

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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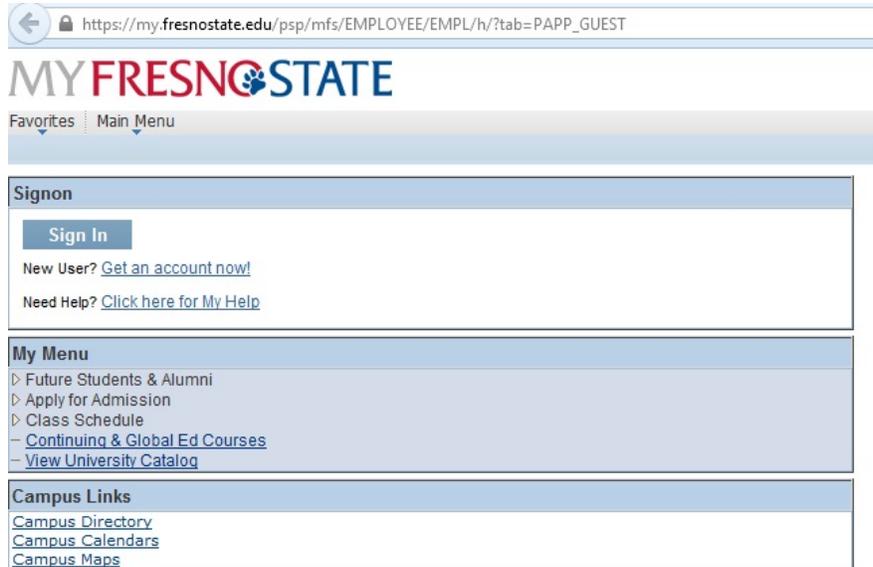
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LOGGING IN

This section shows how to log into MYFRESNOSTATE.

The MYFRESNOSTATE homepage displays.

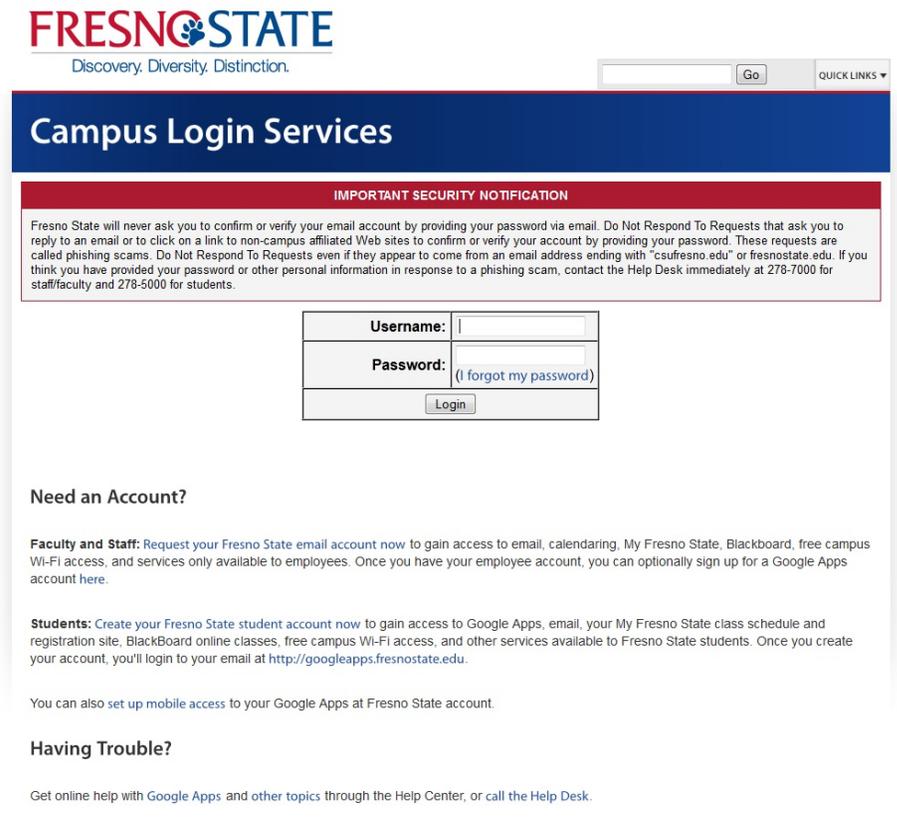
1. Go to MYFRESNOSTATE
<http://my.fresnostate.edu/>
2. Click the MYFRESNO STATE SIGN IN button.



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.



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.
From the Main Menu > Time Administration > Time and Labor > Reports to Maintenance

1. Enter Department #
2. Search

Favorites > Main Menu > Time Administration > Time and Labor > Reports To Maintenance

My Page Workflow

Reports To Maintenance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

SetID: = [] [] []

Department: begins with [] [] (1)

Description: begins with [] []

Company: begins with [] []

Location SetID: begins with [] [] []

Location Code: begins with [] [] []

Case Sensitive

Search (2) Clear Basic Search Save Search Criteria

3. Enter the Effective Date
4. Enter the Reports To Position Number.
5. Click "Save"

Favorites > Main Menu > Time Administration > Time and Labor > Reports To Maintenance

My Page Workflow

Reports To Maintenance

30205 - Construction Management

Show: All Faculty Management Staff TA/GA Student

Empl ID	Name	Empl Rcd#	Position Number	Position Description	Effective Date	Reports To Position Number	Reports To
101010100	Smith, Susan	2	00205975	Stdnt Tmee, On-Cmps Wrk Stdy	[] [] [] (3)	00004465 [] (4)	

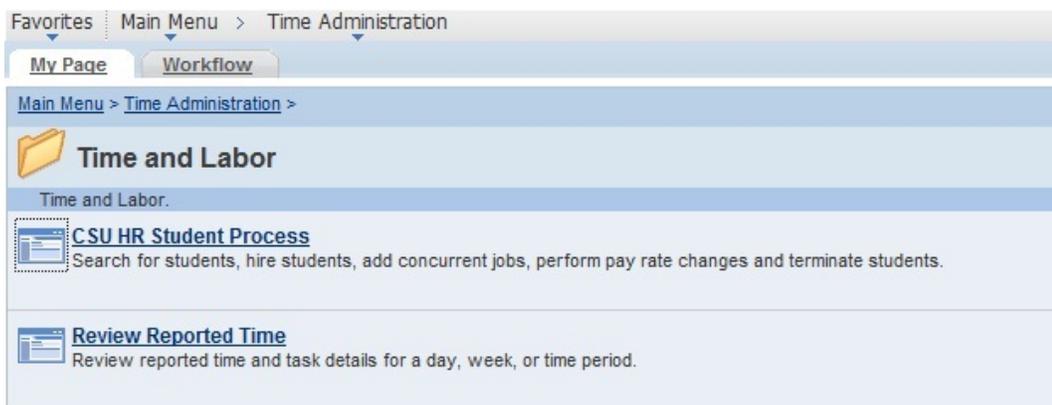
Save Return to Search (5)

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.



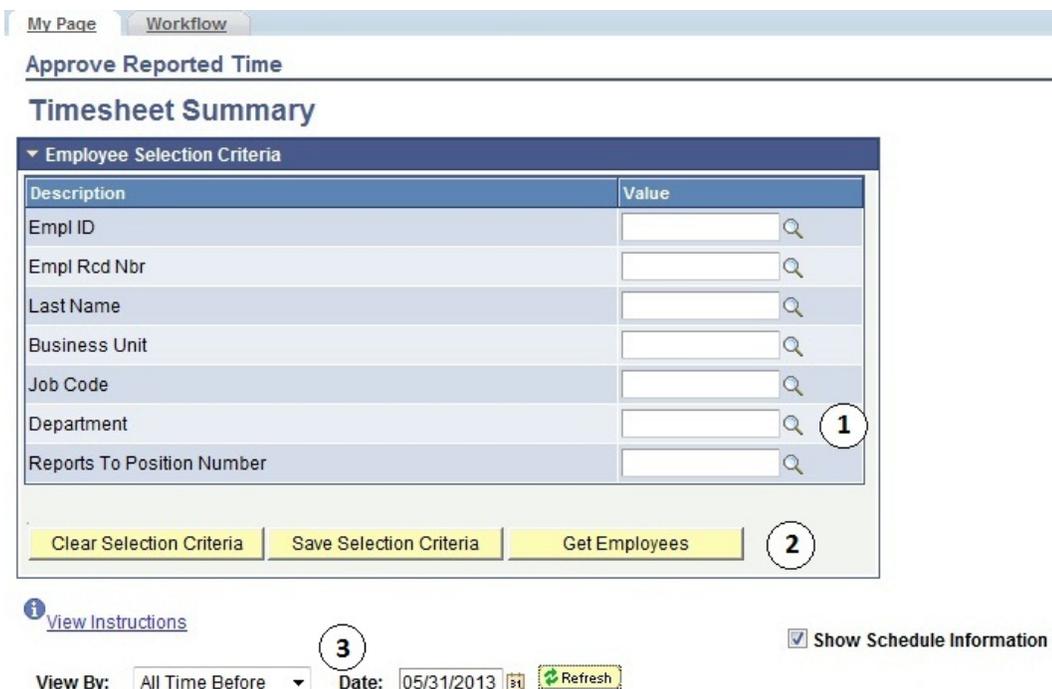
The Timesheet Summary page will display.

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

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).

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:



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

Reported Hours: 79.0 Hours Scheduled Hours: 0.0 Hours [Next Employee >>](#)

From Wednesday 10/31/2012 to Thursday 11/29/2012

Timesheet

Wed 10/31	Thu 11/1	Fri 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	Sun 11/18
2.0	7.0				3.0	8.0	2.0	7.0					8.0	2.0	7.0			

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

Reported Time Status First 1-16 of 16 Last

Select	Date	Status	Total	Time Reporting Code	Comments
<input checked="" type="checkbox"/>	10/31/2012	Needs Approval	2.0	REG	
<input type="checkbox"/>	11/01/2012	Needs Approval	7.0	REG	
<input type="checkbox"/>	11/05/2012	Needs Approval	3.0	REG	
<input type="checkbox"/>	11/06/2012	Needs Approval	8.0	REG	
<input type="checkbox"/>	11/07/2012	Needs Approval	2.0	REG	
<input type="checkbox"/>	11/08/2012	Needs Approval	7.0	REG	
<input type="checkbox"/>	11/13/2012	Needs Approval	8.0	REG	
<input type="checkbox"/>	11/14/2012	Needs Approval	2.0	REG	
<input type="checkbox"/>	11/15/2012	Needs Approval	7.0	REG	
<input type="checkbox"/>	11/19/2012	Needs Approval	3.0	REG	
<input type="checkbox"/>	11/20/2012	Needs Approval	8.0	REG	
<input type="checkbox"/>	11/21/2012	Needs Approval	2.0	REG	
<input type="checkbox"/>	11/26/2012	Needs Approval	3.0	REG	
<input type="checkbox"/>	11/27/2012	Needs Approval	8.0	REG	
<input type="checkbox"/>	11/28/2012	Needs Approval	2.0	REG	
<input type="checkbox"/>	11/29/2012	Needs Approval	7.0	REG	

Select All Deselect All

[Reported Hours Summary - select to view](#) **↑** **OR** **↑** [Balances - select to view](#)

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.

The screenshot shows the 'Review Reported Time' interface. At the top, there are navigation tabs for 'My Page' and 'Workflow'. Below that, there are filters for 'View By' (Time Period), 'Date' (05/01/2013), and 'Refresh'. The interface displays 'Reported Hours: 67.2 Hours' and 'Scheduled Hours: 0.0 Hours'. A timesheet grid is shown for the period 'From Wednesday 05/01/2013 to Thursday 05/30/2013'. The grid has columns for days of the week and rows for dates. The 'Thu 5/2' row shows 2.6 hours worked. Below the grid are 'Save for Later' and 'Submit' buttons. A 'Reported Time Status' table is shown below, with columns for 'Select', 'Date', 'Status', 'Total', 'Time Reporting Code', and 'Comments'. The table lists various dates and their corresponding statuses and hours. The '05/02/2013' row is selected, and its 'Comments' column has a comment bubble. Below the table are 'Select All', 'Deselect All', 'Approve Selected', and 'Deny Selected' buttons. At the bottom, there is a 'Timesheet Approve Confirmation' message: 'The Approve was successful.' with an 'OK' button.

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 > Time Administration > Time and Labor > Review Reported Time

1. Enter department number.

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

My Page Workflow

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

[View Instructions](#) Show Schedule Information

View By: All Time Before Date: 10/23/2013 Refresh

Include Absence

View By: All Time Before Date: 10/23/2013 Refresh

Include Absence

Time Needing Approval Before 10/23/2013

Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department	Department Description
<input type="checkbox"/>	Smith, Jason	Student Asst	24.3	101010101	0	1870	43425	Police
<input type="checkbox"/>	Jones, Bree	Student Asst	26.4	102020202	0	1870	43425	Police
<input type="checkbox"/>	Alvarez, Jose	Student Asst	26.5	103030303	0	1870	43425	Police

Select All Deselect All

Approve Selected Deny Selected

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.

View By: Date: Include Absence

, Time Needing Approval Before 10/23/2013								
Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department	Department Description
<input type="checkbox"/>	Smith, Jason	Student Asst	24.3	101010101	0	1870	43425	Police
<input type="checkbox"/>	Jones, Bree	Student Asst	26.4	102020202	0	1870	43425	Police
<input type="checkbox"/>	Alvarez, Jose	Student Asst	26.5	103030303	0	1870	43425	Police

Select All Deselect All

[Report Time](#)
[Manager Self Service](#)
[Time Management](#)

Reported Hours: 21.4 Hours Scheduled Hours: 0.0 Hours [Show all Punch Types](#) [Next Employee >>](#)

From 10/31/2012 to 11/29/2012												
Select	Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	TL Project	TL Activity	Date	
<input type="checkbox"/>	Wed	10/31	New				FR_PUBSFTY	PST			10/31	- +
<input type="checkbox"/>	Thu	11/1	New				FR_PUBSFTY	PST			11/1	- +
<input type="checkbox"/>	Fri	11/2	New				FR_PUBSFTY	PST			11/2	- +
<input type="checkbox"/>	Sat	11/3	New				FR_PUBSFTY	PST			11/3	- +
<input type="checkbox"/>	Sun	11/4	New				FR_PUBSFTY	PST			11/4	- +
<input type="checkbox"/>	Mon	11/5	New				FR_PUBSFTY	PST			11/5	- +
<input type="checkbox"/>	Tue	11/6	New				FR_PUBSFTY	PST			11/6	- +
<input type="checkbox"/>	Wed	11/7	New				FR_PUBSFTY	PST			11/7	- +
<input type="checkbox"/>	Thu	11/8	New				FR_PUBSFTY	PST			11/8	- +
<input type="checkbox"/>	Fri	11/9	Needs Approval	11:04:01AM	6:04:42PM	7.0	FR_PUBSFTY	PST		ADMIN (PD)	11/9	- +
<input type="checkbox"/>	Sat	11/10	Needs Approval	11:01:45AM	4:58:59PM	5.9	FR_PUBSFTY	PST		ADMIN (PD)	11/10	- +
<input type="checkbox"/>	Sun	11/11	New				FR_PUBSFTY	PST			11/11	- +
<input type="checkbox"/>	Mon	11/12	New				FR_PUBSFTY	PST			11/12	- +
<input type="checkbox"/>	Tue	11/13	New				FR_PUBSFTY	PST			11/13	- +
<input type="checkbox"/>	Wed	11/14	Needs Approval	1:35:42PM		5.0	FR_PUBSFTY	PST	SAVE MART CTR	ADMIN (PD)	11/14	- +
<input type="checkbox"/>			Needs Approval		6:35:52PM		FR_PUBSFTY	PST		ADMIN (PD)	11/14	- +
<input type="checkbox"/>	Thu	11/15	Needs Approval	9:53:42AM		3.3	FR_PUBSFTY	PST	FOOTBALL	ADMIN (PD)	11/15	- +
<input type="checkbox"/>			Needs Approval		1:15:16PM		FR_PUBSFTY	PST		ADMIN (PD)	11/15	- +
<input type="checkbox"/>	Fri	11/16	New				FR_PUBSFTY	PST			11/16	- +

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.

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

1. Enter department
number.

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

My Page Workflow

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

[View Instructions](#) Show Schedule Information

View By: All Time Before Date: 10/23/2013 Refresh

Include Absence

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.

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

1. Enter department number.

Approve Reported Time
Timesheet Summary

Description	Value
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

[View Instructions](#) Show Schedule Information

View By: All Time Before Date: 10/23/2013 Refresh

Include Absence

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.

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

1. Enter department number.

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

My Page Workflow

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

[View Instructions](#) Show Schedule Information

View By: All Time Before Date: 10/23/2013 Refresh

Include Absence

1

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 Print the Department Pay Period Report, use the following path: Time Administration > Time and Labor > Department Pay Period Report

1. You may sort the report by staff, hourly and student employees
2. Enter Department Number
3. Enter the Pay Period you would like to view.
4. Update display

Favorites | Main Menu > Time Administration > Time and Labor > Department Pay Period Report

My Page | Workflow

Department Pay Period Report

Run Control ID: HR [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

*Business Unit: FRSNO

*Employee Type: Hourly **1**

Employee Selection

Department: 43426 Parking - Traffic Operations **2**

OR

Employee ID:

Time Period for Report

*Pay Period: 10/01/2013 - 10/30/2013

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

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 **3**

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display **4**

07/01/2012 - 07/31/2012
 08/01/2012 - 08/30/2012
 08/31/2012 - 09/30/2012
 10/01/2012 - 10/30/2012
 10/31/2012 - 11/29/2012
 11/30/2012 - 12/31/2012
 01/01/2013 - 01/30/2013
 01/31/2013 - 02/28/2013
 03/01/2013 - 03/31/2013
 04/01/2013 - 04/30/2013
 05/01/2013 - 05/30/2013
 05/31/2013 - 06/30/2013
 07/01/2013 - 07/30/2013
 07/31/2013 - 08/29/2013
 08/30/2013 - 09/30/2013
 10/01/2013 - 10/30/2013

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

	A	B	C	D	E	F	G	H
1	Department Pay Period Report							
2	10/31/2013 - 11/30/2013							
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
7	Miller, James	101010103	0	45435	Human Resources	1870	00435906	Student Assistant

	I	J	K	L	M	N	O	P	Q	R	S	T
				1		2		3	4	5	6	7
Activity	TRC	Rptd Needs Apprvl	Rptd Apprvd	Payable Needs Apprvl	Payable Apprvd	Total Hours	Rate	Est. Gross	Reports To	Distribution Information	Remaining Work 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	
	REG	30	0	0	0	30	9	270	Brandt, Karl	100%: 90000-45435-00000-601981	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).