Overview
This business process guide provides department Timekeepers and Managers step-by-step instruction on use of MyFRESNOSTATE to view, edit, and approve student employee time.

Student employees are to enter their time worked at the end of each business day. As department Timekeeper, you must approve student assistant time regularly (daily or weekly) via PeopleSoft Reported Time. You will also be responsible for updating and/or changing chartfields, updating and/or changing “reports to”, and running the monthly Department Paysheet report to verify hours paid by specific chartfields.

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APPROVE TIME (Timekeeper)

This section shows how to enter time worked.

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
The Main Menu displays.

5. From the Main Menu, click Time Administration > Time and Labor > Review Reported Time.

The Timekeeper Review Reported Time will show.
The Timesheet Summary page will display.

1. Enter criteria. You may enter Department number, which will bring up all student employees. You may also search by individual employees by using EmplID, Last Name, First Name, or Group ID.
2. Click “Get Employees”

**Note:** You may view the employee population by “All Time Before” Date, by “Week”, or by “Day”. You may approve all student employees’ time at once by clicking “Select All”, followed by “Approve Selected”.

If a detailed review of individual(s) student employee timesheet is necessary, then click on the individual’s name, and the following will appear:

1. You may approve or deny submitted time by day (see arrows).

**Note:** Comments may be made for specific transactions (either by student or by Timekeeper). If comments are made, the comment “bubble” on the right will look like this:
3. Once time is approved, you will receive the following confirmation message.
ADD, DELETE, OR CHANGE TIME

This section demonstrates how to add, delete, or change the time of your employees after they have submitted their hours. Your student employees do not have access to correct their time entry mistakes after they submit their hours. All corrected time will be available for approval immediately. **Note:** Students will not be allowed to enter over 8 hours worked per day.

Navigate to Timesheet

1. Search for and select the employee that needs time correction. Enter the corrected total hours worked that day. Click on the “comments bubble” and add comments regarding the change

2. Select REG - Regular Hours Worked from the Time Reporting Code dropdown menu.

3. Click the “Approve Selected” button.

   **Note:** Hours reported for 11/27, 11/28, and 11/29 need approval.

   Click “Approve Selected”

4. Once you have approved changes, you will receive a confirmation notice.
APPROVE TIME REPORTED USING WEB CLOCK (POLICE AND PUBLIC SAFETY)
This section demonstrates how the timekeeper for Police and Public Safety will approve reportable time of their employees once punch time has been entered by the student employees. The Timekeeper may change Activity and should have previously reviewed the Department Paysheet Report to view total time paid to specific Chartfields.

Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

1. If all employees time is correct, click “Approve Selected”. This will approve all employees.

Note:

2. If correct, click “OK”. You will receive a confirmation message once this has been completed.

3. If you would like to view an individual employee’s time, you may click on that employee’s name and view their timesheet.
ADD, DELETE, OR CHANGE TIME USING WEB CLOCK

This section demonstrates how a Timekeeper using Web Clock will add, delete, or change the time of their employees after the employee has submitted their hours. Student employees are not to correct their time entry mistakes after they submit their hours. As Timekeeper, you may have to make corrections, add, or delete time entries. All corrected time will be available for approval immediately. **Note:** Students will not be allowed to enter over 8 hours worked per day.

Main Menu > Manager Self Service > Time Management > Payable Time

1. Click “Payable Time”.

2. Click on the employee’s name that has time to be corrected.

3. Go to day that requires a correction, and click on the appropriate IN/OUT box or to appropriate TL Project and/or TL Activity to enter, change, or make deletions. Click “Submit”.

4. Select all days you wish to approve. Click “Approve Selected”. You will receive a confirmation notice that hours have been approved with the changes you have made.
APPROVE TIME REPORTED USING TIMETRAK (LIBRARY)

This section demonstrates how a Timekeeper using TimeTrak will add, delete, or change the time of their employees after the employee has submitted their hours. Student employees are not to correct their time entry mistakes after they submit their hours. As Timekeeper, you may have to make corrections, add, or delete time entries. All corrected time will be available for approval immediately. **Note:** Students will not be allowed to enter over 8 hours worked per day.

Main Menu > Manager Self Service > Time Management

1. Click “Payable Time”.

2. Click “Approve”. This will approve all employees reported time.

3. If correct, click “OK”. You will receive a confirmation message once this has been completed.
APPROVE PAYABLE TIME
(MPP)
This section demonstrates how an MPP will approve payable time of your employees once reported time has been approved by the department timekeeper. The MPP should have previously reviewed the Department Paysheet Report to view total time paid to specific Chartfields.

Main Menu > Manager Self Service > Time Management > Payable Time

1. Click “Payable Time”.

2. Click “Approve”. This will approve all employees reported time.

3. If correct, click “OK”. You will receive a confirmation message once this has been completed.