

MONITOR, EDIT & APPROVE STUDENT TIME – AG OPS Timekeeper

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.

Table of Contents

Approve Reported Time	2
Add, Delete, or Change Time	5
Department Pay Sheet Report	.6

APPROVE TIME (Timekeeper)

This section shows how to enter time worked.

The myFRESNOSTATE homepage displays.	https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST MYFRESN@STATE
1. Go to MyFRESNOSTATE (<u>http://my.fresnostate.edu/).</u>	Favorites Main Menu
2. Click the MyFRESNO STATE SIGN IN button.	Sign on Sign In New User? Get an account now! Need Help? Click here for My Help My Menu D Future Students & Alumni > Apply for Admission D Class Schedule - Continuing & Global Ed Courses - View University Catalog Campus Links Campus Calendars Campus Maps
The Oracle PeopleSoft Enterprise Sign In page displays. 3. Enter your Fresno State ID	FRESN@STATE Discovery. Diversity. Distinction. Go QUICK LINKS • Campus Login Services
and Password.4. Click the "Sign In" button.	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 "sufferson.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 staffaculty and 278-5000 for students.
Note: If you have difficulty logging in, contact the Help Desk at 278-5000	Username: Password: Password: (I forgot my password) Login Login Need an Account? 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.

The Main Menu displays.

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



The Timekeeper Review Reported Time will show.

MY FRESN@STATE

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.	Distribution Review & Update Distribution Review & Update.	E Update reports to for employ
Beview Reported Time Review reported time and lask details for a day, week, or time period.	Intershed Enter reported time and task details for a day, week, or time period.	Department Pay Period I Department Pay Period Repo

The Timesheet Summary page will display.

1. Your student employees will default to you by position number. The students working under your enterprise for the time period will display.

Note: If your students do not display, please contact Melinda Dresser-Oakes to correct the default for you.

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

 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: MY FRESN@STATE

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

Approve Reported Time Timesheet Summary Employee Selection Criteria Empl ID Empl Rcd Nbr Last Name Q Business Unit Q Job Code Department Reports To Position Numbe Q Position Numbe 00283856 Q Clear Selection Criteria Save Selection Criteria Get Employees

O View Instructions

View By: All Time Before

Date: 06/25/2013

Refresh



Show Schedule Information

NOTE: This example shows the timesheet view to the far right. (View has been split)

Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29	Sun 6/30	Total	Time Reporting Code	Taskgroup	TL Activity		
					4.4	-	FR_AGOPS Q	BEEF_PUREBRED	-	+
					18.0	REG - Regular Hours Worked 🔻	FR_AGOPS Q	BEEF	-	+

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

MY FRESN@STATE

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

Timesheet

Approve Confirmation



The Approve was successful.



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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. Enter the corrected total hours worked that day. Click on the "comments bubble" and add comments regarding the change
- 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.

Job Title:	Student Asst		Employee Record Number: 0		
Officient	for instructions				
View Dy: Reported	Time Period Hours: 79.0	Date: 10/31/2012 B Hours Scheduled Hours:	(Chantern) <u>see Previous Time Period</u> 0.0 Hours	Next Time Period x	
From We	deesday 10/31/	2012 to Thursday 11/29/2012			
Wed 11 1931 11 2.0 7	eet UUEC hu fri Sa Lit 1512 ft 0	t Sun Mon Tue We 3 154 155 155 155 3.0 8.0 2.0	d Thu Fri Sat Sun Moo 7 1558 1599 1599 1591 157	8.0 20	Thu Fri Sat Sun Mor 15/15 15/16 15/17 15/18 15/1 7.0 2.0 2.0
5a	e for Later	Submit			
Descenter	Tema Status	- Internation			
Select	Date .	Status	Total Time Proorting Code	Comments	62
	10/31/2012	Approved	2.0 REG	0	
	11/01/2012	Approved	7.0 REG	0	
	11/05/2012	Approved	3.0 REG	0	
	11/06/2012	Approved	8.0 REG	ò	
	11/07/2012	Approved	2.0 REG	0	
	11/08/2012	Approved	7.0 REG	. ←	
0	11/13/2012	Approved	8.0 REG	Grannat	1
	11/14/2012	Approved	2.0 REG	Comments	1
	11/15/2012	Approved	7.0 REG	0	
	11/19/2012	Approved	3.0 REG	0	
	11/20/2012	Approved	8.0 REG	0	
	11/21/2012	Approved	2.0 REG	0	
0	11/26/2012	Approved	3.0 REG	0	
	11/27/2012	Needs Approval	8.0 REG	0	
1	11/28/2012	Needs Approval	2.0 REG	0	
0	11/29/2012	Needs Approval	7.0 REG	0	
R Seles	LAI Quan	riect All Approve Sele	cted Deny Selected		

Timesheet

Approve Confirmation



The Approve was successful.

OK

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.

You may sort the report by staff, hourly and student employees

To Print the Department Pay Period Report, use the following path:

Time Administration > Time and Labor > Department Pay Period Report