Time Entry — Hourly Employees

Overview

This user's guide provides hourly 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 month 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. Also, some pay periods overlap a new month. View the appropriate Pay Period Calendar on the [Calendars](http://www.fresnostate.edu/adminserv/hr/payroll/news/calendars.html) page (http://www.fresnostate.edu/adminserv/hr/payroll/news/calendars.html) for more information.
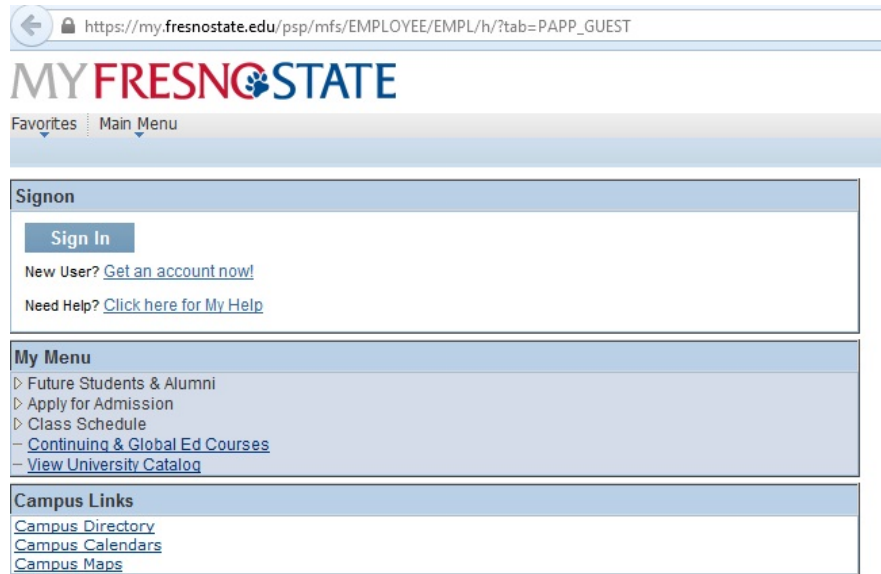
Table of Contents

LOGGING IN

This section shows how to log into your MyFresnoState portal.

The MYFRESNOSTATE homepage displays.
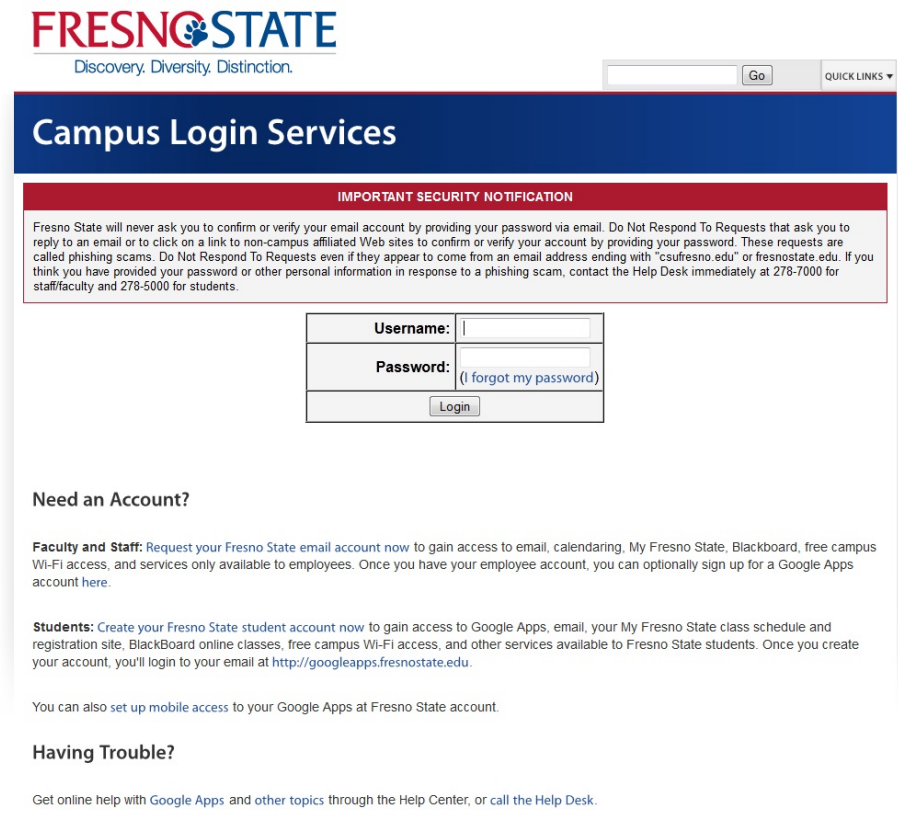
1. Go to MyFRESNOSTATE (http://my.fresnostate.edu/).

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 **hundredths.**

Example: 1 hour 22 minutes would be reported on your timesheet as: 1.37 hours.

Item 621 - Conversion Chart

Minutes	Tenths	Hundredths	Minutes	Tenths	Hundredths
01		.02	31		.52
02		.03	32		.53
03		.05	33		.55
04		.07	34		.57
05		.08	35		.58
06	.1	.10	36	.6	.60
07		.12	37		.62
08		.13	38		.63
09		.15	39		.65
10		.17	40		.67
11		.18	41		.68
12	.2	.20	42	.7	.70
13		.22	43		.72
14		.23	44		.73
15		.25	45		.75
16		.27	46		.77
17		.28	47		.78
18	.3	.30	48	.8	.80
19		.32	49		.82
20		.33	50		.83
21		.35	51		.85
22		.37	52		.87
23		.38	53		.88
24	.4	.40	54	.9	.90
25		.42	55		.92
26		.43	56		.93
27		.45	57		.95
28		.47	58		.97
29		.48	59		.98
30	.5	.50	60	1.0	1.00 hr.

ENTERING TIME

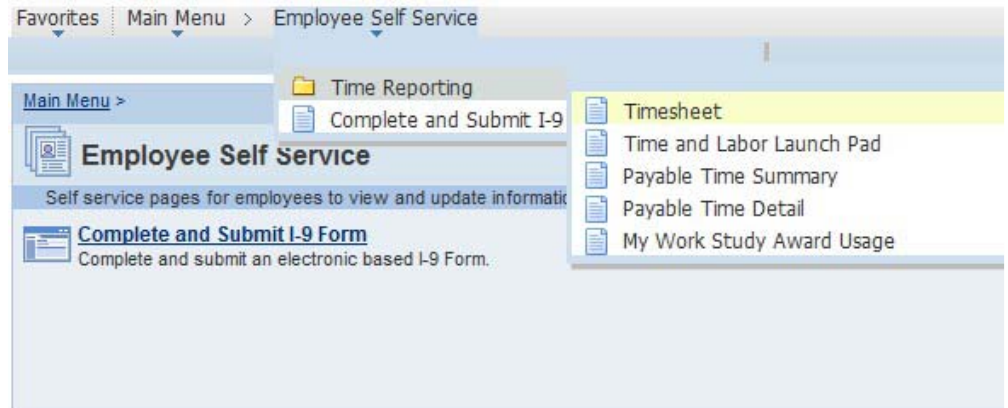This section shows how to enter time worked.

The Main Menu displays.

1. From the Main Menu, click "**Employee Self Service".**
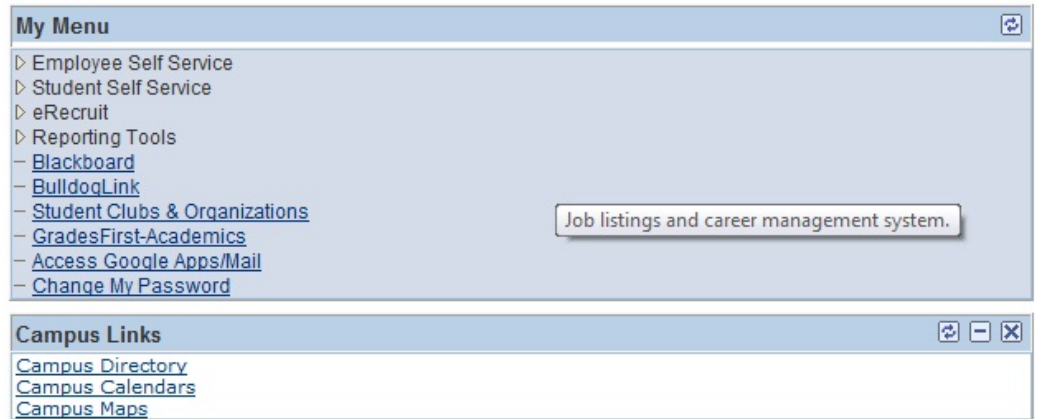
The Employee Self Service page displays.

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.

NOTE: Verify the following to ensure you have selected the correct job:

- Department Name
- Job Title
- Empl Rcd Nbr

Timesheet will display:

1. Select time period using the "View By" dropdown menu. View shown is "week".

2. Enter hours worked each day (Adjacent view shows a partial month's calendar).

3. After time is entered, Click "Submit".

4. Once you click "Submit" you will see your hours under Reported Time Status awaiting approval by your supervisor.

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

Report Time

Timesheet

ⓘ View Instructions

Frances Linda Rios-Ramirez			Customize | Find | 🗗
Name	**Empl Rcd Nbr**	**Department**	**Department Description**
Athletic Certifcation Cert	0	62481	Admissions Recds & Evaluations
Casual Worker	1	64506	Office of Testing Services

Self Service

Time Reporting

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

My Page | Workflow

Timesheet

Employee ID: **101010100**

Job Title: Hrly Intrprt/Rltmecap/Catscrbr

Employee Record Number: 1

ⓘ Select for Instructions

(1)

View By: Time Period ▼ *Date: 05/31/2013 📅 ⟳ Refresh   << Previous Time Period   Next Time Period >>

Reported Hours: 101.0 Hours   Scheduled Hours: 168.0 Hours

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

Timesheet 🖽

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
8.0	**(2)**		8.0	8.0	8.0	6.5	8.0			8.0	8.0	8.0	6.5	8.0	

ⓘ Reported Time Status - select to hide

Reported Time Status			🗗 First ◀ 1-13 of 13 ▶ Last	
Date	**Status**	**Total**	**Time Reporting Code**	**Comments**
05/31/2013	Needs Approval	8.0		💬
06/03/2013	Needs Approval	8.0		💬
06/04/2013	Needs Approval	8.0		💬
06/05/2013	Needs Approval	8.0	**(4)**	💬
06/06/2013	Needs Approval	6.5		💬
06/07/2013	Needs Approval	8.0		💬
06/10/2013	Needs Approval	8.0		💬
06/11/2013	Needs Approval	8.0		💬
06/12/2013	Needs Approval	8.0		💬
06/13/2013	Needs Approval	6.5		💬
06/14/2013	Needs Approval	8.0		💬
06/17/2013	Needs Approval	8.0		💬
06/18/2013	Needs Approval	8.0		💬

ⓘ Reported Hours Summary - select to view

ⓘ Balances - select to view

(3) [Submit]

This example shows the latter half of the month.

5. Please be sure that task group is always: **"REG- Regular Hours Worked"**

6. Task Group should be **"FR_MAIN"**

Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29	Sun 6/30	Total	Time Reporting Code	⑤	Taskgroup	⑥
5.38					101.0	REG - Regular Hours Worked ▼		FR_MAIN 🔍 ➖ ➕	

The task group will always default, do not change the default value.

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.

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

The Submit Confirmation page displays.

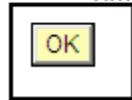13. Click OK.

Timesheet
Submit Confirmation

✔ The Submit was successful.

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

OK

PRINT TIMESHEET

All hourly employees have the ability to print a timesheet.

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:	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

Timesheet

Fri	Sat	Sun	Mon	Tue	Wed	Thu					

ⓘ Reported Time Status - select to hide

Reported Time Status   First ◄ 1-3 of 3 ► Last

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

FRESNO STATE | Discovery. Diversity. Distinction.

Timesheet

Adjacent is the view of a printed 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

Total Hours Worked
48.00

COMMENTS

There are occasions when you must enter a comment in addition to your daily hours. Examples: Making changes to already approved time, any reason for change to normal work hours (late, making up time, covering hours for someone).

Comments may be added by Clicking on the comments "bubble".

1. Click on "bubble".

2. Enter comments in the Comment section.

3. Click "Save".

4. Your comments will be added, and you will see lines in the comments bubble.

ABSENSE ELIGBLE EMPLOYEES-ENTERING ABSENSES/VACATION

This section demonstrates for ABSENSE ELIGBLE EMPLOYEES how to use Absence Management to enter absences (vacation, sick time, etc.).

The Main Menu displays.

1. From the Main Menu, click Employee Self Service.

2. Continue navigating: Report Time > Report and View Absences

NOTE: Your department supervisor can assist you with any questions pertaining to entering absences into the Absence Management system.

Report Time
Report your time and request planned overtime and absences.
Timesheet
Report and View Absences ←

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

Main Menu > Self Service > Time Reporting >

View Time

View your schedules, forecasted, payable and comp time, exceptions and more.

Time and Labor Launch Pad
View a summary of your reported time and access other transactions.

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

Job Title:

Employee ID: 999999999

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