

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 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 Payroll Services [Calendars](#) website.

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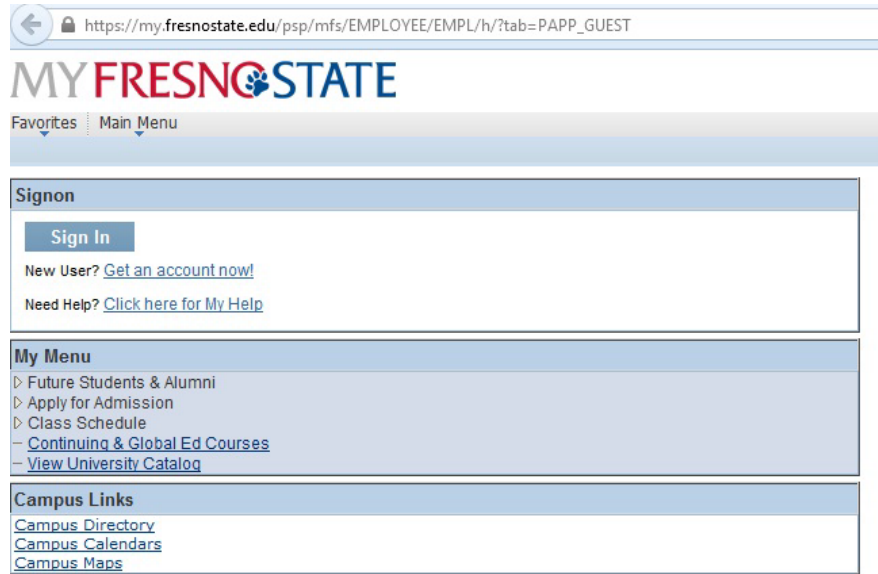
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LOGGING IN

This section shows how to log into your MyFresnoState portal.

The myFRESNOSTATE homepage displays.

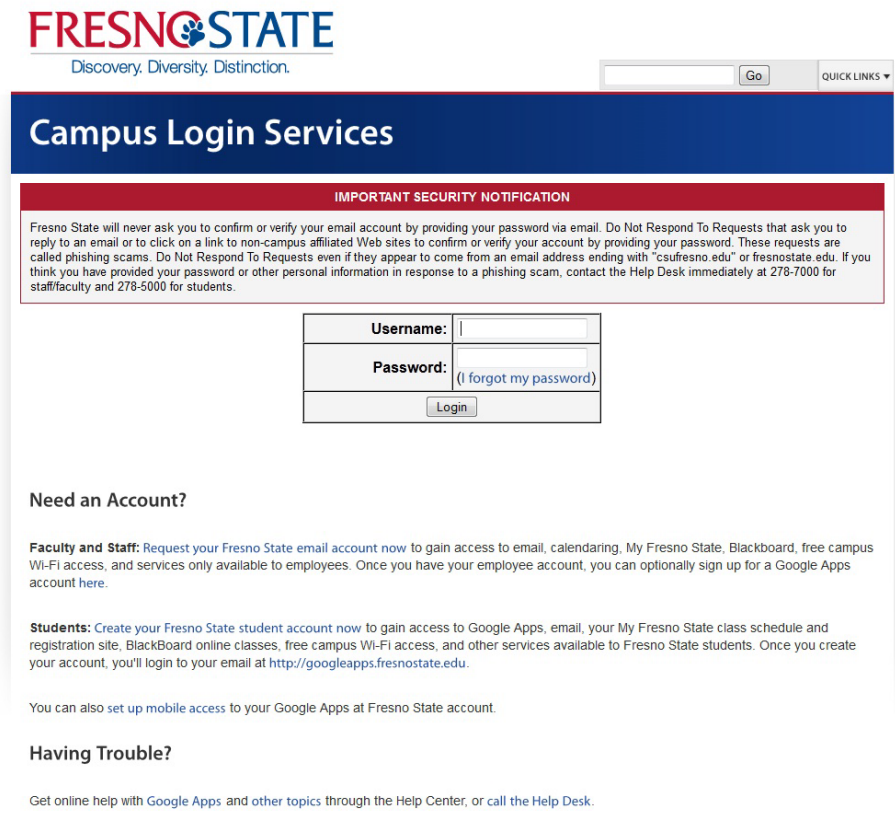
1. Go to MyFRESNOSTATE (<http://my.fresnostate.edu/>).
2. Click the MyFRESNO STATE SIGN IN button.



The Oracle PeopleSoft Enterprise Sign In page displays.

3. Enter your Fresno State login 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.

**CONVERSION CHART
(Tenths of Hours)**

Minutes	Tenths
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

ACCESSING TIMESHEET

This section shows how to access a timesheet.

If you have multiple jobs,
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.

NOTE: Be careful to select the correct job/record number when reporting time.

If you have only one job, you will be immediately directed to your timesheet.

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

- Department Name
- Job Title
- Empl Rcd Nbr

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

My Page Workflow

Report Time

Timesheet

[View Instructions](#)

Lindsey Myrick Customize | Find | [X] First 1-2 of 2 Last

Name	Empl Rcd Nbr	Department	Department Description	Comp Rate
Farm Maintenance/Organics	0 34283	Agricultural Operations	Agricultural Operations	8.000000
Farm Market	1 34283	Agricultural Operations	Agricultural Operations	8.000000

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

Favorites | Main Menu > Employee Self Service

Main Menu > Time Reporting
Complete and Submit I-9

Employee Self Service

Self service pages for employees to view and update information.

[Complete and Submit I-9 Form](#)
Complete and submit an electronic based I-9 Form.

- Timesheet
- Time and Labor Launch Pad
- Payable Time Summary
- Payable Time Detail
- My Work Study Award Usage

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

My Page Workflow

Report Time

Timesheet

[View Instructions](#)

Lindsey Myrick Customize | Find | [X] First 1-2 of 2 Last

Name	Empl Rcd Nbr	Department	Department Description	Comp Rate
Farm Maintenance/Organics	0 34283	Agricultural Operations	Agricultural Operations	8.000000
Farm Market	1 34283	Agricultural Operations	Agricultural Operations	8.000000

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

TL ACTIVITY

This section shows a list of activities that occur in your department. Be sure to select the correct activity when entering your time.

NOTE: If you have worked multiple activities during one day, you will need to add a row (enter "+") and record other activities.
(SEE PAGE #6)

Look Up	
Search Results	
View 100	First 1-27 of 27 Last
Activity ID	Description
BEEF	Beef SJER (BSJ)
BEEF_FEEDLOT	Beef Feedlot/BFL
BEEF_PUREBRED	Beef Purebred/BCU
DAIRY	Dairy (DAI)
DAIRY_INDUSTRY	Dairy Industry (DIN)
FARM_MACH	Farm Machinery (FMC)
FARM_MAINT	Farm Maintenance (FMT)
FARM_MARKET	Farm Market (GFM)
FARM_OFFICE	Farm Office (CFO)
FIELD_CROPS	Field Crops (FLC)
FOOD_PROCESSING	Food Processing (FPR)
HORSE_HACKNEY	Horse Hackney (H-HAK)
HORSE_QUARTER	Horse Quarter (H-QTR)
HORSE_STUDENT	Horse Student (H-SHC)
MEATS_LAB	Meats Lab (MEA)
OH_FLORAL	OH Floral (OHF)
OH_NURSERY	OH Nursery (OHN)
ORCHARD	Orchard (ORB)
ORGANICS	Organics (ORG)
POULTRY	Poultry (POL)
RODEO	Rodeo (ROD)
SHEEP	Sheep (SHE)
SWINE	Swine (SWI)
VEG_CROPS	Veg Crops (VEG)
VINEYARD	Vineyard Wine Grapes (VWB)
VINEYARD_TABLE	Vineyard Table Grapes (VTB)
WINERY	Winery (WIN)

ENTERING TIME

This section shows how to enter time worked.

NOTE: The example shows a split screen. You will see the entire month's payperiod in self service. When viewing in self service, scroll to right to view all days

1. View By: Select to view your timesheet by Time Period, Week or Day
2. Enter time worked each day.
3. Click "Submit" to send your time to Timekeeper for approval
4. Reported Time Status: will show as "Needs Approval" until Timekeeper approves time. Once approved, will show "

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

My Page Workflow

Timesheet

Lindsey Employee ID: 104104104
 Job Title: Student Asst Employee Record Number: 0

[Select for Instructions](#)

View By: Time Period 1 *Date: 05/31/2013 [Refresh](#) << Previous Time Period Next Time Period >>
 Reported Hours: 18.0 Hours Scheduled Hours: 168.0 Hours [Next Job](#)

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

Timesheet [Print](#)

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
			3.1	4.2	2.7	4.0	4.0								

[Submit](#) 3

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

Reported Time Status				
Date	Status	Total	Time Reporting Code	Comments
06/03/2013	Needs Approval	3.1	REG	
06/04/2013	Needs Approval	4.2	REG	
06/05/2013	Needs Approval	2.7	REG	
06/06/2013	Needs Approval	4.0	REG	
06/07/2013	Needs Approval	4.0	REG	

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

[Balances - select to view](#)

FOR BEEF UNIT, HORSE UNIT, and VINEYARD ONLY

NOTE: If you are working in the Beef Unit, Horse Unit, or Vineyard, please add rows to your timesheet to differentiate between tasks. (See example below). **SEE PAGE #4 FOR TL ACTIVITIES**

EXAMPLE FOR THE MULTI-ACTIVITY ENTERPRISES:

(Click “+” sign to add additional rows)

1. Time Reporting Code: MUST always be “REG – Regular Hours Worked.
2. Taskgroup: MUST always be “FR_AGOPS”
3. TL Activity: Select activity by clicking on magnifying glass.

Thu 6/27	Fri 6/28	Sat 6/29	Sun 6/30	Total	Time Reporting Code 1	Taskgroup 2	TL Activity 3		
	4.4			4.4	REG - Regular Hours Worked	FR_AGOPS	BEEF_PUREBRED		
	2.6			18.0	REG - Regular Hours Worked	FR_AGOPS	BEEF		

Single TL Activity Example:

Fri 6/28	Sat 6/29	Sun 6/30	Total	Time Reporting Code	Taskgroup	TL Activity		
			18.0	REG - Regular Hours Worked	FR_AGOPS	FARM_MAINT		

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

The Submit Confirmation page displays.


10. Click “OK”.

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


My Page | Workflow

Timesheet

Submit Confirmation

 The Submit was successful.

Time for the Time Period of 2013-05-31 to 2013-06-30 is submitted



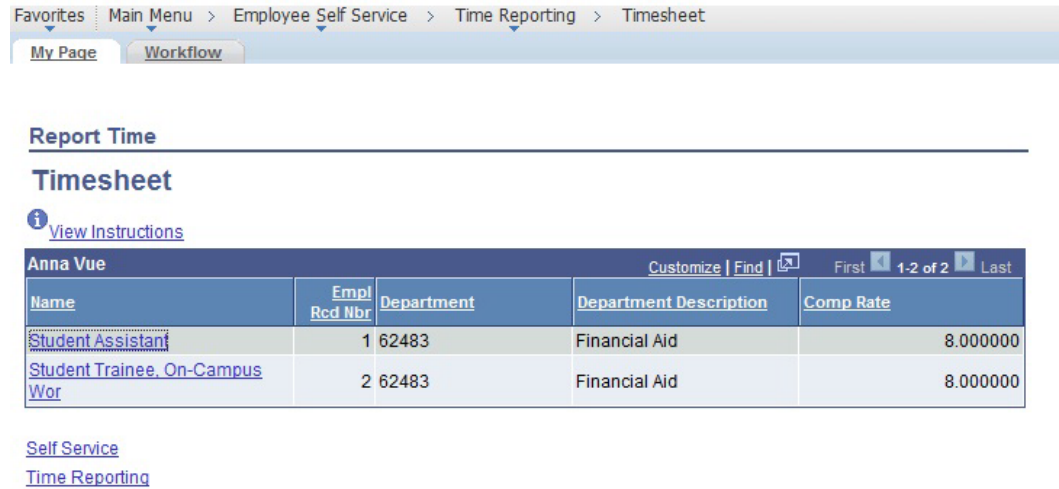
FINANCIAL AID WORK STUDY

This section instructs you on time entry if you are a work study student. 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.

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.
(Print Timesheet see page #9)

Your supervisor will forward your timesheet to the Financial Aid Department



The screenshot shows a web application interface for 'Employee Self Service' > 'Time Reporting' > 'Timesheet'. The user is 'Anna Vue'. There are tabs for 'My Page' and 'Workflow'. A 'Report Time' section is visible. Below it is a 'Timesheet' section with a 'View Instructions' link. A table displays the following data:

Name	Empl Rcd Nbr	Department	Department Description	Comp Rate
Student Assistant	1	62483	Financial Aid	8.000000
Student Trainee, On-Campus Wor	2	62483	Financial Aid	8.000000

Below the table are links for 'Self Service' and 'Time Reporting'. The table also includes a 'Customize' link, a 'Find' search icon, and pagination controls showing '1-2 of 2' records.

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

Work Study Aid Year Find | View All First Last

Aid Year: 2013

Term Find First Last

Term: Spring 2013

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.

Term: Fall 2012

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)

OK

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

Timesheet [Print](#)

Fri	Sat	Sun	Mon	Tue	Wed	Thu
-----	-----	-----	-----	-----	-----	-----

[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](#)

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

Total Hours Worked	48.00
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Adjacent is the view of a printed timesheet.

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”.

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

Job Title: Student Asst Employee Record Number: 0

[Select for Instructions](#)

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

Reported Hours: 18.0 Hours Scheduled Hours: 168.0 Hours Next Job

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
			3.1	4.2	2.7	4.0	4.0								

Submit

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

Date	Status	Total	Time Reporting Code	Comments
06/03/2013	Needs Approval	3.1	REG	1
06/04/2013	Needs Approval	4.2	REG	
06/05/2013	Needs Approval	2.7	REG	
06/06/2013	Needs Approval	4.0	REG	
06/07/2013	Needs Approval	4.0	REG	

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

[Balances - select to view](#)

My Page Workflow

Comments

Employee ID: 104104104

Job Title: Student Asst Employee Record Number: 0

Date Under Report: 06/04/2013

Operator Id	DateTime Created	Source	Comment
1	06/25/2013 10:45AM	Time Reporting	Making up time from 06/20/2013 2

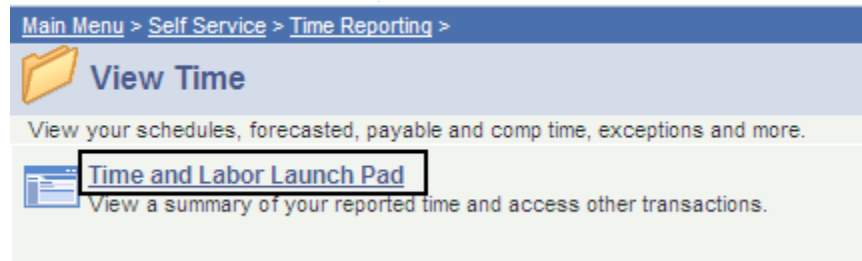
Save 3 Cancel

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.

Time and Labor Launch Pad

Employee ID: _____

Job Title: Student Asst

May 2013 05 - May 2013 Reported Hours View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 3.50	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial D	28	29	30	31	

Forecast Payable Time Previous Month Next Month

Links: _____ Go

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

Legend

- X Exception
- p Reported Punched Time
- E Reported Elapsed Time
- \$ Payable Time
- F Forecasted Payable Time
- R Recommended Attendance Actions

3.50 7

E

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](#)