

Overview

This user’s guide provides hourly 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.

Table of Contents

Logging In	1
Minute Conversion Chart	2
Entering Time	3
Print Timesheet.....	6
Enter Comments.....	7
Enter Absence/Vacation	8
View Previously Entered and Paid Time	9

LOGGING IN

This section shows how to log into your MyFresnoState portal.

The MYFRESNOSTATE homepage displays.

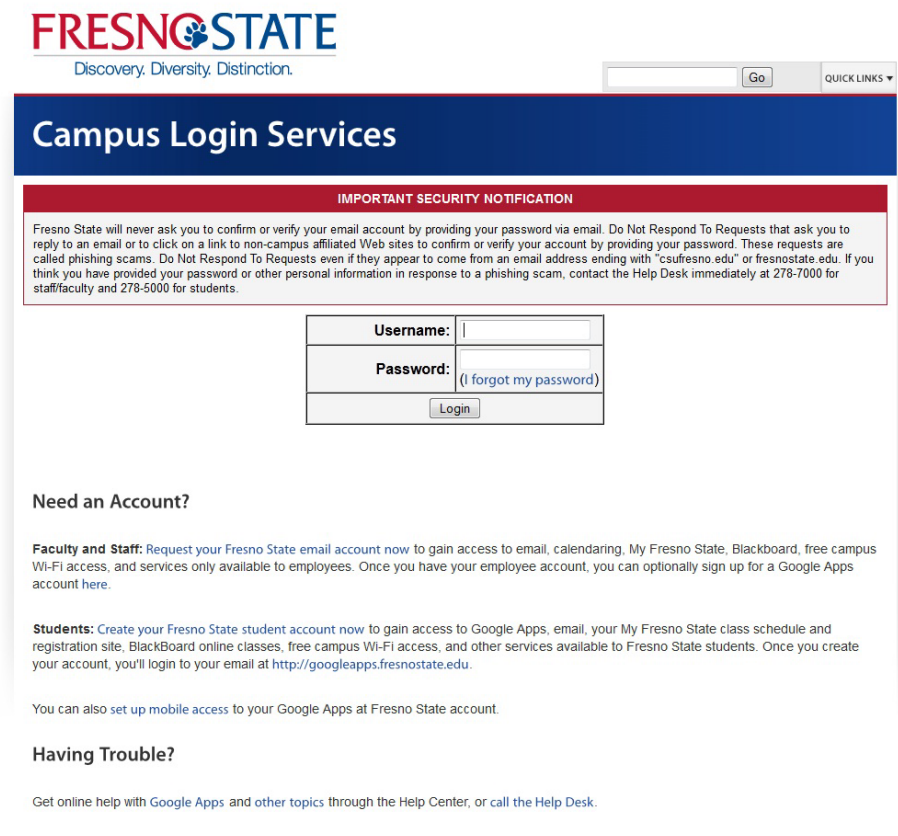
1. Go to MyFRESNOSTATE (<http://my.fresnostate.edu/>).
2. Click the MyFRESNO STATE SIGN IN button.



The Oracle PeopleSoft Enterprise Sign In page displays.

3. Enter your Fresno State ID 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

ENTERING TIME

This section shows how to enter time worked.

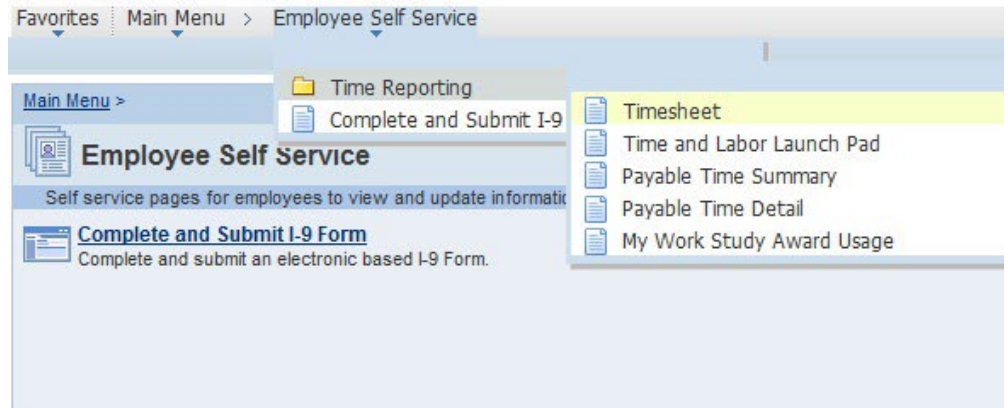
The Main Menu displays.

1. From the Main Menu, click “**Employee Self Service**”.



The Employee Self Service page displays.

2. Continue navigating: Time Reporting > Timesheet.



If you have only one job, you will be taken immediately to the timesheet.

If you have multiple jobs, they will all display.

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

- Department Name
- Job Title
- Empl Rcd Nbr

Timesheet will display:

1. Select time period using the “View By” dropdown menu. View shown is “week”.
2. Enter hours worked each day (Adjacent view shows a partial month’s calendar).
3. After time is entered, Click “Submit”.
4. Once you click “Submit” you will see your hours under Reported Time Status awaiting approval by your supervisor.

NOTE: This example shows Status as “Needs Approval”. Once the Department Timekeeper has approved Your time, it will show as “Approved”.

Report Time

Timesheet

[View Instructions](#)

Frances Linda Rios-Ramirez Customize Find 			
Name	Empl Rcd Nbr	Department	Department Description
Athletic Certification Cert	0 62481		Admissions Recds & Evaluations
Casual Worker	1 64506		Office of Testing Services

[Self Service](#)

[Time Reporting](#)

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

[My Page](#)

[Workflow](#)

Timesheet

Employee ID: 101010100

Job Title: Hrly Intrprt/Rltmecap/Catscrbr

Employee Record Number: 1

[Select for Instructions](#)

View By: 1 Time Period

*Date: 05/31/2013

[Refresh](#)

[<< Previous Time Period](#)

[Next Time Period >>](#)

Reported Hours: 101.0 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
8.0	2		8.0	8.0	8.0	6.5	8.0			8.0	8.0	8.0	6.5	8.0	

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

Reported Time Status First 1-13 of 13 Last				
Date	Status	Total	Time Reporting Code	Comments
05/31/2013	Needs Approval	8.0		
06/03/2013	Needs Approval	8.0		
06/04/2013	Needs Approval	8.0		
06/05/2013	Needs Approval	8.0		4
06/06/2013	Needs Approval	6.5		
06/07/2013	Needs Approval	8.0		
06/10/2013	Needs Approval	8.0		
06/11/2013	Needs Approval	8.0		
06/12/2013	Needs Approval	8.0		
06/13/2013	Needs Approval	6.5		
06/14/2013	Needs Approval	8.0		
06/17/2013	Needs Approval	8.0		
06/18/2013	Needs Approval	8.0		

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

[Balances - select to view](#)

3

Submit

This example shows the latter half of the month.

5. Please be sure that task group is always: **“REG- Regular Hours Worked”**
6. Task Group should be **“FR_MAIN”**

The task group will always default, do not change the default value.

NOTE: If you have not filled out the online Form I-9, and completed new hire paperwork with human resources, you will not be able to enter any time worked.

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

The Submit Confirmation page displays.

13. Click OK.

Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29	Sun 6/30	Total	Time Reporting Code 5	Taskgroup 6	
5.38					101.0	REG - Regular Hours Worked	FR_MAIN	[-] [+]

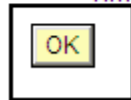
Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2012-02-20 to 2012-02-26 is submitted



PRINT TIMESHEET

All hourly employees have the ability to print a timesheet.

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: 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

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](#)



Adjacent is the view of a printed timesheet.

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

View By: Time Period | Date: 12/05/2012 | [Home](#) | [Previous Time Period](#) | [Next Time Period](#)

Reported Hours: 24.0 Hours | Scheduled Hours: 0.0 Hours

From Friday 12/05/2012 to Sunday 12/09/2012

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code	
12/05					8.0																		8.0	REG - Regular Hours Worked
12/06					4.0																		4.0	
12/07					4.0																		4.0	
12/08					4.0																		4.0	
12/09																							0.0	

Save for Later | Submit

Reported Time Status - select to hide

Date	Status	Total Time	Reporting Code	Comments
12/03/2012	Needs Approval	4.0	REG	
12/04/2012	Needs Approval	4.0	REG	
12/05/2012	Needs Approval	4.0	REG	
12/06/2012	Needs Approval	4.0	REG	
12/07/2012	Needs Approval	4.0	REG	

Reported Hours Summary - select to view

Balances - select to view

Comments

Employee ID:

Job Title: Student Asst | Employee Record Number: 0

Date Under Report: 12/04/2012

Operator Id	Date Time Created	Source	Comment
1	12/05/2012 8:34AM	Time Reporting	Entered time as 3 hours, should have been 5 hours. Corrected

Save | Cancel

ABSENCE ELIGIBLE EMPLOYEES-ENTERING ABSENCES/VACATION

This section demonstrates for ABSENCE ELIGIBLE EMPLOYEES how to use Absence Management to enter absences (vacation, sick time, etc.).

The Main Menu displays.

1. From the Main Menu, click Employee Self Service.
2. Continue navigating:
Report Time > Report and View Absences

NOTE: Your department supervisor can assist you with any questions pertaining to entering absences into the Absence Management system.

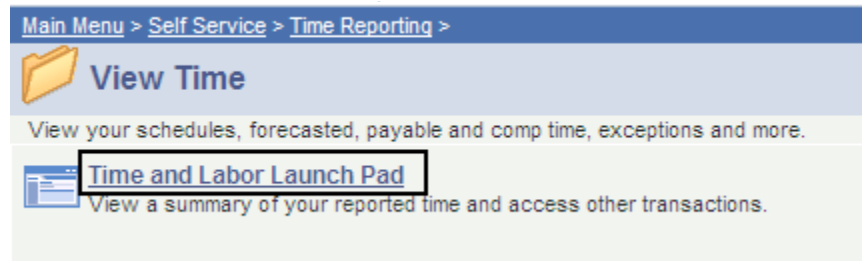


VIEW PREVIOUSLY ENTERED and PAID TIME

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.

Favorites Main Menu > Employee Self Service > Time Reporting > Time and Labor Launch Pad

My Page Workflow

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:

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](#)