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.
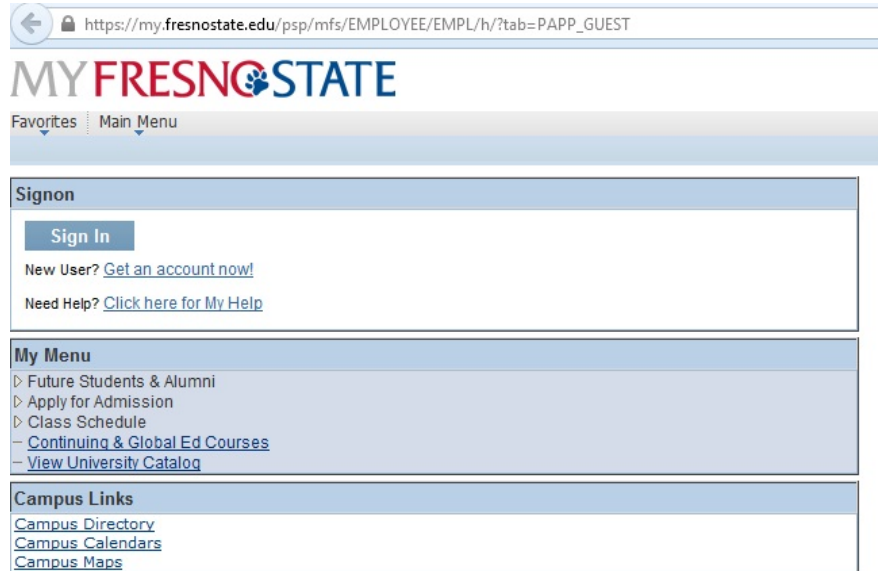
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APPROVE TIME (Timekeeper)

This section shows how to enter time worked.

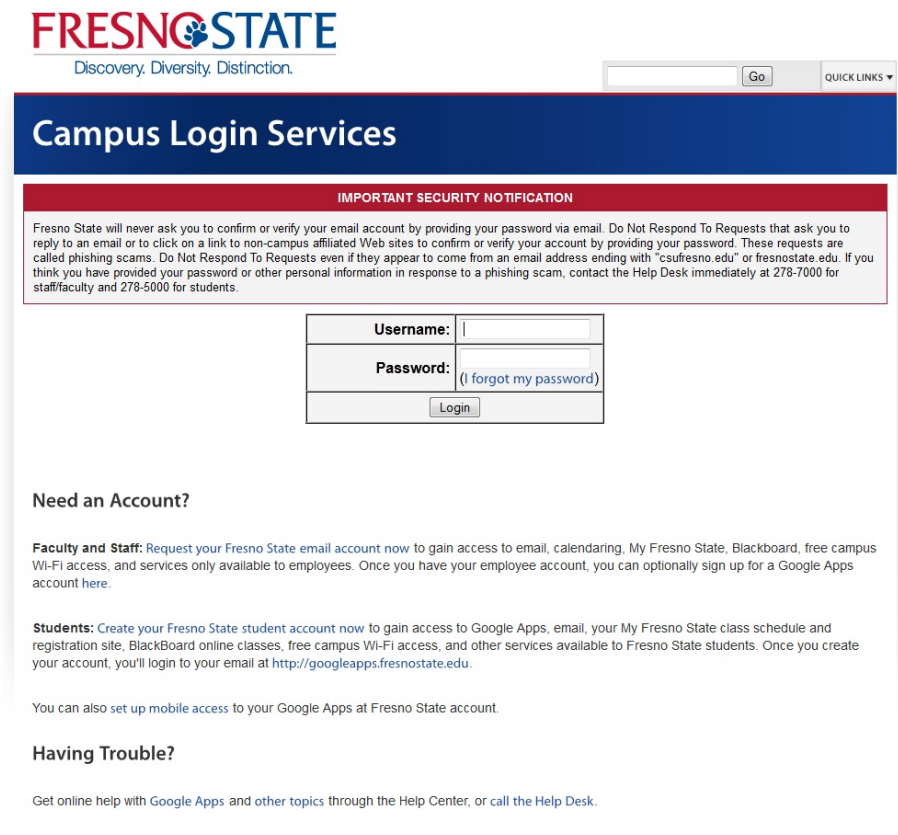The myFRESNOSTATE homepage displays.

1. Go to MyFRESNOSTATE (http://my.fresnostate.edu/).

2. Click the MyFRESNO STATE SIGN IN button.

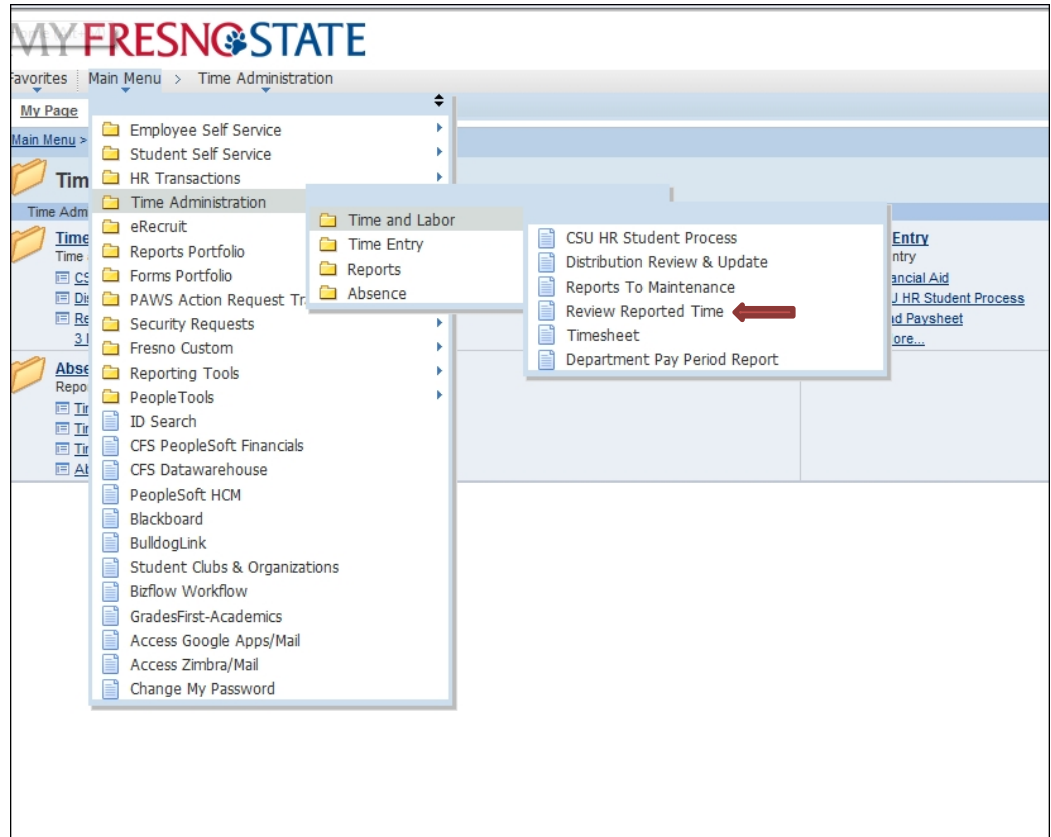The Oracle PeopleSoft Enterprise Sign In page displays.

3. Enter your Fresno State ID and Password.

4. Click the "Sign In" button.

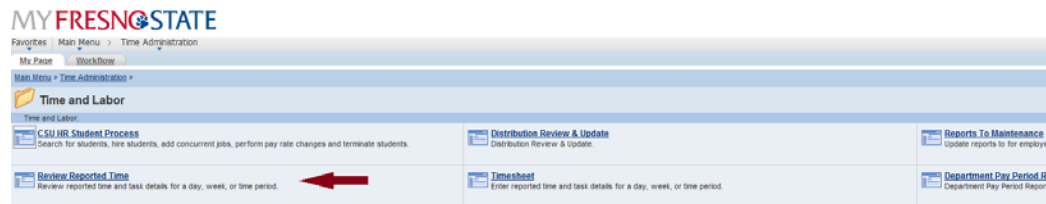Note: If you have difficulty logging in, contact the Help Desk at 278-5000

The Main Menu displays.

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

The Timekeeper Review Reported Time will show.

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:

1. 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 FRESNO STATE

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	
Empl Rcd Nbr	
Last Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Position Number	00283856

Clear Selection Criteria | Save Selection Criteria | Get Employees

View Instructions

☑ Show Schedule Information

View By: All Time Before ▼ Date: 06/25/2013 ⟳ Refresh
☐ Include Absence

Employees For Michael Mosinski, Time Needing Approval Before 06/25/2013 — Customize | Find | ⌗ First ◄ 1 of 1 ► Last

Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department	Department Description	Business Unit	Reports To Position Number	Position Number	Comp R
☐	Myrick,Lindsey Michelle	Student Asst	22.4	104721136	0	1870	34283	Agricultural Operations	FRSNO	00002294	00283856	

☑ Select All ☐ Deselect All
Approve Selected | Deny Selected

Report Time
Manager Self Service
Time Management

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

My Page | Workflow

Timesheet

Employee ID:
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: 22.4 Hours   Scheduled Hours: 168.0 Hours

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	Sun 6/16
			2.4		2.0											
		3.1	4.2	2.7	4.0	4.0										

Submit

Reported Time Status - select to hide

Reported Time Status					First ◄ 1-7 of 7 ► Last
Select	Date	Status	Total	Time Reporting Code	Comments
☐	06/03/2013	Needs Approval	3.1	REG	💬
☐	06/04/2013	Needs Approval	2.4		💬
☐	06/04/2013	Needs Approval	4.2	REG	💬
☐	06/05/2013	Needs Approval	2.7	REG	💬
☐	06/06/2013	Needs Approval	2.0		💬
☐	06/06/2013	Needs Approval	4.0	REG	💬
☐	06/07/2013	Needs Approval	4.0	REG	💬

☑ Select All ☐ Deselect All   Approve Selected | Deny Selected

Reported Hours Summary - select to view
Balances - select to view

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 🔍	BEEF_PUREBRED 🔍	⊟	⊞
					18.0	REG - Regular Hours Worked ▼	FR_AGOPS 🔍	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

My Page | Workflow

Timesheet

Approve Confirmation

✔ The Approve was successful.

[OK]

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

1. 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

2. 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.

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

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