

## 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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## LOGGING IN

This section shows how to log into MYFRESNOSTATE.

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 Log in and Password.
- 4. Click the "Sign In" button.

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

FRESNO STATE Discovery. Diversity. Distinction.

Go QUICK LINKS 🔻

## **Campus Login Services**

#### IMPORTANT SECURITY NOTIFICATION

Fresno State will never ask you to confirm or verify your email account by providing your password via email. Do Not Respond To Requests that ask you to reply to an email or to click on a link to non-campus affiliated Web sites to confirm or verify your account by providing your password. These requests are called phishing scams. Do Not Respond To Requests even if they appear to come from an email address ending with "csufresno.edu" or fresnostate.edu. If you think you have provided your password or other personal information in response to a phishing scam, contact the Help Desk immediately at 278-7000 for staff/faculty and 278-5000 for students.

Username:	[
Password:	(I forgot my password)
Lo	gin

#### Need an Account?

Faculty and Staff: Request your Fresno State email account now to gain access to email, calendaring, My Fresno State, Blackboard, free campus WI-Fi access, and services only available to employees. Once you have your employee account, you can optionally sign up for a Google Apps account here.

Students: Create your Fresno State student account now to gain access to Google Apps, email, your My Fresno State class schedule and registration site, BlackBoard online classes, free campus WI-Fi access, and other services available to Fresno State students. Once you create your account, you'll login to your email at http://googleapps.fresnostate.edu.

You can also set up mobile access to your Google Apps at Fresno State account.

#### Having Trouble?

Get online help with Google Apps and other topics through the Help Center, or call the Help Desk.

## **CHANGING REPORTS TO**

This section demonstrates how to change the Reports To Manager for Time Approval. Each employee's Reports To Manager should be the MPP/Chair responsible for **final approval of their time**.

The Main Menu displays.	Favorites Main	Menu > Time Ad	ministration > Time	and Labor > Reports To !	Maintenance
From the Main Menu > Time	My Page	Workflow			
Administration > Time and					
Labor > Reports to					
Maintenance	Reports To I	laintenance			
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3. Enter the Effective Date	Havorites Main Menu >	Time Administration >	Time and Labor > Reports To	) Maintenance	
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## **REVIEW AND APPROVE TIME (Timekeeper)**

This section demonstrates how to review and approve reported time for both student and hourly employees.

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

The Timesheet Summary page will display.

- 1. Enter criteria. You may enter by:
  - Department number, a. which will bring up all student employees.
  - b. individual employees by using EmplID, Last Name, First Name,
  - Group ID. с.
- 2. Click "Get Employees"

Note: You may view the employee population by:

3. "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".

NOTE: This will only display employees who have reported time NOT APPROVED. For full listing, run

**DEPARTMENT PAYSHEET** REPORT (See pages 12 and 13).

Fresno State Human Resources	
User Guide	
Updated 10/01/2013	

Favorites Main Menu > Time Administration
My Page Workflow
Main Menu > Time Administration >
Time and Labor
Time and Labor.
CSU HR Student Process Search for students, hire students, add concurrent jobs, perform pay rate changes and terminate students.
Review Reported Time Review reported time and task details for a day, week, or time period.

My Page	Workflow

Approve Reported Time

Timesheet Summary	
✓ Employee Selection Criteria	
Description	Value
Empl ID	Q
Empl Rcd Nbr	Q
Last Name	Q
Business Unit	Q
Job Code	Q
Department	
Reports To Position Number	Q
Clear Selection Criteria Get En View Instructions View By: All Time Before  Date: 05/31/2013  Refresh	Show Schedule Information

Monitor, Edit, & Approve Student Time

4

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

4. 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:



Once time is approved, you will receive the following confirmation message.

ed Ti 31 11	hu Fri 1/1 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	
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	11/08/20	12	Needs A	pproval				7.0	REG			0					
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Timesheet

Approve Confirmation



The Approve was successful.



#### 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

Search for and select the employee that needs time correction.

- 1. Enter the corrected total hours worked that day. Select REG - Regular Hours Worked from the Time Reporting Code dropdown menu. The student will automatically be sent an email notifying them of the change.
- 2. Click the "Submit" button
- 3. Click on the "comments bubble" and add comments regarding the change
- 4. Select the day to approve
- 5. Click the "Approve Selected" button.

Click "Approve Selected" Once you have approved changes, you will receive a confirmation notice.

Favorites Main Menu > Time Administration > Time and Labor > Review Reported Time My Page Workflow

Select for Instructions





R	eported Ti	me Status		Į	📮 🛛 First 🚺 1-17 of 17 🚺 Last
	<u>Select</u>	Date	<u>Status</u>	Total Time Reporting Co	de Comments
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4	)	05/02/2013	Needs Approval	2.6 REG	℗(3)
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		05/10/2013	Approved	5.0 REG	$\bigcirc$
		05/13/2013	Approved	5.0 REG	$\bigcirc$
		05/15/2013	Approved	4.0 REG	$\bigcirc$
		05/16/2013	Approved	2.4 REG	$\bigcirc$
		05/17/2013	Approved	5.0 REG	$\bigcirc$
		05/20/2013	Approved	5.0 REG	$\bigcirc$
		05/22/2013	Approved	4.0 REG	$\bigcirc$
		05/23/2013	Approved	2.4 REG	$\bigcirc$
		05/24/2013	Approved	5.0 REG	$\bigcirc$
		05/29/2013	Approved	4.0 REG	$\bigcirc$
		05/30/2013	Approved	2.4 REG	$\bigcirc$
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Thu 5/9

<< Previous Time Period

Sun 5/12

Mon 5/13

5.0

Tue 5/14

<< Previous Employee

Sat 5/11

Fri 5/10

5.0

Next Time Period >>

5/15

4.0

Thu 5/16 Fri 5/17

2.4

5.0

Next Employee >>

#### Reported Hours Summary - select to view

Balances - select to view

Timesheet

Approve Confirmation



OK

#### APPROVE TIME REPORTED USING WEB CLOCK (POLICE AND PUBLIC SAFETY)

My Page

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. Favorites Main Menu > Time Administration > Time and Labor > Review Reported Time

Workflow

Main Menu > Time Administration > Time and Labor > Review Reported Time

- 1. Enter department number.
- Approve Reported Time Timesheet Summary Employee Selection Criteria Description Value Empl ID Q Empl Rcd Nbr Q Last Name Q Business Unit Q Job Code Q 1 Department Q Reports To Position Number Q Position Number Q Clear Selection Criteria Save Selection Criteria Get Employees View Instructions Show Schedule Information View By: Date: 10/23/2013 🕅 GRefresh All Time Before -Include Absence View By: Date: 10/23/2013 3 Refresh All Time Before -Include Absence , Time Needing Approval Before 10/23/2013 Empl Job Hours to be Departm Select Name Employee ID Rcd Job Department Description Descript Approved Student Asst 0 1870 43425 24.3 101010101 Police Smith, Jason 26.4 102020202 Jones, Bree Student Asst 0 1870 43425 Police Student Asst 0 1870 43425 Police 26.5 103030303 Alvarez, Jose 2 Select All Deselect All Approve Selected Deny Selected 3 Report Time Manager Self Service Time Management
- 2. If all employees time is correct, click "Select All". This will put a check mark next to all employees' names.
- 3. Click "Approve Selected". This will approve all employees.

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

 If you would like to view an individual employee's time, you may click on that employee's name and view their timesheet.

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App Repoor Manaa Time From 10 Times Select		ect Al re Self Self Self Ol 2 to Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Wed	Jones Alvare L Service ment Service 11/29/2012 11/4 10/31 11/1 11/2 11/2 11/3 11/4 11/9 11/10 11/11 11/12 11/13	, Bree , Jose Dese Dese Dese Control Contr	In Selecter	tudent Ass tudent Ass ed	t 26.4 t 26.5 show all Punch Types rR_PUBSFT R_PUBSFT	IO2020202           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           103030303           1020202020           103030303           103030303           103030303           103030303           103030303           10304           10304           10304           10304           10304           10304           10304           10304           10304           10304           10304           10304           10404           10504           10504           10504           10504           10504           10504           10504           10504           10504           10504 <t< td=""><td>TL Pro           Q</td></t<> <td>lect</td> <td>TL Activity           43425           43425           43           44</td> <td></td> <td>Date           10/31           11/1           11/2           11/3           11/4           11/5           11/6           11/7           11/8           11/10           11/11           11/12           11/13           11/14</td>	TL Pro           Q	lect	TL Activity           43425           43425           43           44		Date           10/31           11/1           11/2           11/3           11/4           11/5           11/6           11/7           11/8           11/10           11/11           11/12           11/13           11/14
App App Repo Mana Times Select	Seli prov def Ti def Mai 331/2 sheet C C C C C C C C C C C C C C C C C C	ect Al re Self Self Ol 2 to Vied Thu Fri Sat Sun Mon Tue Vied Sat Sun Mon Tue Vied	Jones Alvare Control Control C	, Bree Z, Jose Dese Dese Dese Status New New New New New New New New	In Selecter	tudent Ass tudent Ass ed 0.0 Hours	t 26.4 t 26.5 show all Punch Types rR_PUBSFT FR_PUBSFT	Time Zone           YQ         PST	TL Pro       Q	lect	TL Activity           43425           43425           43           4		Date           10/31           11/1           11/2           11/3           11/4           11/9           11/10           11/11           11/12           11/14           11/15           11/16           11/17           11/18           11/11           11/12           11/14           11/14
App App Repo Mana Fime Reporte	Seli prov ert T ger Mai st Ho C C C C C C C C C C C C C C C C C C C	ect Al re Self Self Self Ol 2 to Wed Thu Fri Sat Sun Mon Tue Wed Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed	Jones Alvare Service Service 21.4 Hou 1021 11/2 11/2 11/2 11/2 11/2 11/2 11/2	, Bree , Jose Dese Dese Dese Dese Control		tudent Ass tudent Ass ed 0.0 Hours	t 26.4 t 26.5 show all Punch Types rR_PUBSFT FR_PUBSFT	Time Zone           YQ         PST	TL Pro       Q       Provide	iect	TL Activity           43425           43425           43           43           43           43           43           43           43           43           43           43           43           43           43           43           43           43           43           43           43           4		Date           10/31           11/1           11/2           11/3           11/4           11/5           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1           11/1

C Fri 11/16 New

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FR PUBSETY O PST

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#### ADD, DELETE, OR CHANGE TIME 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.

	My Page Workflow		
	Approve Reported Time		
į	Timesheet Summary		
	▼ Employee Selection Criteria		
	Description	Value	
	Empl ID	Q	
	Empl Rcd Nbr	Q	
	Last Name	Q	
	Business Unit	Q	
	Job Code	Q	
	Department	<b>Q(1)</b>	
	Reports To Position Number	Q	
	Position Number	Q	
	View By: All Time Before 🗨 Date: 10/23/2013 🛐 🀲	Refresh	
	View By: All Time Before 💌 Date: 10/23/2013 🛐 🀲	Refresh)	
	View By: All Time Before 💌 Date: 10/23/2013 🛐 🀲	Refresh)	
	View By: All Time Before 💌 Date: 10/23/2013 🛐 🀲	<u>Refresh</u> )	
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	View By: All Time Before 💌 Date: 10/23/2013 🛐 🀲	<u>Refresh</u> )	
	View By: All Time Before 💽 Date: 10/23/2013 🛐 🀲	Refresh)	
	View By: All Time Before 💌 Date: 10/23/2013 🛐 🀲	Refresh)	
	View By: All Time Before 💽 Date: 10/23/2013 🛐 🀲	<u>Refresh</u> )	
	View By: All Time Before Date: 10/23/2013 🛐 🀲	<u>Refresh</u> )	
	View By: All Time Before Date: 10/23/2013 🛐 🀲	<u>Refresh</u> )	
	View By: All Time Before Date: 10/23/2013 🗊 🀲	<u>Refresh</u> )	
	View By: All Time Before Date: 10/23/2013 🕃	<u>Refresh</u> )	
	View By: All Time Before Date: 10/23/2013 3	<u>Refresh</u> )	
	View By: All Time Before Date: 10/23/2013 🕃	<u>Refresh</u> )	

Main Menu > Time Administration > Tir Labor > Review Rep

1. Enter depart number.

# APPROVE TIME REPORTED USING USING TIMETRAK (LIBRARY)

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.

1	Favorices Main Menu > Time A		JOI > Review Repo	inced nine					
	My Page Workflow								
Main Menu > Time Administration > Time and Labor > Review Reported Time	Approve Reported Time Timesheet Summar	у							
1 Entor donartmont	✓ Employee Selection Criteria								
number	Description		Value						
	Empl ID			Q					
	Empl Rcd Nbr			Q					
	Last Name			Q					
	Business Unit			Q					
	Job Code			Q					
	Department			$\mathbb{Q}(1)$					
	Reports To Position Number			Q					
	Position Number			Q					
	Clear Selection Criteria	Save Selection Criteria	Get Employees						
	View Instructions         View By:       All Time Before         □ Include Absence	Date: 10/23/2013 🛐 ⊄	Refresh)	Show Schedul	e Information				

# ADD, CHANGE, OR DELETE USING TIMETRAK (LIBRARY)

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.

	ravonces Main Menu > Th		and Labor > Review Rep	oorted Time				
	My Page Workflow							
Main Menu > Time Administration > Time and Labor > Review Reported Time	Approve Reported Tin Timesheet Sumn	ne nary						
1 Enter department	Employee Selection Criteria							
1. Enter department	Description							
indiriber.	Empl ID		Q					
	Empl Rcd Nbr		Q					
	Last Name	Q						
	Business Unit			Q				
	Job Code			a _				
	Department		-	<b>(1)</b>				
	Reports To Position Numbe	r		Q				
	Position Number			Q				
	Clear Selection Criteria	Save Selection Criteria	Get Employees					
	View By: All Time Before	Date: 10/23/2013	Refresh	Show Schedule I	Iformation			

#### DEPARTMENT PAY PERIOD REPORT

The Department Pay Period Report replaces the Department Paysheet Report. This report may be run multiple times per month to monitor which employees have time outstanding that needs to be reviewed and approved. This report will also give work study balances for students under the work study program.

To Prin Period path: and La Period	nt the Department Pay d Report, use the following Time Administration > Time abor > Department Pay d Report	Favorites       Main Menu > Time Administration > Time and Labor > Department Pay Period Report         My Page       Workflow         Department Pay Period Report         Run Control ID:       HR         Language:       English
1. 2.	You may sort the report by staff, hourly and student employees Enter Department Number	*Business Unit: FRSNOQ *Employee Type: Hourly I Both Students & Hourly Employee Selection Hourly Students Department: 43426 Q Parking - Traffic Operations 2 OR
3.	Enter the Pay Period you would like to view.	Employee ID: Time Period for Report *Pay Period: 10/01/2013 - 10/30/2013
4.	Update display	Save       Return to Search       TEPrevious in List       Tel Next in List       Notify         Department Pay Period Report
		Run Control ID: HR Report Manager Process Monitor Run Language: English *Business Unit: FRSNO *Employee Type: Hourly Employee Selection Department: 43426 Parking - Traffic Operations OR Employee ID: Time Period for Report *Pay Period: 10/01/2013 - 10/30/2013 07/01/2012 - 00/31/2012 00/1/2012 - 00/31/2012 00/1/2012 - 10/30/2013 10/01/2013 - 10/30/2013 t in List Notify * Notify * Notify * ARetum to Sea 00/1/2013 - 01/30/2013 0/01/2013 - 01/30/201

The **Department Pay Period Report** is shown below. The example shows the report split in half due to space limitations

1	A	В	С	D	E	F	G	Н					
1	Department Pay Period Report												
2	10/31/2013 - 11/30/2013												
3	3 45435 Human Resources - Report Type Both Students & Hourly As Of 11/												
4	Name	Emplid	Rcd#	Deptid	Department Name	Jobcode	Position	Position Description					
5	Abell,Jordan	101010101	0	45435	Human Resources	1870	00435906	Student Assistant					
6	Smithsen, Kelli	101010102	2	45435	Human Resources	0820	00004545	Hourly Employee					
-	Miller Inmer	101010102	0	AEADE	Human Bacourses	<b>1970</b>	00425006	Student Assistant					

I	J	K	L	M	N	0	P	Q	R	S	Т
		(	1)		2		3	4	5	6	7
Activity	TRC	Rptd Needs Apprvl	Rptd Apprvd	Payable Needs Apprvl	Payabi e Apprd	Total Hours	Rate	Est. Gross	Reports To	Distribution Information	Remaining Vork Study \$
	REG	14	0	0	0	14	8.25	115.5	Jones, Roberta	100%: 90000-45435-00000-601981	0
	REG	0	0	0	0	0	15	0	Jones, Roberta	100%: 90000-45435-00000-601961	0

- 1. **Reported Needs Approved:** Shows Employees Reported Time **Reported Approved:** Shows Time already approved by Time Keeper
- 2. **Payable Needs Approval:** Time waiting for MPP/Chair approval **Payable Approved:** Time already approved by MPP/Chair
- 3. Rate: Hourly rate of pay
- 4. Estimated Gross: Amount of check before taxes
- 5. Reports to: Reports to Manager
- 6. **Distribution Information:** Chartfield being charged
- 7. Remaining Work Study \$: Amount of work study award remaining (if any).