Overview

This user's guide demonstrates how to monitor and approve student employee time and run the Student Time Approval Report.

Supervisors/Approvers must approve student assistant time monthly. Each student assistant should enter time daily, after each shift. Once time entry is complete for the month, a process is run to make the time available for approval. Managers are notified when the process is complete and can follow the steps outlined in this guide to approve the time for their student assistant employees.

If you are responsible for a small number of students, use the **Time and Labor Launch Pad** to monitor student time entry throughout the month. If you have a large number of students, use the **Public Query** to verify and review time entry. See the appropriate section for details.

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Monitor and View Student Time Using the Time and Labor Launch Pad

This section demonstrates how to monitor time using the Time and Labor Launch Pad. The Time and Labor Launch Pad allows you to monitor monthly time entry for your student assistants and view payable time by month.

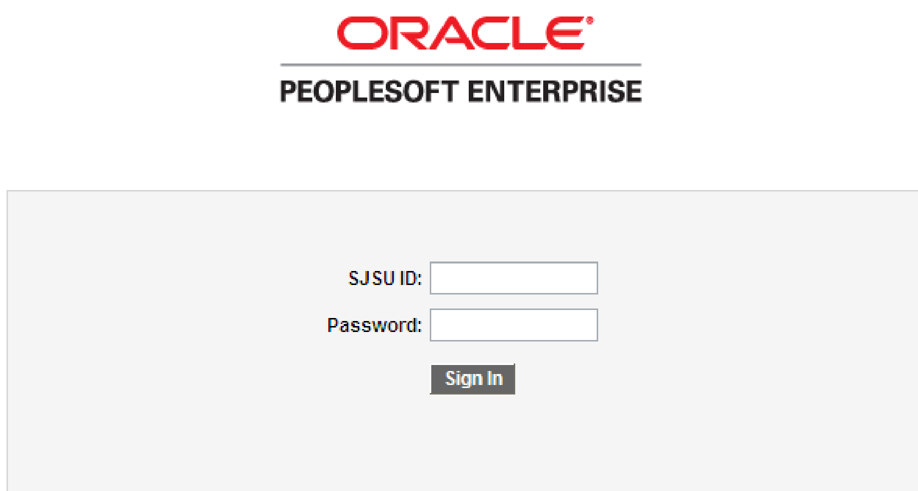
To login to MySJSU

1. Navigate to [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/).
2. Click **MySJSU SIGN IN**.

The ORACLE PEOPLESOFT Enterprise login page displays.

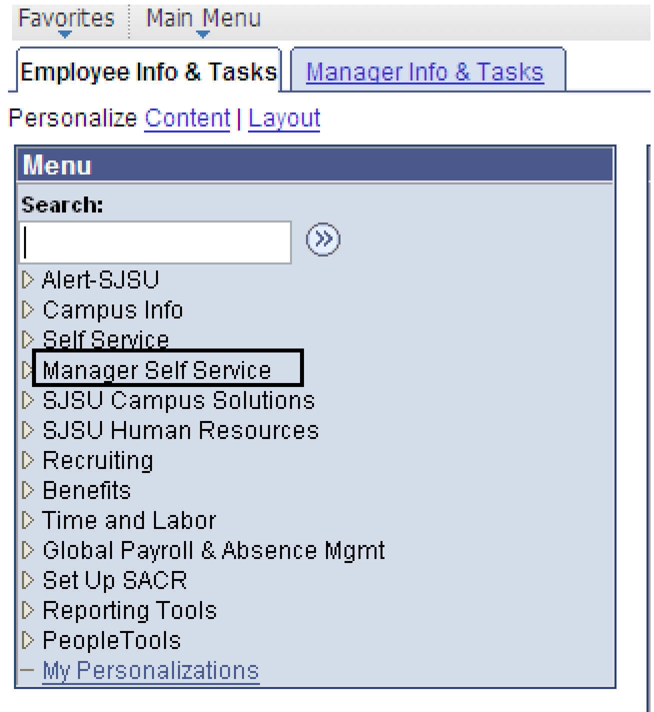
3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, SJSU ID, date of birth and/or address for verification.

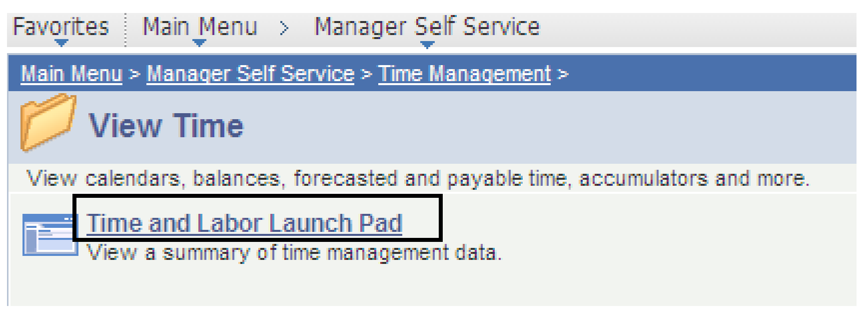


The Main Menu displays.

5. From the **Main Menu**, navigate to Self Service **> Manager Self Service**



6. Continue the navigation **Time Management > View Time > Time and Labor Launch Pad**

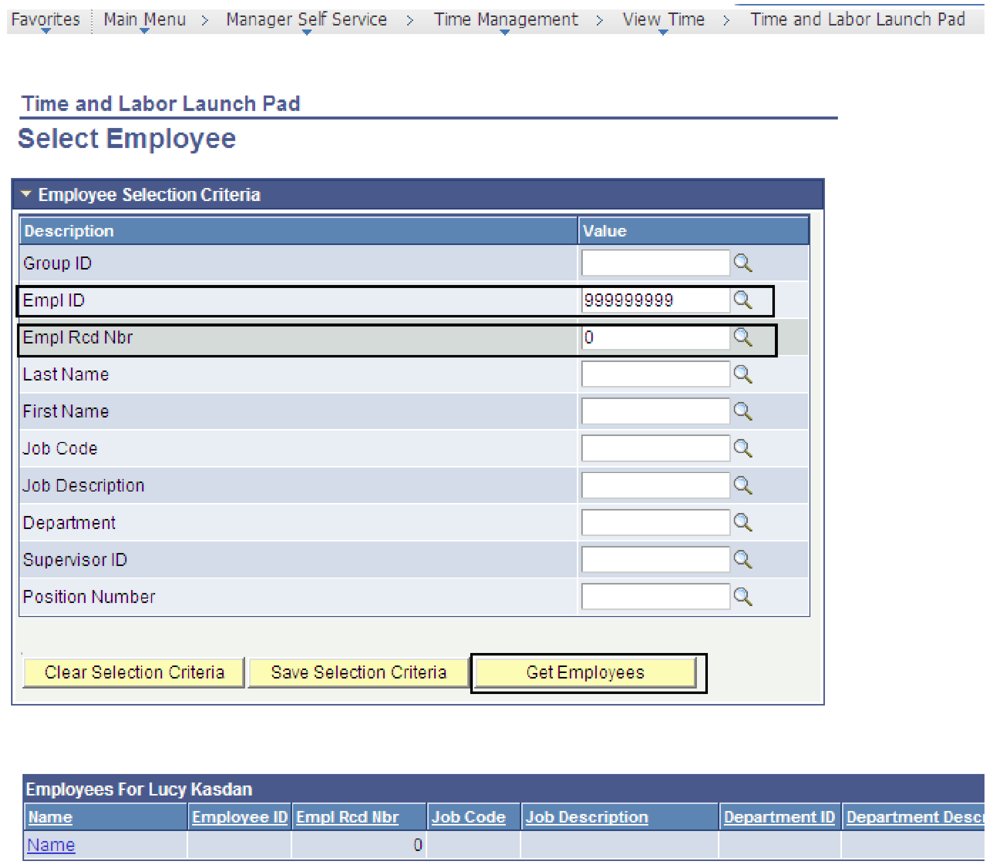


The Time and Labor Launch Pad Select Employee page displays.

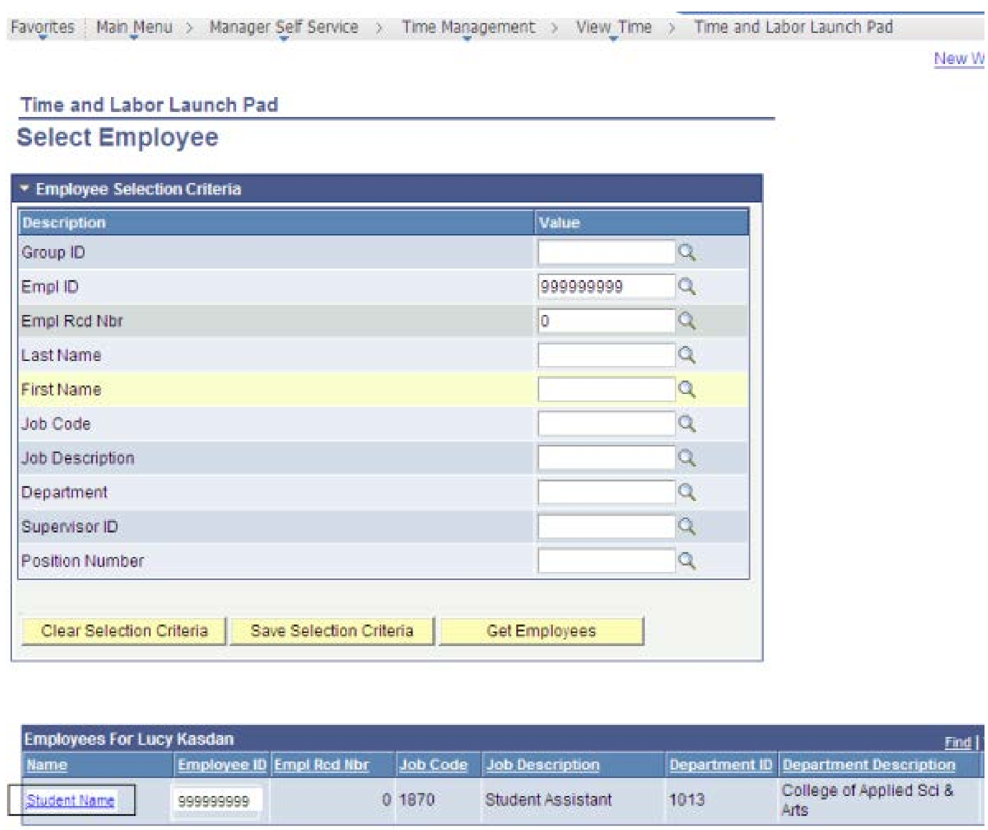
7. Enter search criteria, such as **Empl ID** and **Empl Rcd Nbr**.

   Note: If you are familiar with the Job Codes, you can also search by Department and Job Codes to view groups of students in the results (examples of Job Codes include 1870 for Student Assistant, 1871 for Work Study, 1868 for NRAT, and 1150 & 1151 for Instructional Student Assistant).

8. Click the **Get Employees** button.

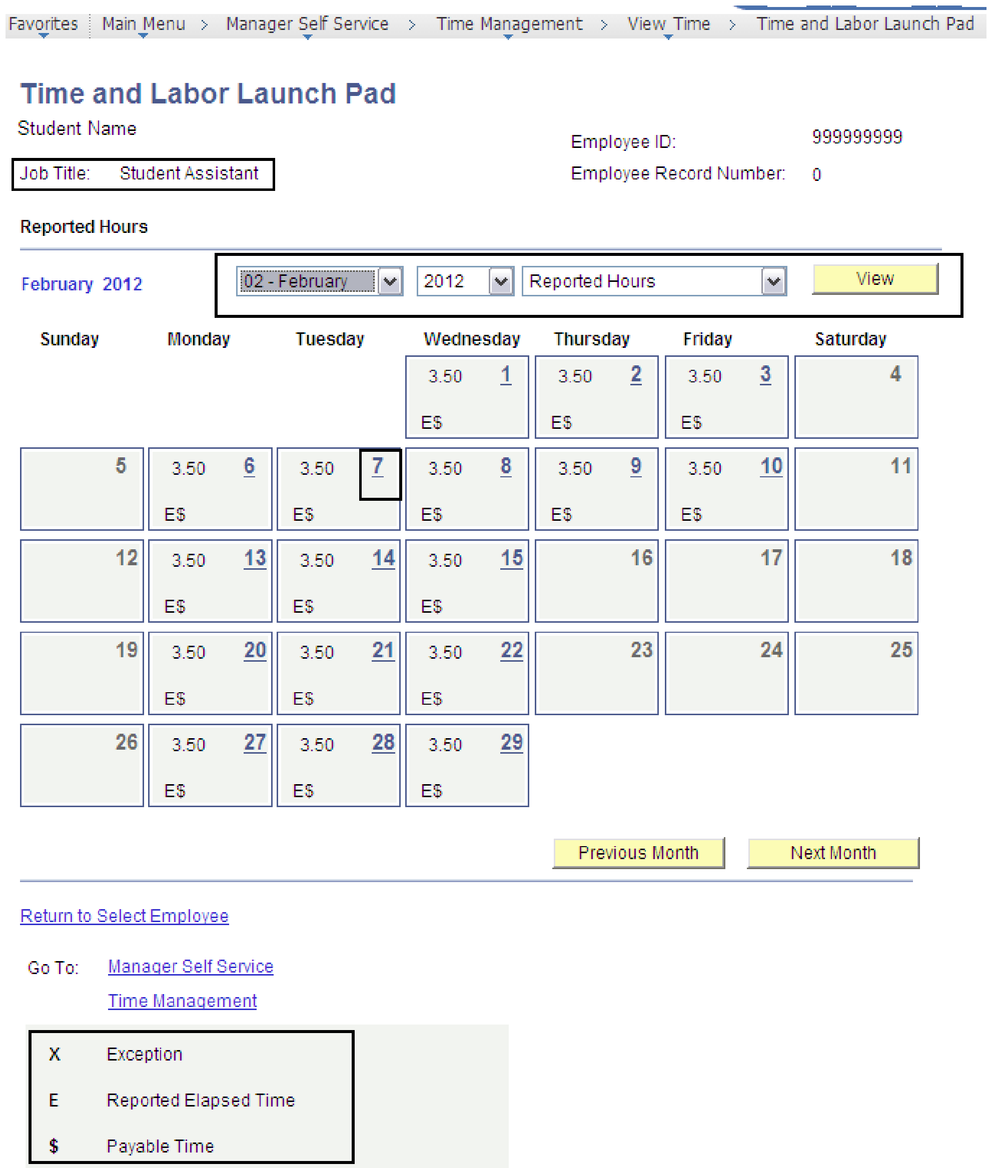


9. Click to select employee by name.



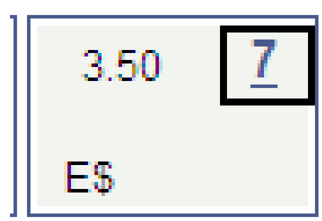
The Time and Labor Launch Pad displays.

10. Verify student **Job Title**.
11. To change the time period, use the dropdown menus, and then click the **View** button.
    - **Reported Hours:** Time entered.
    - **Payable Hours:** Time approved.
12. Click the underlined dates to view more information about the time (see following screen shot).
13. View the legend at the bottom to identify the values in the calendar.



A Date Details box (expanded from the prior screenshot) displays.

14. Click the underlined date.



The Details page corresponding to a specific date displays.

- **Reported Elapsed Time:** Displays student time.
- **Exceptions:** Displays messages about time entry that was outside the rules.

  Example: **Student Exceed 20** means that a student worked more than the 20 hours per week limit.
- **Payable Time:** Displays information about the hours.

Details for: 02/07/2012

Student Name

Employee ID: 999999999

Job Title: Student Assistant

Employee Record Number: 0

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   Return to Select Employee

Field Description List: Status Terms

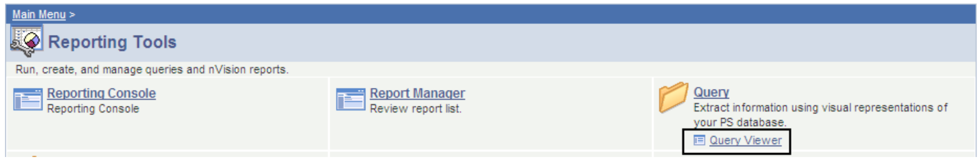
Field Name	Description
[blank]	Time is not approvable
Needs Approval	Time is ready to be approved
Approved	Time has been approved.
Transmitted	Sent to PIP. Information has been sent to the State Controller's Office for processing

Monitor and View Student Time by Running the Public Query

This section demonstrates how to monitor and view time using the Public Query. Managers should review time throughout the month to make sure students are entering time accurately. After the pay period has ended, a student cannot modify reported time.

The Main Menu displays.

1. From the **Main Menu**, navigate to **Reporting Tools > Query**.
2. Click **Query Viewer**.

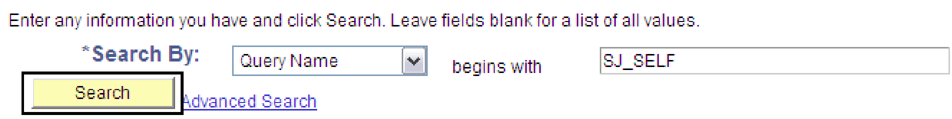


The Search By Query Name page displays.

3. Enter the partial name of the query **SJ_SELF**.

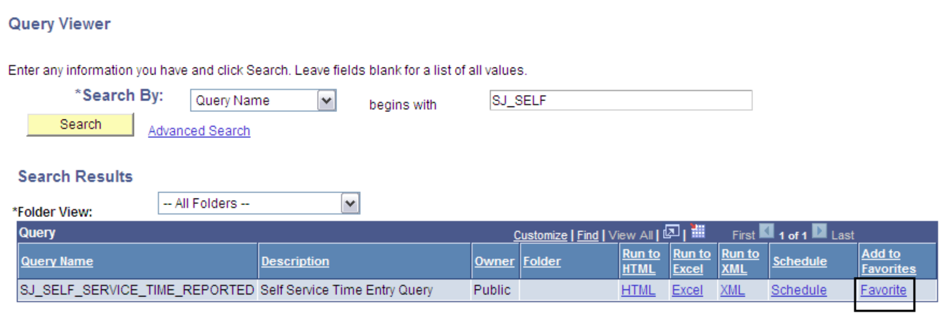
   Note: The full query name is SJ_SELF_SERVICE_TIME_REPORTED.

4. Click the **Search** button.



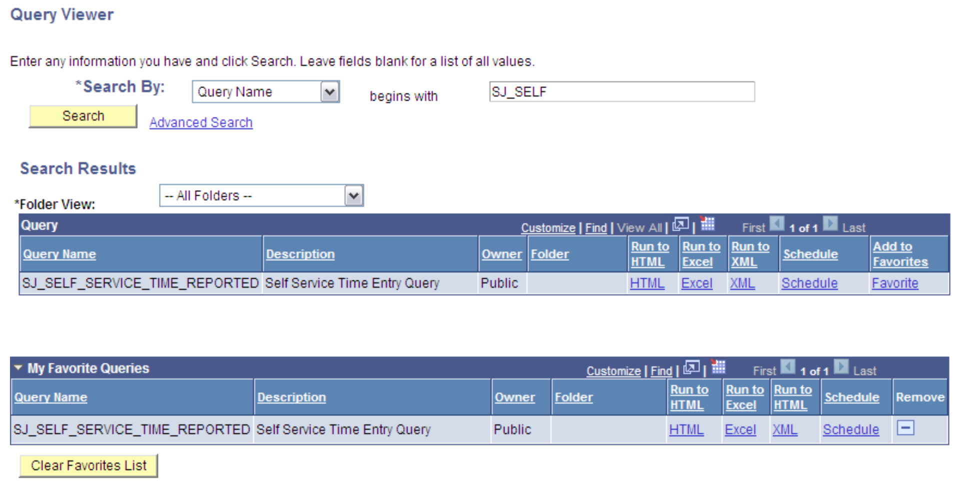
Note: You can add this query as a Favorite and subsequently select Favorite to run the query.

5. Click the **Favorite** link.

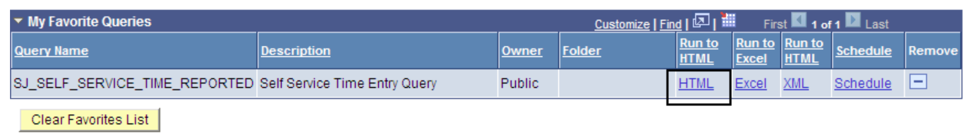


The My Favorite Queries row appears.

Note: It will now display when you navigate here.

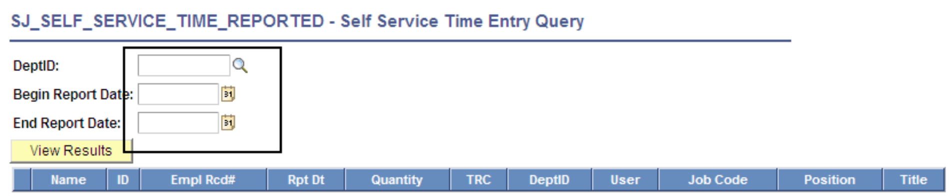


6. To run the query, click the **HTML** link.

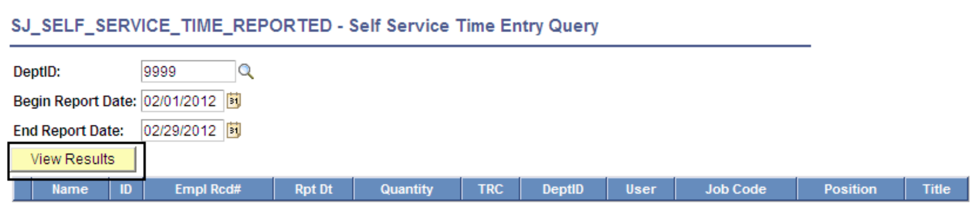


The Self Service Time Entry Query page displays.

7. Enter the **DeptID.**
8. Enter the **Begin Report Date** for the first day to view time.
9. Enter **End Report Date** for the last day to view time.



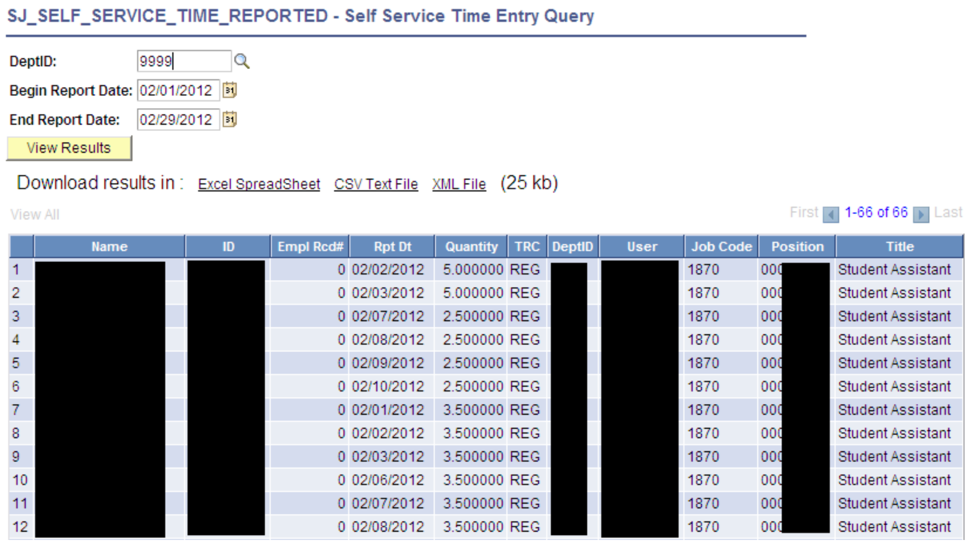
10. Click the **View Results** button.



The time entry information displays.

11. Review the student time entry.

Note: You can use this query to view time on an SJSU holiday by entering the date criteria. If the student entered time inadvertently, you can either the student to remove the time or you can not approve the time.



SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID: 9999

Begin Report Date: 02/01/2012

End Report Date: 02/29/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All First 1-66 of 66 Last

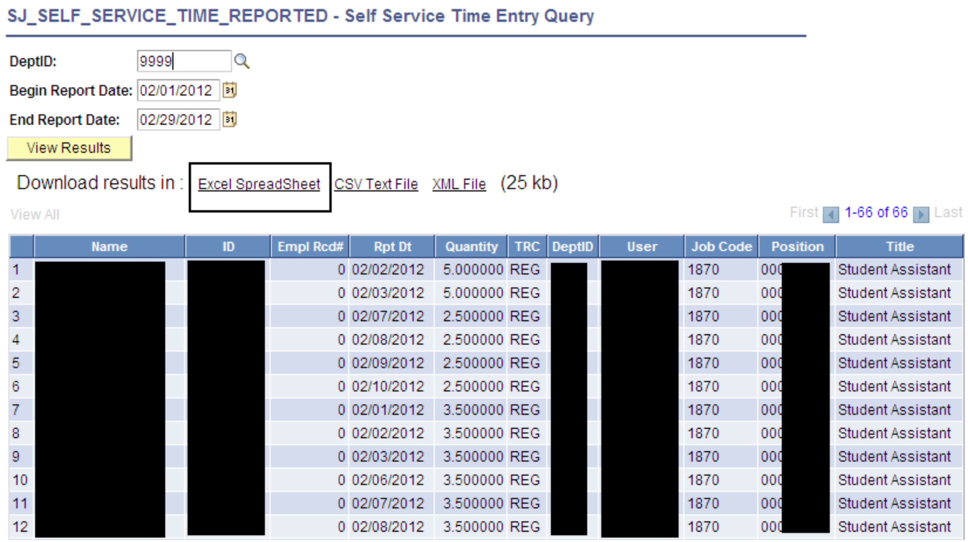
	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
1	[redacted]	[redacted]	0	02/02/2012	5.000000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
2	[redacted]	[redacted]	0	02/03/2012	5.000000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
3	[redacted]	[redacted]	0	02/07/2012	2.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
4	[redacted]	[redacted]	0	02/08/2012	2.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
5	[redacted]	[redacted]	0	02/09/2012	2.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
6	[redacted]	[redacted]	0	02/10/2012	2.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
7	[redacted]	[redacted]	0	02/01/2012	3.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
8	[redacted]	[redacted]	0	02/02/2012	3.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
9	[redacted]	[redacted]	0	02/03/2012	3.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
10	[redacted]	[redacted]	0	02/06/2012	3.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
11	[redacted]	[redacted]	0	02/07/2012	3.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant
12	[redacted]	[redacted]	0	02/08/2012	3.500000	REG	[redacted]	[redacted]	1870	000[redacted]	Student Assistant

Field Description List: Self Service Time Entry Query Page (above)

Field Name	Description
Name	Student name.
ID	Student employee ID number.
Empl Rcd#	Student record number.
Rpt Dt	Date of the reported hours.
Quantity	Number of hours reported.
TRC	Time Reporting Code.
DeptID	Department ID number.
User	Student employee User ID.
Job code	Tied to the position, such as student assistant (1870) or work study student assistant (1871).
Position	Tied to their Job Data. It is the student employee's position number.
Title	Student employee job title.

Note: You can move the data into an Excel spreadsheet.

12. Click **Excel Spreadsheet**.



SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID: 9999

Begin Report Date: 02/01/2012

End Report Date: 02/29/2012

View Results

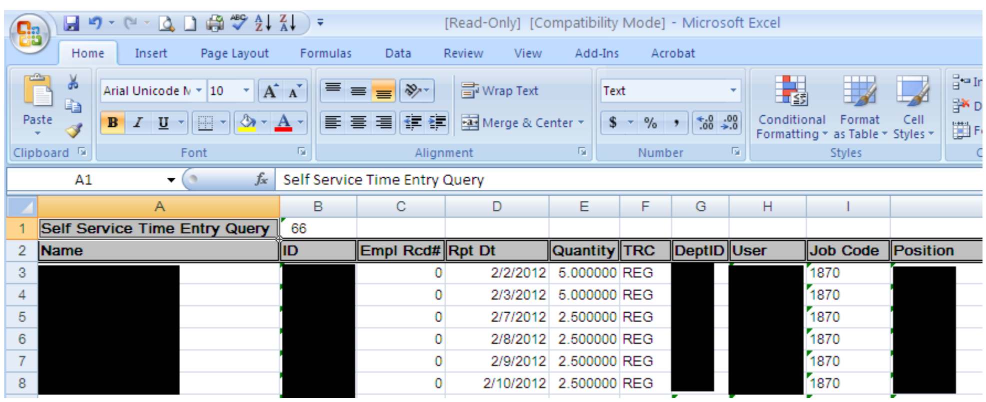
Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All First 1-66 of 66 Last

	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
1	[redacted]	[redacted]	0	02/02/2012	5.000000	REG	[redacted]	[redacted]	1870	00[redacted]	Student Assistant
2			0	02/03/2012	5.000000	REG			1870	00	Student Assistant
3			0	02/07/2012	2.500000	REG			1870	00	Student Assistant
4			0	02/08/2012	2.500000	REG			1870	00	Student Assistant
5			0	02/09/2012	2.500000	REG			1870	00	Student Assistant
6			0	02/10/2012	2.500000	REG			1870	00	Student Assistant
7			0	02/01/2012	3.500000	REG			1870	00	Student Assistant
8			0	02/02/2012	3.500000	REG			1870	00	Student Assistant
9			0	02/03/2012	3.500000	REG			1870	00	Student Assistant
10			0	02/06/2012	3.500000	REG			1870	00	Student Assistant
11			0	02/07/2012	3.500000	REG			1870	00	Student Assistant
12			0	02/08/2012	3.500000	REG			1870	00	Student Assistant

The data displays in an Excel spreadsheet.

Note: You can now sort the information and view the students you are responsible for.



	A	B	C	D	E	F	G	H	I	
1	Self Service Time Entry Query	66								
2	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position
3	[redacted]	[redacted]	0	2/2/2012	5.000000	REG	[redacted]	[redacted]	1870	[redacted]
4			0	2/3/2012	5.000000	REG			1870	
5			0	2/7/2012	2.500000	REG			1870	
6			0	2/8/2012	2.500000	REG			1870	
7			0	2/9/2012	2.500000	REG			1870	
8			0	2/10/2012	2.500000	REG			1870	

Approving Student Time

This section demonstrates how to approve student time. Perform this process on the first day of the new month to approve student time entered in the previous month. For example, student time entered during the month of November will be approved on the first day of December.

The Main Menu displays.

1. Navigate to **Manager Self Service > Time Management > Approve Time and Exceptions.**
2. Click **Payable Time**.

The Approve Time for Time Reporters page displays.

3. Enter criteria to search for your student assistants:
   - **EmplID:** Enter an employee ID if you approve by employee. Then enter the employee record number in the field below it.

   Or

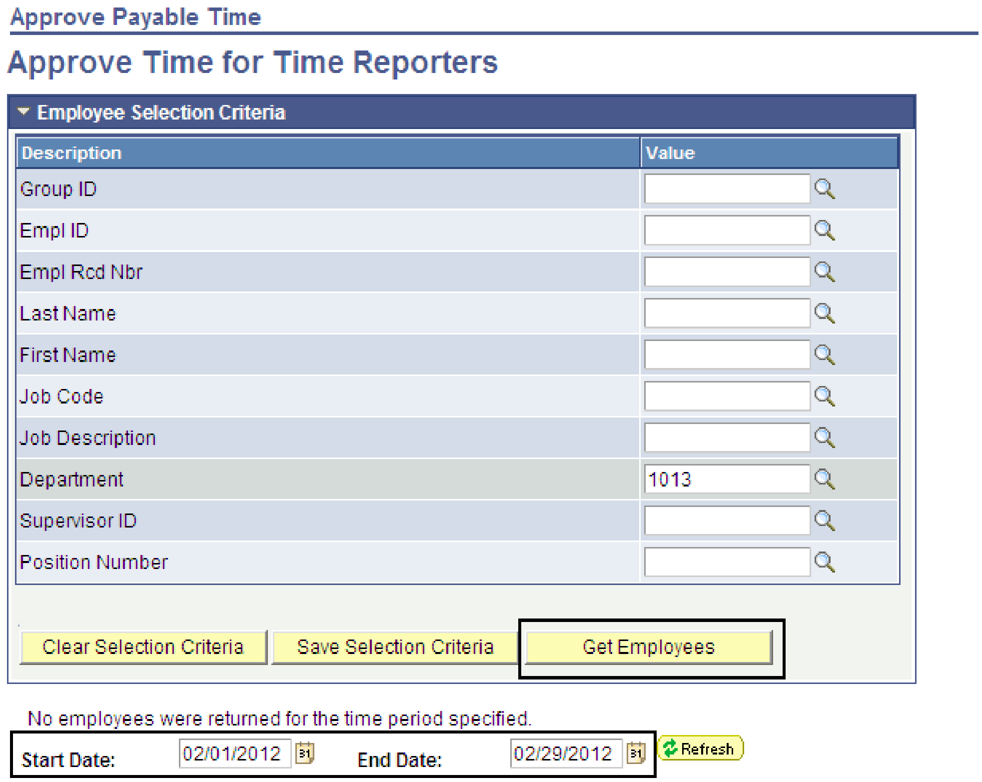
   - **Department:** Enter the Department number.

Note: You can search by any of criteria shown.

4. After you enter your search criteria, enter the following:
   - **Start Date:** Enter the first date of the pay period.
   - **End Date:** Enter the last date of the pay period.
5. Click the **Get Employees** button.

Note: Not all pay periods end on the last day of the month. Please refer to the Master Payroll Calendar on the Calendars page of the HR website:

(http://www.sjsu.edu/hr/calendar_news/calendar/)

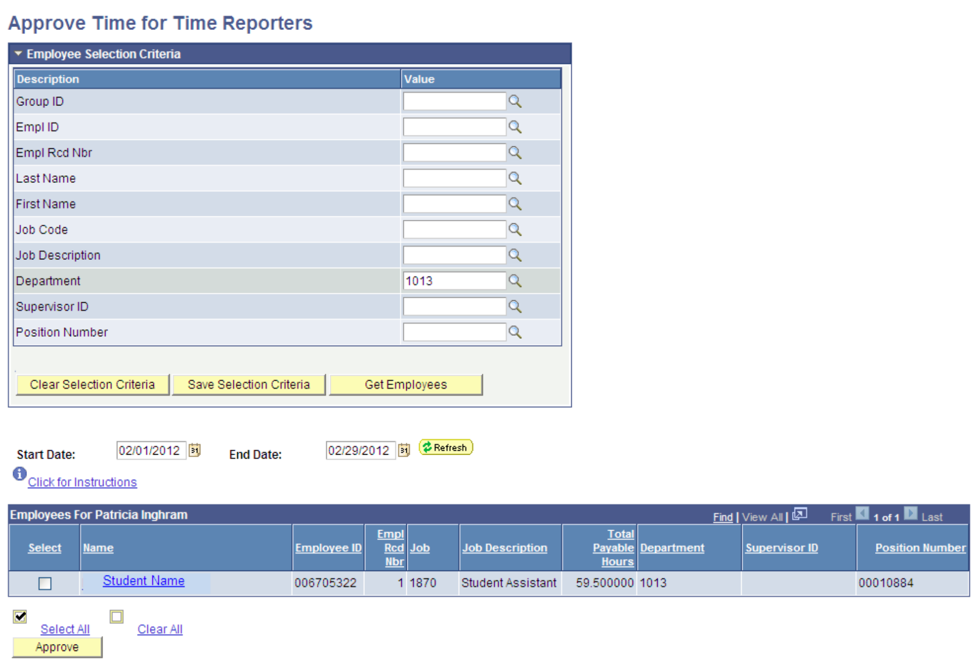


The student employees and their total hours display.

6. Approve time one of two ways:
   - *Check the box next to the student's name.*

   Or

   - Click the student's name, which displays the hours entered for each day in the pay period.



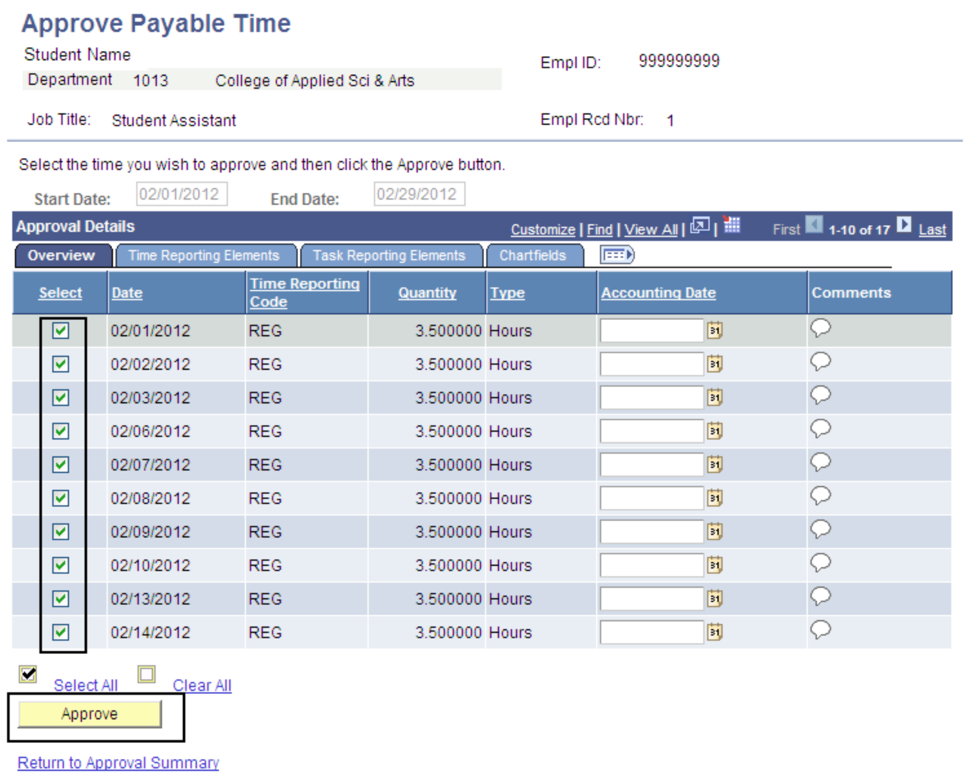
7. Before approving time, always verify the following:
    - **Student Name**
    - **Empl Rcd Nbr**
    - **Job Description**
    - **Total Payable Hours**
8. Click the **Student Name** to view the daily hours for that student.

The Approve Payable Time page displays with each day listed and the number of hours worked.

9. Select the hours to approve by checking the **Select** box.
10. Click the Approve button.

Notes: If there is time you do not approve, ensure the box is not checked before clicking the Approve button.

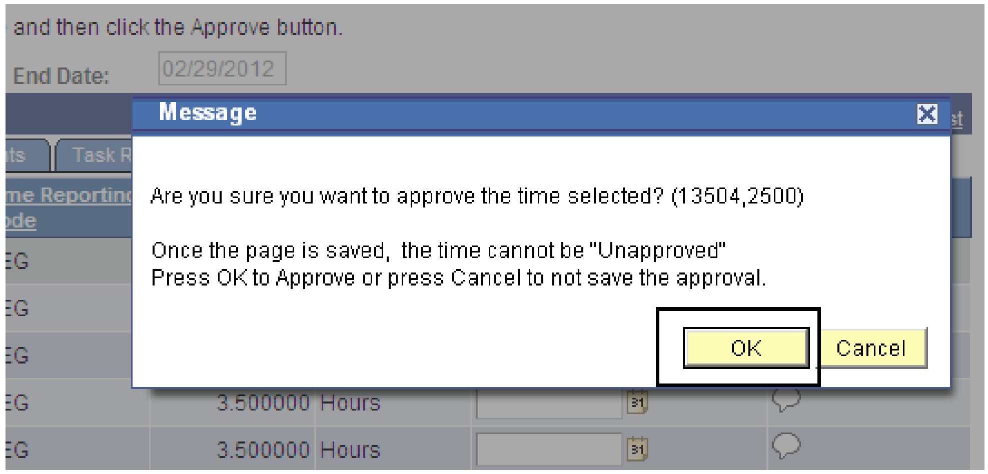
Do not approve hours if you see something wrong or if time is missing.



A warning message displays, confirming your intent to approve.

11. Click **OK**.

Note: Approved time cannot be unapproved. If you have any questions, do not approve the time. Contact the CMS Help Desk at 408-924-1530, or contact Payroll.



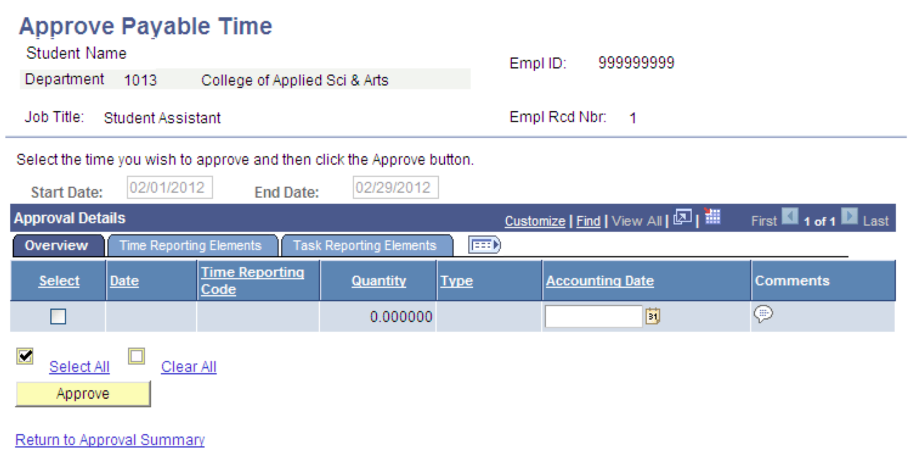
The Save Confirmation message displays.

12. Click **OK**.

The Approve Payable Time page displays.

Note: The time approved will no longer show and is now being transmitted to the State Controller's Office

Once time is approved, a Student Time Approval (timesheet) report is generated for your students. After all time has been approved, one person in the department will print it and send it to Payroll. To generate the Student Time Approval report, continue to the next section.



Generating the Student Time Approval Report

This section demonstrates how to generate the Student Time Approval Report. This report is required by the Payroll department after all time is approved. Typically, the administrator for the whole department will generate and print the report by department ID and then send the signed document to the Payroll Office. The report can be run by department number or employee ID. An approver can also run the report for selected student assistants by entering their employee IDs.

The Main Menu displays.

1. From the **Main Menu**, navigate to **SJSU Human Resources > Time and Labor**.
2. Click **Student Time Approval Report**.

The Student Time Approval search page displays.

3. If it is your first time running this job, click the **Add a New Value** tab to create a new run control.

Note: Once the run control ID exists, you can click the Search button on this page and use it going forward.

The Student Time Approval page displays.

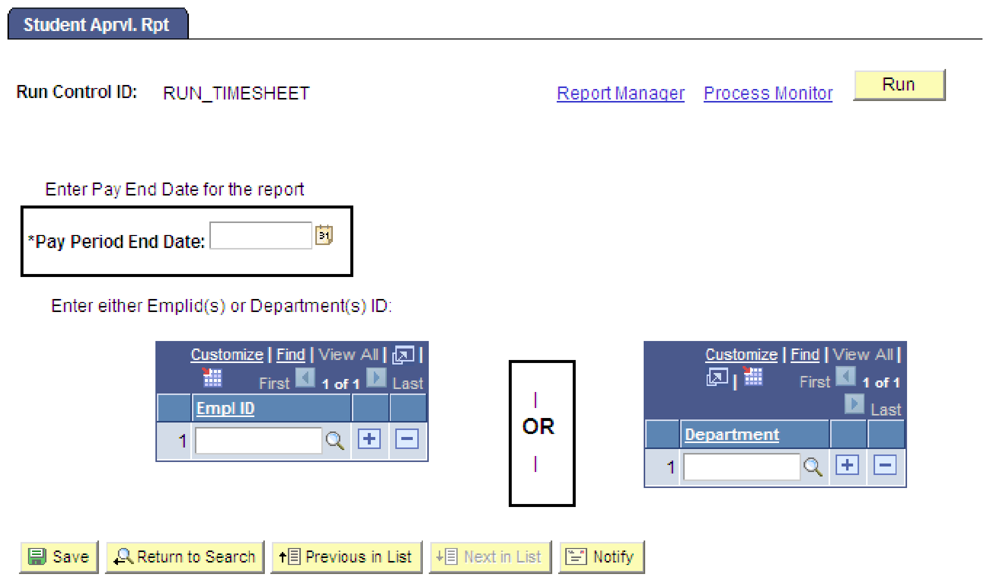
4. Enter a **Run Control ID** for this process of no more than 30 characters and no spaces.

   Example: **RUN_TIMESHEET**.
5. Click the **Add** button.

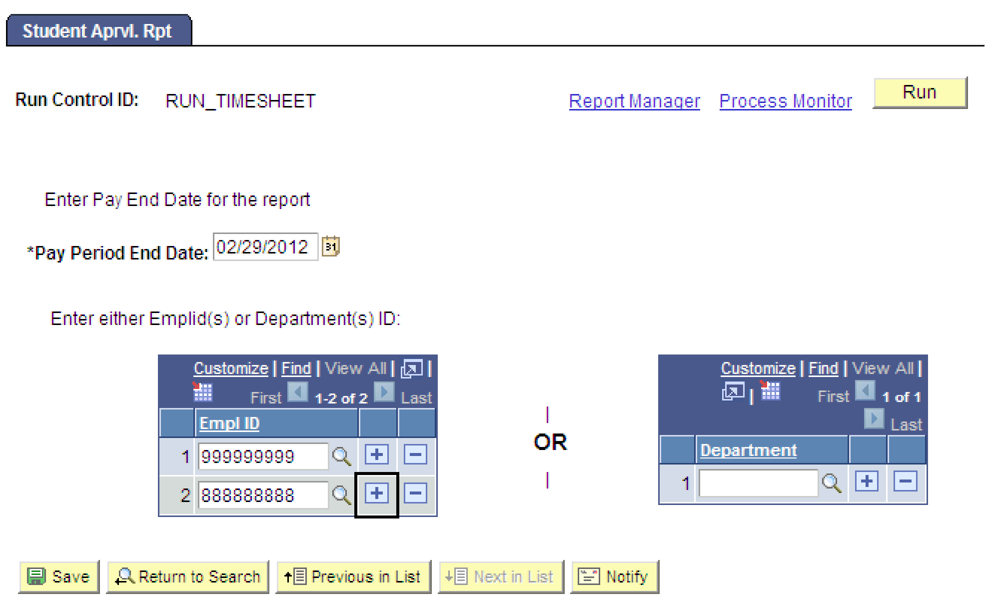
The Student Aprvl Rpt page displays.

6. Enter the **Pay Period End Date**.
7. Enter **Emplid(s)** if you would like to see only specific students on your report.

   Or
8. Enter the **Department(s) ID** to run a report for the departments.



9. Click the **Add [+]** icon to add rows for more employee IDs or department IDs.

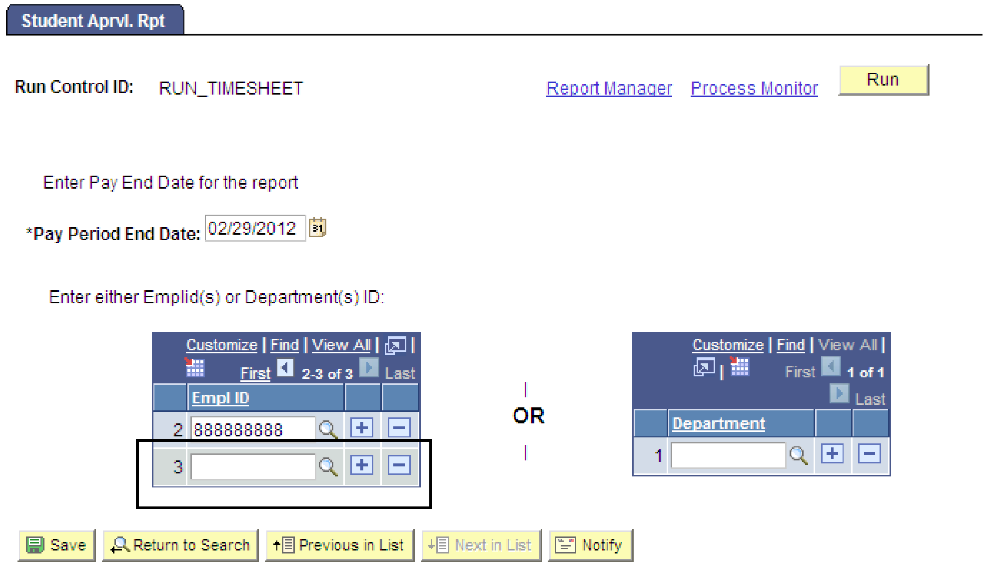


A new blank row displays.

10. Enter an **Emplid**.

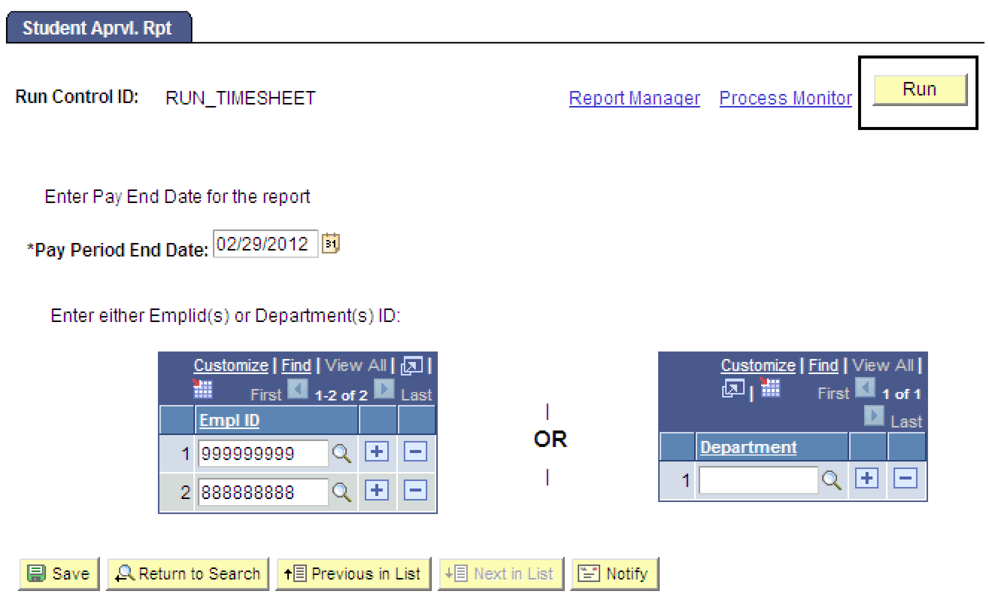
Note: If you do not know the employee ID, click the ***Lookup*** *(magnifying glass) icon to search for the student by name.*

11. Continue adding employee IDs as needed.



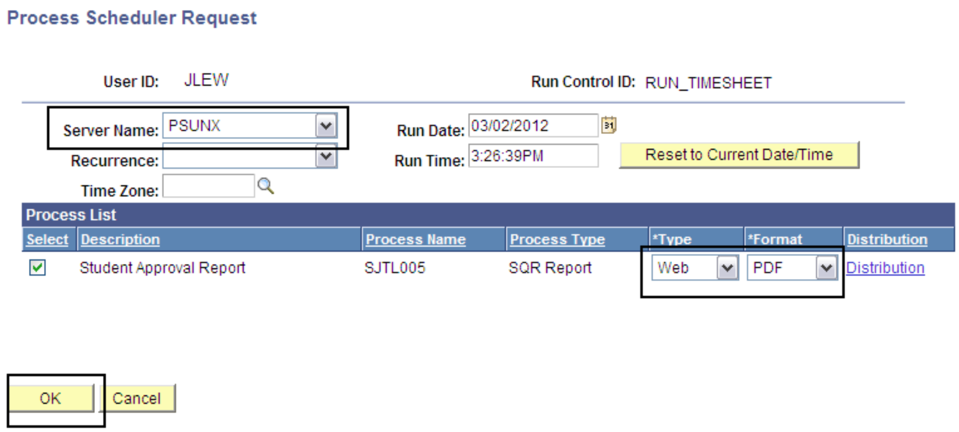
A completed page displays.

12. Click the **Run** button.



The Process Scheduler Request page displays.

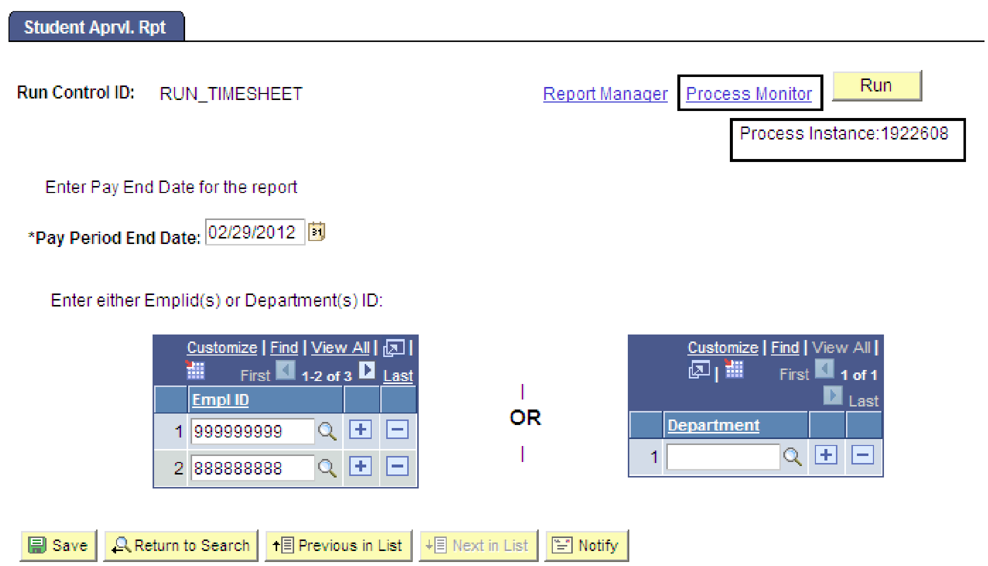
13. **Server Name:** Select **PSUNX** from the dropdown menu.
14. Select **Web** from the **Type** dropdown menu and **PDF** from the **Format** dropdown menu.
15. Click **OK**.



Student Approval Report page displays.

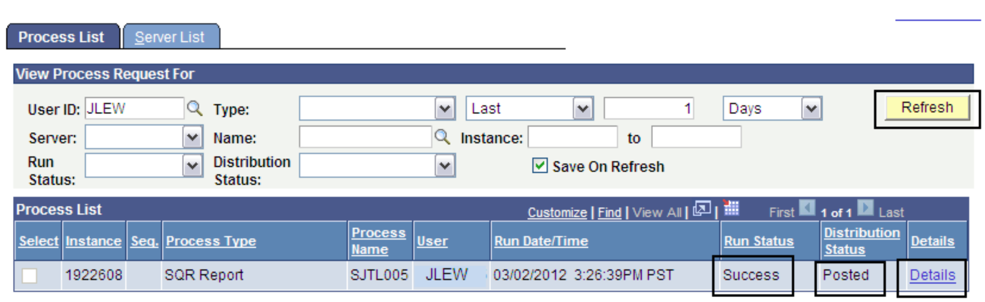
Note: A Process Instance number appears, indicating that your report is running.

16. Click **Process Monitor**.



The Process List displays.

17. Wait at least 15 seconds, and then click the **Refresh** button.
18. Continue waiting and then clicking the **Refresh** button until **Run Status** changes to **Success** and **Distribution Status** changes to **Posted**.
19. Click **Details.**

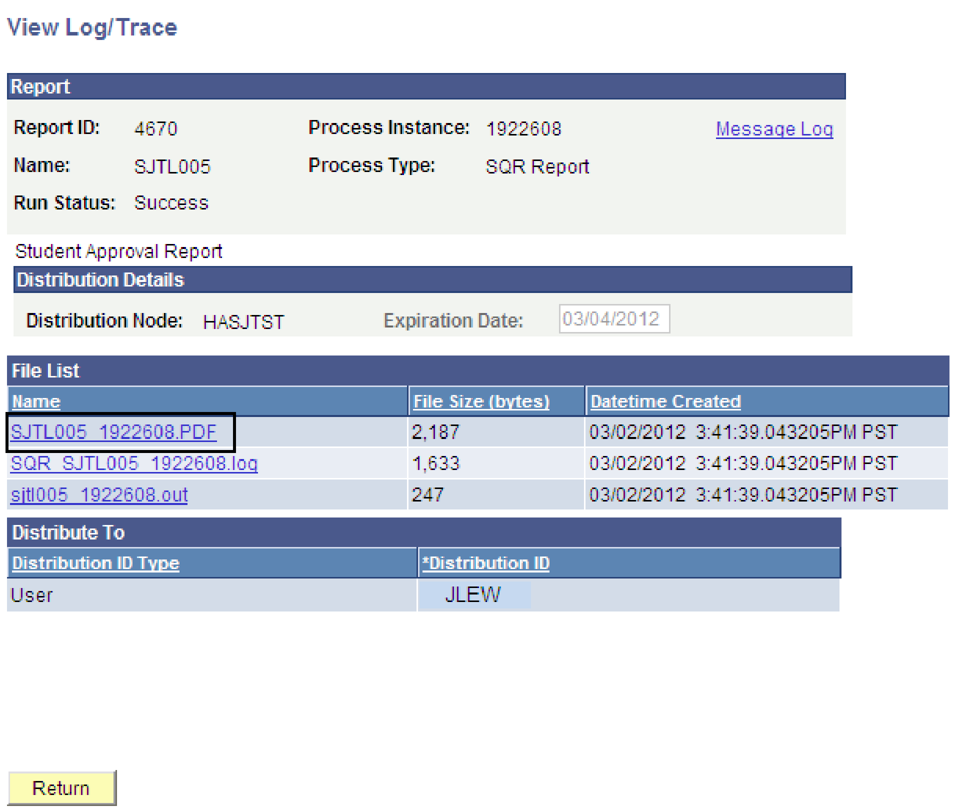


The Process Detail page displays.

20. Click **View Log/Trace** to view and print the report.

The View Log/Trace Report displays.

21. Click the link with the **.PDF** extension.



The report displays.

22. Print the report from Adobe Acrobat or your browser.

Notes: Depending on how many students are in your department, multiple pages may print.

Employee IDs, Record Numbers and Names that appear on the report have been redacted here to protect privacy.

Self Service Time Entry Student Approval PAY END DATE: 29-FEB-2012

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM DULY AUTHORIZED BY THE HEREIN NAMED STATE AGENCY TO MAKE THIS REPORT AND CERTIFICATION: THAT THIS REPORT CORRECTLY REFLECTS THE ATTENDANCE OF ALL STUDENT ASSISTANT EMPLOYEES OF THIS REPORTING UNIT FOR THE PAY PERIOD INDICATED, AND THAT ALL EMPLOYEES LISTED HEREIN ARE ENTITLED TO PAYMENT FOR THE TIME REPORTED HEREIN, AND HAVE TAKEN, SUBSCRIBED AND FILED THE OATHS REQUIRED BY LAW.

AUTHORIZED SIGNATURE FOR CERTIFICATION DATE TELEPHONE

EmplID-RCD	Name	Deptid	Job Cd	Unit	Hrly Rt	Appvd Hrs	Est.Gross	Status
0[redacted]- 2	[redacted]	[redacted]	1870	049	10.00	20.00	200.00	Approved
0[redacted]- 0	[redacted]	[redacted]	1870	049	10.00	20.00	200.00	Approved
0[redacted]- 1	[redacted]	[redacted]	1870	049	10.00	59.50	595.00	Approved

Field Description List: Process Detail Page (above)

Field Name	Description
EmplID	Student employee ID.
RCD	Student record number.
Name	Student name.
Deptid	Department ID.
Job Cd	Job code. Tied to the position, such as student assistant (1870) or work study student assistant (1871).
Unit	Value used to sort paychecks and other documents.
Hrly Rt	Amount the student is paid per hour.
Appvd Hrs	Approved hours.
Est. Gross	Estimated gross amount the student will be paid for the hours reported.
Status	Approved or Transmitted will display.
Approved	Hours have been approved by the Approver.
Transmitted	Hours Approved and sent to the State Controller’s office to be processed for payment.

Note: The status of the students on the report may appear as either Approved or Transmitted. Both terms are acceptable.

Once the report is printed, the designated person in the department signs it and then submits it to the Payroll Office. Check with your department to find out who is responsible for handling the report for your office. You are allowed t