

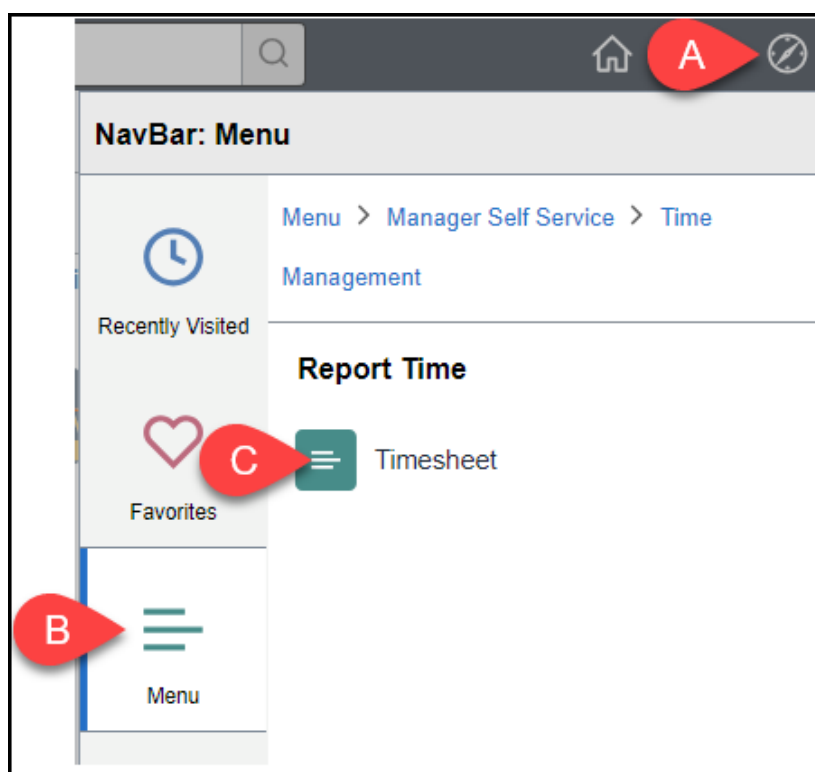
# Timekeeper: Entering Time Worked and Other Timesheet Entries on Behalf of an Employee

This article covers how timekeepers can enter time worked entries on behalf of an employee as well as other timesheet entries such as CTO and ADO.

## 1. Log in to the campus portal and click on Human Resource in the Titan Online widget.

[View step-by-step instructions on accessing CHRS.](#)

## 2. Use the Nav Bar to access the Menu and select Manager Self Service > Time Management > Report Time > Timesheet.



A. Click on the **NavBar**.

- B. Select **Menu**.
- C. Then navigate to **Manager Self Service > Time Management > Report Time > Timesheet**.

### 3. Enter the employee's Employee ID (CHRS ID). Select **Monthly** as the View By and select the first day of the pay period as the Date. Then click Get Employees.

The screenshot shows the 'Report Time Timesheet Summary' page. It features an 'Employee Selection' section with a table of selection criteria. Annotations are as follows:

- A**: Points to the 'Employee ID' input field, which contains the value '100000000'.
- B**: Points to the 'View By' dropdown menu, which is set to 'Monthly'.
- C**: Points to the 'Date' input field, which contains '10/01/2023'.
- D**: Points to the 'Get Employees' button.

Other visible elements include 'Clear Criteria', 'Save Criteria', and 'Show Schedule Information' (checked) buttons.

- A. Enter the Employee ID (CHRS ID) of the employee for whom you want to add timesheet entries.
- B. Select **Monthly** as the View By. This will allow you to check for any timesheet entries that the employee has already submitted.
- C. Select the first day of the pay period as the Date.
- D. Then click **Get Employees**.

#### 4. Check if there are any Reported Hours for the employee. Then click on the employee's last name to add timesheet entries.

Employees For Susan Sto Helit, Totals From 10/01/2023 - 10/31/2023

Time Summary Demographics II»

Last Name	First Name	Employee ID	Empl Record	Job Title	Default Rate Type	Default Rate	FLSA Status	Reports To	Reported Hours	Scheduled Hours	Exception	Reported Absence
Tick B	Perspiciacia	1	0	SSP Academic Related III 12 Mo	Monthly	9372.00	Exempt		0.00	180.00		

- Check the Reported Hours column to see if the employee has reported any hours.
- Then click on the employee's last name to view their timesheet and add hours.

#### 5. You may need to use the View By and Date fields to adjust the time period you are viewing for the employee. Click the green refresh button to update the timesheet details.

💡 If you choose to view by week or by day, you will need to enter the timesheet entries for that week or day, click submit, and then you can add entries for the next week/day. So if you have to enter time for many days in the month, you may want to view by Calendar Period so you can enter everything at once.

Manager Self Service
Timesheet

Perspicacia Tick

SSP Academic Related III 12 Mo

Actions

Employee ID 1

Empl Record 0

Earliest Change Date 11/01/2023

Select Another Timesheet

\*View By

Calendar Period

A

\*Date

10/01/2023

B

C


Previous Period


Next Period

Reported Hours 0.00

- Use the View By drop-down menu to select how you want to add entries: by calendar period, by week, or by day.
- Change the Date to add entries for a specific day/week/month.
- Click the green refresh button to update the timesheet details.

## 6. Select the Time Reporting Code for the timesheet entry. Then enter the hours for that Time Reporting Code for each day as applicable. Click Submit when you have finished.

 All minutes must be rounded to the 10th. Please refer to the **Partial Hours Conversion Chart** below.

 If an employee did not work on a certain day, the field should be left blank. No zeroes should be entered to indicate that they did not work that day.

**Select Another Timesheet**

\*View By Calendar Period Previous Period Next Period

\*Date 10/01/2023 Reported Hours 0.00 Print Timesheet

From Sunday 10/01/2023 to Tuesday 10/31/2023 ?

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Time Reporting Code	Total	Sun 10/1	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6	Sat 10/7
REG - Regular Hours Worked			8	8	8	8	8	

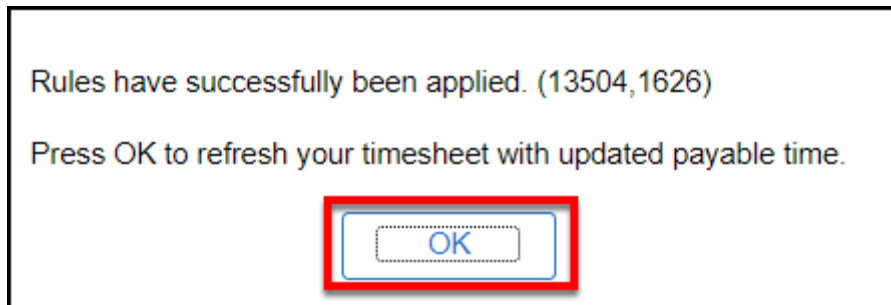
Submit

- A. Select a Time Reporting Code for the timesheet entry.
- B. Enter the hours for that Time Reporting Code for each day as applicable.
- C. Click **Submit** to submit the timesheet entries.

## Partial Hours Conversion Chart

Minutes	10ths
1—6	0.1
7—12	0.2
13—18	0.3
19—24	0.4
25—30	0.5
31—36	0.6
37—42	0.7
43—48	0.8
49—54	0.9
55—60	1.0

## 7. Click OK.



## 8. Click on Exceptions to check for any possible errors with the timesheet. Check the Explanation for each exception to determine what needs to be resolved.

- ! Some exceptions can be resolved by adjusting the timesheet entries. Other exceptions require a manager or Payroll to clear them. [View the guide on managing exceptions for more information on what exceptions mean, what population\(s\) they apply to, and who is responsible for clearing them.](#)

From Sunday 10/01/2023 to Tuesday 10/31/2023 ?

☰ 🔍

Time Reporting Code	Total	Sun 10/1	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6
REG - Regular Hours Worked	41.00		8.00	8.00	8.00	8.00	9.00

Submit

Reported Time Status Summary Exceptions Payable Time

Exceptions ?

☰ 🔍

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	10/06/2023	TLX90001	Time Administration	Unresolved	Medium	Weekly Hours Exceed 40	

- A. Click on **Exceptions** to check for possible errors with the timesheet.
- B. The Explanation will indicate what generated the exception. In this example, it is **Weekly Hours Exceed 40**.
- C. In this example, the Total hours for the week for this employee is 41.
- D. In this example, the timekeeper entered 9 hours on Friday, October 6 which is why the weekly total exceeds 40 hours.

## 8.1. If applicable, make corrections to the timesheet and then click **Submit** to update the timesheet.

From Sunday 10/01/2023 to Tuesday 10/31/2023 ?

Time Reporting Code	Total	Sun 10/1	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6
REG - Regular Hours Worked	41.00		8.00	8.00	8.00	8.00	8.00

Submit

- A. Make any corrections to the timesheet to clear the exceptions, if applicable,
- B. Then click **Submit** to update the timesheet.

**9. Click Return to Select Employee at the bottom of the timesheet to go back to the previous screen.**

Submit

Reported Time Status Summary Exceptions

**Reported Time Status**

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Date	Total	TRC
	0.000000	

**Return to Select Employee**

[Manager Self Service](#)

[Time Management](#)

**10. When all timesheets have been reviewed, let your manager know which employees/entries can be approved.**

- ⚠️ Managers must approve all time entries within three calendar days of the previous pay period's end (e.g. September pay period ends on September 30, so all time entries should be approved by October 3.)

## Need More Help?

For questions about specific employees or scenarios, contact [Payroll](#) at 657-278-2521 or [payroll@fullerton.edu](mailto:payroll@fullerton.edu).



For training and how-to assistance, contact IT Training at 657-278-5647 or [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).