

Time Entry — AG OPS Student Employees

# 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 <u>Calendars</u> page (<u>http://www.fresnostate.edu/adminserv/hr/payroll/news/calendars.html</u>) for more information.

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## LOGGING IN

This section shows how to log into your MyFresnoState portal.

The myFRESNOSTATE homepage displays.

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

A https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=PAPP\_GUEST

#### IY FRESN@STATE Favorites Main Menu Signon Sign In New User? Get an account now! Need Help? Click here for My Help My Menu Future Students & Alumni ▷ Apply for Admission D Class Schedule Continuing & Global Ed Courses View University Catalog Campus Links Campus Directory Campus Calendars Campus Maps

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

FRESNOS Discovery. Diversity. Di	STATE stinction.	_	
Campus Logi	Stinction.		
Campus Logi	stinction.		
			Go
	in Services		
	IMPORTANT SECURIT	Y NOTIFICATION	
reply to an email or to click on a link t called phishing scams. Do Not Respo think you have provided your passwor staff/faculty and 278-5000 for students	to non-campus athilated Web sites to confirm ond To Requests even if they appear to come f d or other personal information in response to s.	or verity your account by providin rom an email address ending with a phishing scam, contact the He	g your password. These requests h "csufresno.edu" or fresnostate. Ip Desk immediately at 278-7000
	Username:		
	Password:	forgot my password)	
	Login	]	
	<u>.</u>		
Need an Account?			
Faculty and Staff: Request your F Wi-Fi access, and services only av account here.	resno State email account now to gain ac railable to employees. Once you have you	cess to email, calendaring, My r employee account, you can o	Fresno State, Blackboard, fre optionally sign up for a Google
Students: Create your Fresno Stat registration site, BlackBoard online your account, you'll login to your e	e student account now to gain access to e classes, free campus WI-FI access, and mail at http://googleapps.fresnostate.edu.	Google Apps, email, your My F other services available to Fre	Fresno State class schedule ar sno State students. Once you
You can also set up mobile access	to your Google Apps at Fresno State acco	ount.	
You can also set up mobile access Having Trouble?	to your Google Apps at Fresno State acco	punt.	

## 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.

<u>Minut<mark>es</mark></u>	<u>Tenths</u>	Min	<mark>ut</mark> es <u>Tent</u>
01	$\uparrow$	3	31 1
02		3	32
03		3	33
4		3	34
;		3	35
5	.1	3	36 .6
7	$\uparrow$	3	37 1
08		3	38
9			39
10		4	10
11			41
12	.2	4	42 .7
13	$\uparrow$	4	13
14		4	14
		4	15
		4	16
		4	17
3	.3	4	18 .8
9	$\uparrow$	4	19 1
20		5	50
21		5	51
22		5	52
23		5	53
24	.4	5	54 .9
25	$\mathbf{\Lambda}$	5	55 个
26		5	56
27		2	57
28		5	58
29		5	59
30	.5	6	50 1.0

# Item 621 - Conversion Chart

## 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

Timesheet					
U <u>View Instructions</u>				Customize   Find	Eirot 🚺 4 2 of 2 🚺
Name	Empl Red Nbr	Department	Dep	artment Description	Comp Rate
Farm Maintenance/Organ	nics 0	34283	Agri	cultural Operations	8.00
Favorites Main Me	nu > Employe	e Şelf Service			1
Favorites Main Me	nu > Employe	e Self Service		Timesheet	1
Favorites Main Me Main Menu >	enu > Employe	ee Self Service me Reporting omplete and Sub	omit I-9	Timesheet	or Launch Pad
Favorites Main Me Main Menu > Employee Self service pages	enu > Employe	ee Self Service me Reporting omplete and Sub Se view and update i	omit I-9 informatik	Timesheet Time and Lab Payable Time	I or Launch Pad Summary Detail
Favorites Main Me Main Menu > Belf service pages Complete and s	enu > Employe Co	ee Self Service me Reporting omplete and Sub ce view and update in m c based L9 Form	omit I-9 informatic	Timesheet         Time and Lab         Payable Time         Payable Time         My Work Study	or Launch Pad Summary Detail dy Award Usage

Favorites M	Main Menu	>	Employee Self Service	>	Time Reporting	>	Timesheet	
My Page	Workflo	w						

#### Report Time

#### Timesheet

#### O View Instructions Lindsey Myrick Customize | Find | First 🚺 1-2 of 2 🚺 Last Empl Department Department Description Comp Rate Name Rcd Nbr Farm Maintenance/Organics 0 34283 Agricultural Operations 8.00000 Farm Market 1 34283 Agricultural Operations 8.00000

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)

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#### **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 "

avorites Ma	in Menu > Employe	e Self Service >	Time	Reporting	> Tim	esheet					
My Page	Workflow										
Timeshe	et										
Lindsey				Employe	e ID:		10410	4104			
Job Title:	Student Asst			Employe	e Record	d Numbe	r: 0				
•											
Select for	Instructions										
View By:	Time Period 👻 *D	ate: 05/31/20	13 🛐 🤆	🕏 Refresh	<	< Previou:	s Time P	eriod	Next Ti	me Perio	<< bo
Reported Ho	ours: 18.0 Hours	Scheduled Ho	ours: 1	68.0 Hours					Next Jo	ob	
From Friday	05/31/2013 to Sunda	y 06/30/2013									
Timesheet											
Fri Sat 5/31 6/1	Sun Mon 2 Je 6/2 6/3 6/4	Wed Thu 6/5 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 6/1
	3.1 4.2	2.7 4.0	4.0								
Su											
<u>Reported</u>	Time Status - select	o hide									
Reported Til	me Status		40				12 12 - 12 - 12 - 12 - 12 - 12 - 12 - 12		First 🚺 1	-5 of 5 D	Last
Date	Status			Total	Time R	eporting	Code		Commen	its	
06/03/2013	Needs App	roval		3.1	REG			(	2		
06/04/2013	Needs App	roval (4)		4.2	REG			(	2		
06/05/2013	Needs App	roval		2.7	REG			(	2		

4.0 REG

4.0 REG

Reported Hours Summary - select to view

Needs Approval

Needs Approval

Balances - select to view

06/06/2013

06/07/2013

0

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## 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** 

<ul> <li>EXAMPLE FOR THE MULTI- ACTIVITY ENTERPRISES: (Click "+" sign to add additional rows)</li> <li>1. Time Reporting Code: MUST always be "REG – Regular Hours Worked.</li> <li>2. Taskgroup: MUST always be "FR_AGOPS"</li> <li>3. TL Activity: Select activity by clicking on magnifying glass.</li> </ul>	Thu       Fri       Sat       Sun       Total       Time Reporting Code       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:	
Note: Enter time each day you work. <i>Do not wait until</i> <i>the end of the month</i> .	Fri     Sat     Sun     Total     Time Reporting Code     Taskgroup     TL Activity       18.0     REG - Regular Hours Worked      FR_AGOPS Q     FARM_MAINT Q     +
The Submit Confirmation page displays. 10. Click "OK".	Favorites       Main Menu > Employee Self Service > Time Reporting > Timesheet         My Page       Workflow    Timesheet          Submit Confirmation         Image: The Submit was successful.         Time for the Time Period of 2013-05-31 to 2013-06-30 is submitted
Fresno State Human Resource User Guide	Time Entry – AG OPS Student Employees

## 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 offcampus 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

Favorites I	Main Menu >	Employee Self Service	>	Time Reporting	>	Timesheet
My Page	Workflow					

**Report Time** 

#### Timesheet

#### O.

<ul> <li>View instructions</li> </ul>				
Anna Vue			Customize   Find   🗗	First 🚺 1-2 of 2 🚺 Last
<u>Name</u>	<u>Empl</u> <u>Rcd Nbr</u>	<u>Department</u>	Department Description	Comp Rate
Student Assistant	1	62483	Financial Aid	8.000000
Student Trainee, On-Campus Wor	2	62483	Financial Aid	8.00000

Self Service

Time Reporting

#### 7

## 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

 Main Menu > Self Service > Fresno HCM > My Work Study Award Usage Favorites Main Menu > Self Service > Fresno HCM > My Work Study Award Usage My Work Study Award Usage My Work Study Award Usage Review your work study award usage below, by aid year and term Work Study Aid Year Find View All First 1 of 1 D Last Aid Year: 2013 First 1-2 of 2 Last Term Find Term: Spring 2013 Awards & ze | Eind | View All | 🖓 | 🛗 First K Usage Award College Work-Study \$2,744.00 \$2,744.00 Used Amount includes any hours you have entered on a timesheet. Term: Fall 2012 Awards & ize | Eind | View All | 🖓 | 🛗 First K Usage Cus Award rd Ar College Work-Study \$1,906.40 \$1,906.40 Used Amount includes any hours you have entered on a timesheet.





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

#### **PRINT TIMESHEET**

link.

timesheet.

Timesheet may be printed by

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.

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

My Page Workflow clicking the "Print Timesheet" Timesheet 104104104 Employee ID: Job Title: Student Asst Employee Record Number: 1 Select for Instructions View By: Week 05/31/2013 🕫 (\$Refresh) Date: << 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 IIII) Fri Sat Sun Mon Tue Wed Thu Reported Time Status - select to hide Reported Time Status 10 First 1-3 of 3 Total Time Reporting Code Date Status 06/04/2013 Needs Approval 5.0 REG 0 0 06/05/2013 5.0 REG Needs Approval 0 5.0 REG 06/06/2013 Needs Approval Reported Hours Summary - select to view Balances - select to view Return to Select Job Print Timesheet Self Service Time Reporting FRESN@STATE Discovery. Diversity. Distinction. Timesheet 104104401 Employee Id: Adjacent is the view of a printed Rate of pay: 8.00 Employee Record Number: 0 From Friday 05/31/2013 To Sunday 06/30/2013 Number of Hours Report Code Date Status Worked Regular Hours Worked 06/03/2013 Needs Approval 6.00 Regular Hours Worked 06/04/2013 6.00 Needs Approval Regular Hours Worked 06/05/2013 4.00 Needs Approval Needs Approval Regular Hours Worked 06/11/2013 6.00 06/12/2013 Needs Approval Regular Hours Worked 6.00 Regular Hours Worked 06/13/2013 Needs Approval 4.00 Regular Hours Worked 06/19/2013 Needs Approval 6.00 06/20/2013 Regular Hours Worked 6.00 Needs Approval 06/21/2013 Regular Hours Worked Needs Approval 4.00



## 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).



## 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.

 Continue navigating: Time Reporting > View Time > Time and Labor Launch Pad <u>Main Menu</u> > <u>Self Service</u> > <u>Time Reporting</u> >

View Time

View your schedules, forecasted, payable and comp time, exceptions and more.



View a summary of your reported time and access other transactions.

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.

- 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
- 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 ar	nd I	Labor Lau	inch Pad		Employee	ID:	
Job Title:	Stud	ent Asst	Ŧ				
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	1'
	12	13	14	15	16	17	1
	19	20	21	22	23	24	2
:	26	27	28	29	30	31	
Forecast	Paval	ble Time			Previous M	onth 1	Vext Month
Links:							
Time Report	inq						
Legend							
p R	eport	ed Punched Tin	ne				
E R	eport	ed Elapsed Tim	e				
\$ Pa	ayabl	e Time stad Pavable Ti	me				
RR	ecom	mended Attend	ance Actions				
	00011						

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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 Nam	ne					Employee ID:	9	99999999
Job Title: St	udent Assistant	t						
Reported Elap	psed Time							
<u>Quantity</u>		Туре	Time R	eporting Co	ode			
3.500000		Hours	Regula	r Hours Wo	orked			
Exceptions								
Exception ID	Description		Status	Severity	,	Resolved by		
	Description		otatao	0010111		Interest of the second		
Pavable Time								
								1
Quantity	Түре	Code	rting <u>s</u>	<u>tatus</u>	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
3.500000	Hours	REG	A	pproved		38.500000		

Return to Calendar