.0	REG	
06/06/2013	Needs Approval	5.0	REG	

[Reported Hours Summary - select to view](#)  
[Balances - select to view](#)

[Return to Select Job](#)  
[Print Timesheet](#) ←  
[Self Service](#)

FRESNO STATE | Discovery. Diversity. Distinction.

### Timesheet

Employee Id: 104104401  
Rate of pay: 8.00 Employee Record Number: 0

From Friday 05/31/2013 To Sunday 06/30/2013

Date	Status	Report Code	Number of Hours Worked
06/03/2013	Needs Approval	Regular Hours Worked	6.00
06/04/2013	Needs Approval	Regular Hours Worked	6.00
06/05/2013	Needs Approval	Regular Hours Worked	4.00
06/11/2013	Needs Approval	Regular Hours Worked	6.00
06/12/2013	Needs Approval	Regular Hours Worked	6.00
06/13/2013	Needs Approval	Regular Hours Worked	4.00
06/19/2013	Needs Approval	Regular Hours Worked	6.00
06/20/2013	Needs Approval	Regular Hours Worked	6.00
06/21/2013	Needs Approval	Regular Hours Worked	4.00

<b>Total Hours Worked</b>
48.00

Adjacent is the view of a printed timesheet. Note the status is "Needs Approval", shows it is awaiting Timekeeper's approval.

# TIME ENTRY USING WEB CLOCK

This section demonstrates how to use the Web Clock enter time daily.

The Main Menu displays.

1. From the Main Menu, click Employee Self Service.
2. Continue navigating: Time Reporting > Web Clock

The Web Clock Enter Punch Screen displays, showing the current day.

**Note:** If you have multiple active jobs, a Job Title: dropdown menu will display.

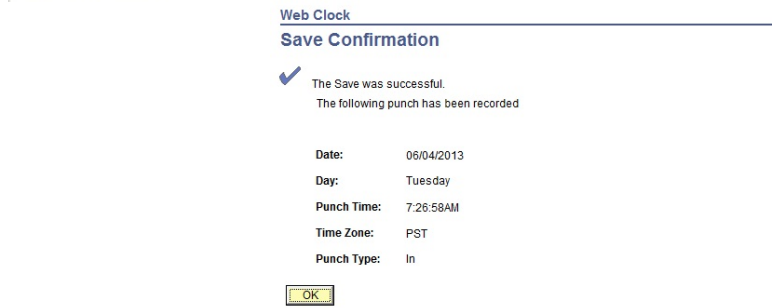
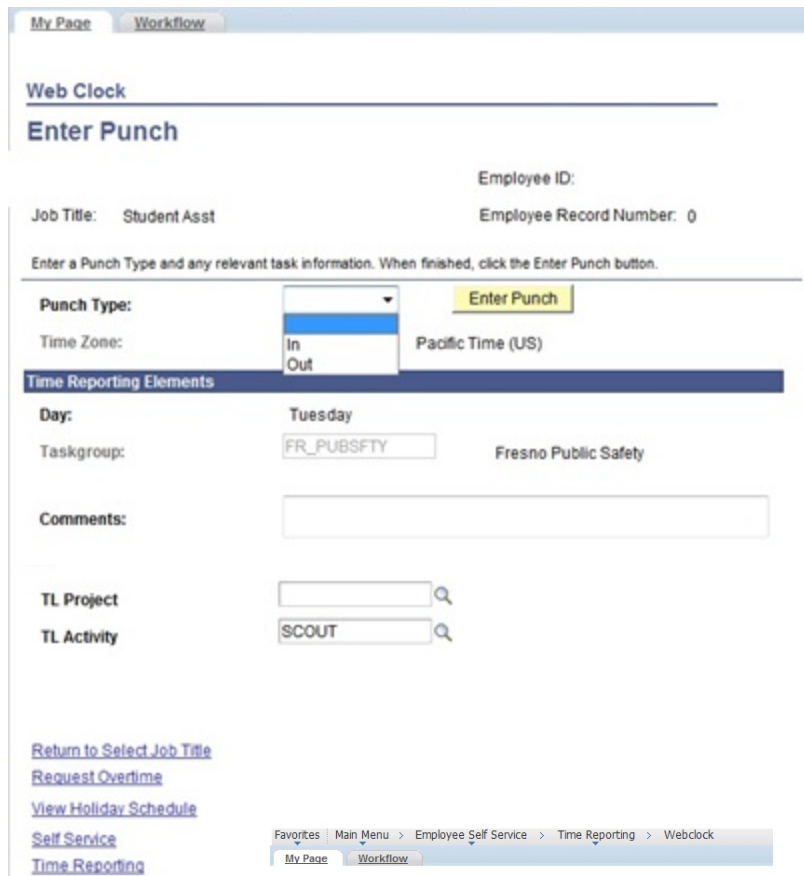
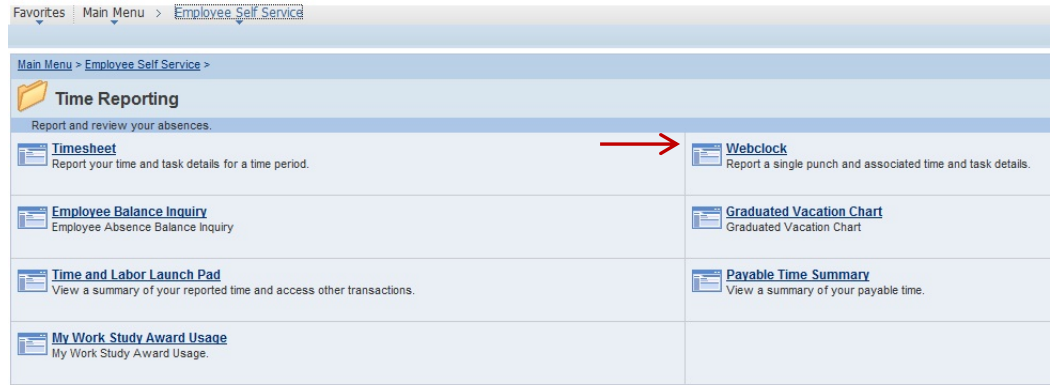
3. You will use the pulldown tab to choose to punch "IN" or "OUT"
  - Taskgroup shows Department
  - Comments may be used to submit note to timekeeper
4. TL Activity is required. Click the magnifying glass to the right and it will provide options.
5. TL Project is Department Specific and your department supervisor will advise you on its use.

6. Click "Enter Punch" to clock in or out.

**Note:** If the TL activity field is left blank, you will receive an error message. Add a value this field.

7. Once Punch has been submitted, you will receive a confirmation.

8. Each day worked should have a punch "IN" and punch "OUT"



## TIME ENTRY USING TIMETRAK

The TimeTrack system is accessed by a swipe card. You will receive a swipe card to swipe in and out for the day. A Department supervisor will train you on proper use of the TimeTrak system.. This is how your hours worked are calculated.

Your time will record daily and the department will receive a printout of your hours worked.

2123Abc102852980	0000057.80	REG	000000000010.650000	1
2123Abc103167021	0000052.60	REG	000000000009.600000	1
2123Abc103878343	0000073.70	REG	000000000009.350000	1
2123Abc104313400	0000065.70	REG	000000000008.000000	1
2123Abc104359420	0000016.20	REG	000000000009.350000	1
-----	-----	---	-----	.

At the end of the month, the Department timekeeper will Submit all hours worked to the Payroll department on your behalf.

## VIEW PREVIOUSLY ENTERED AND PAID TIME

This section demonstrates how to use the Time and Labor Launch pad to view time entered by month.

The Main Menu displays.

1. From the Main Menu, click Employee Self Service.
2. Continue navigating: Time Reporting > View Time > Time and Labor Launch Pad



The Time and Labor Launch Pad displays, showing the current month.

Note: If you have multiple active jobs, a Job Title: dropdown menu will display.

3. To change the time period, use the dropdown menus, and then click the View button.

- Reported Hours: time submitted
- Payable Hours: time that has been approved

4. Click linked dates for more information about the time (see following).

Note: The legend at the bottom explains the values that appear in the calendar.

A Date Details box (from above screenshot) displays.

5. Click the linked date.

Details about reported time displays.

- If Status is blank, then the time is not approvable by your supervisor.
- If Status is Needs Approval, your supervisor needs to approve time.
- If Status is Approved, your supervisor approved the time.
- If Status is Transmitted – Sent to PIP, information has been sent to the State Controller’s Office for processing

**Details for: 02/07/2012**

Student Name

Employee ID:

999999999

Job Title: Student Assistant

**Reported Elapsed Time**

Quantity	Type	Time Reporting Code
3.500000	Hours	Regular Hours Worked

**Exceptions**

Exception ID	Description	Status	Severity	Resolved by

**Payable Time**

Quantity	Type	Time Reporting Code	Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
3.500000	Hours	REG	Approved		38.500000		

[Return to Calendar](#)