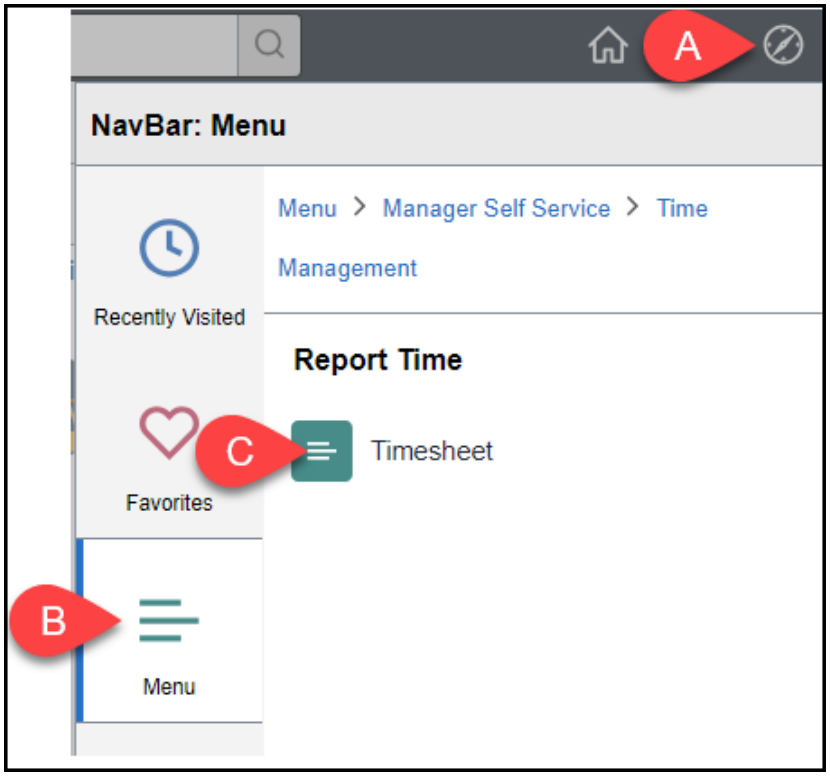
Timekeeper: Entering Time Worked and Other Timesheet Entries on Behalf of an Employee

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.

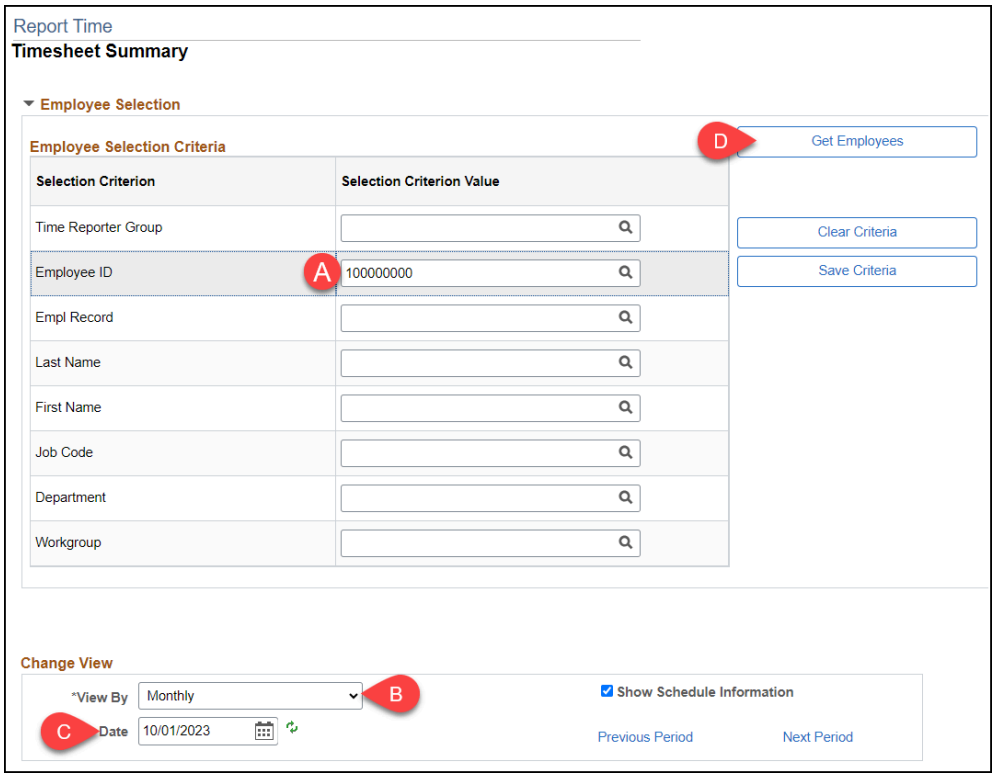
2. Use the Nav Bar to access the Menu and select Manager Self Service > Time Management > Report Time > Timesheet.



A. Click on the **NavBar**.

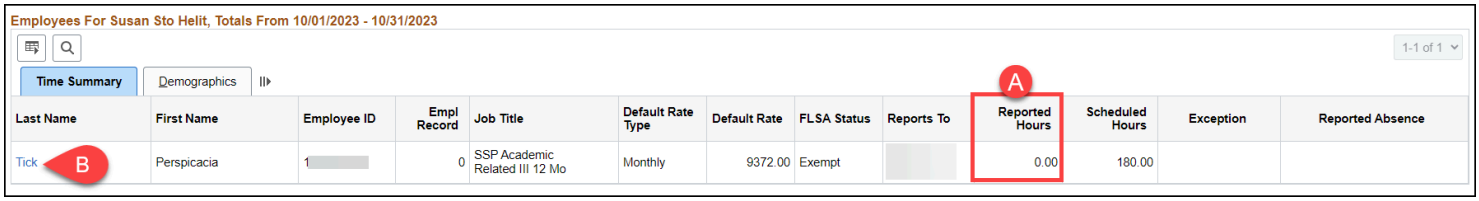
B. Select **Menu**.
C. Then navigate to **Manager Self Service** > **Time Management** > **Report Time** > **Timesheet**.

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.



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**.

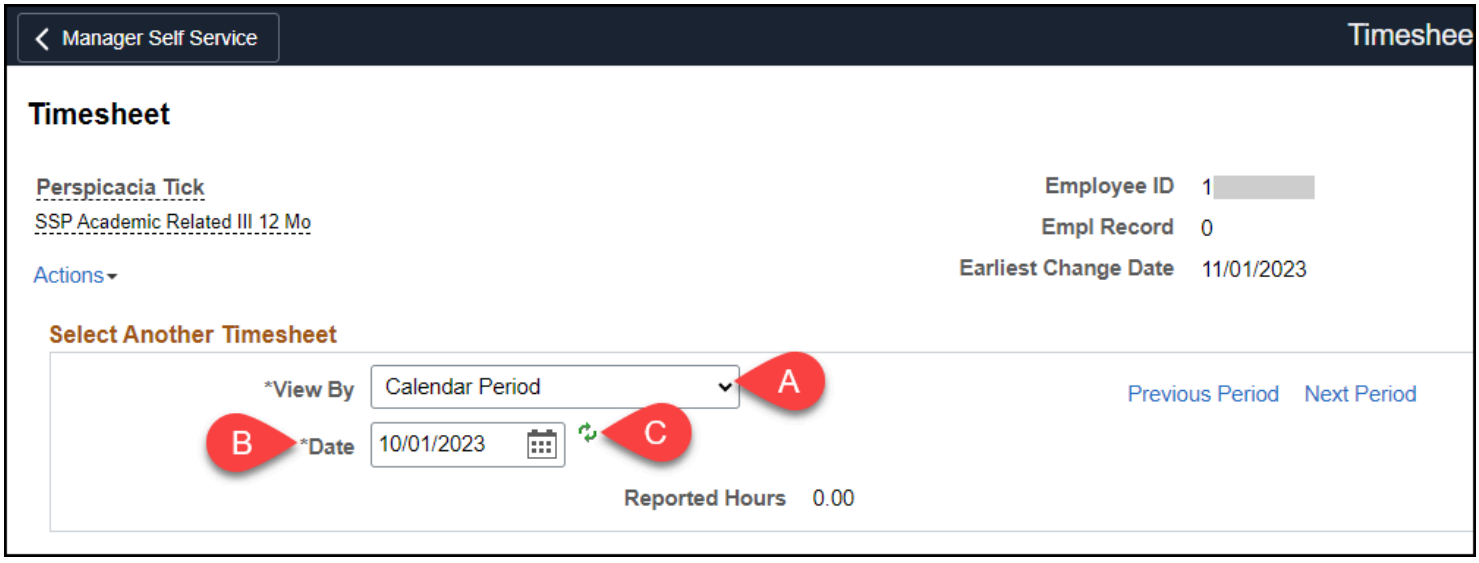
4. Check if there are any Reported Hours for the employee. Then click on the employee's last name to add timesheet entries.



A. Check the Reported Hours column to see if the employee has reported any hours.
B. 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.

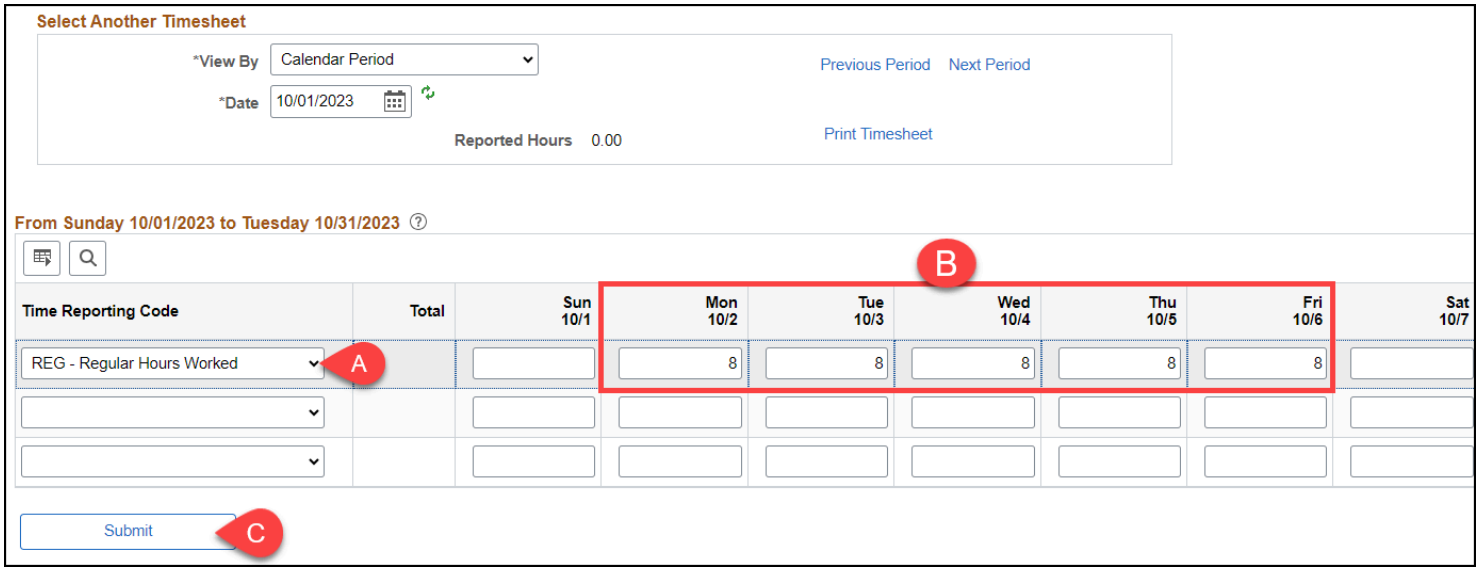


A. Use the View By drop-down menu to select how you want to add entries: by calendar period, by week, or by day.
B. Change the Date to add entries for a specific day/week/month.
C. Click the green refresh button to update the timesheet details.

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.

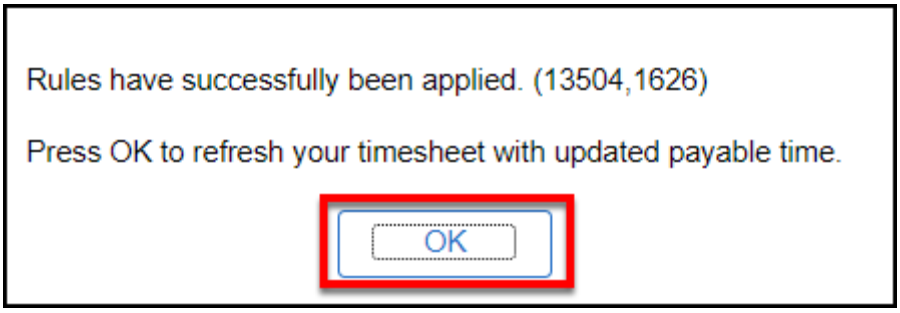


A. Select a Time Reporting Code for the timesheet entry.
B. Enter the hours for that Time Reporting Code for each day as applicable.
C. Click **Submit** to submit the timesheet entries.

Partial Hours Conversion Chart

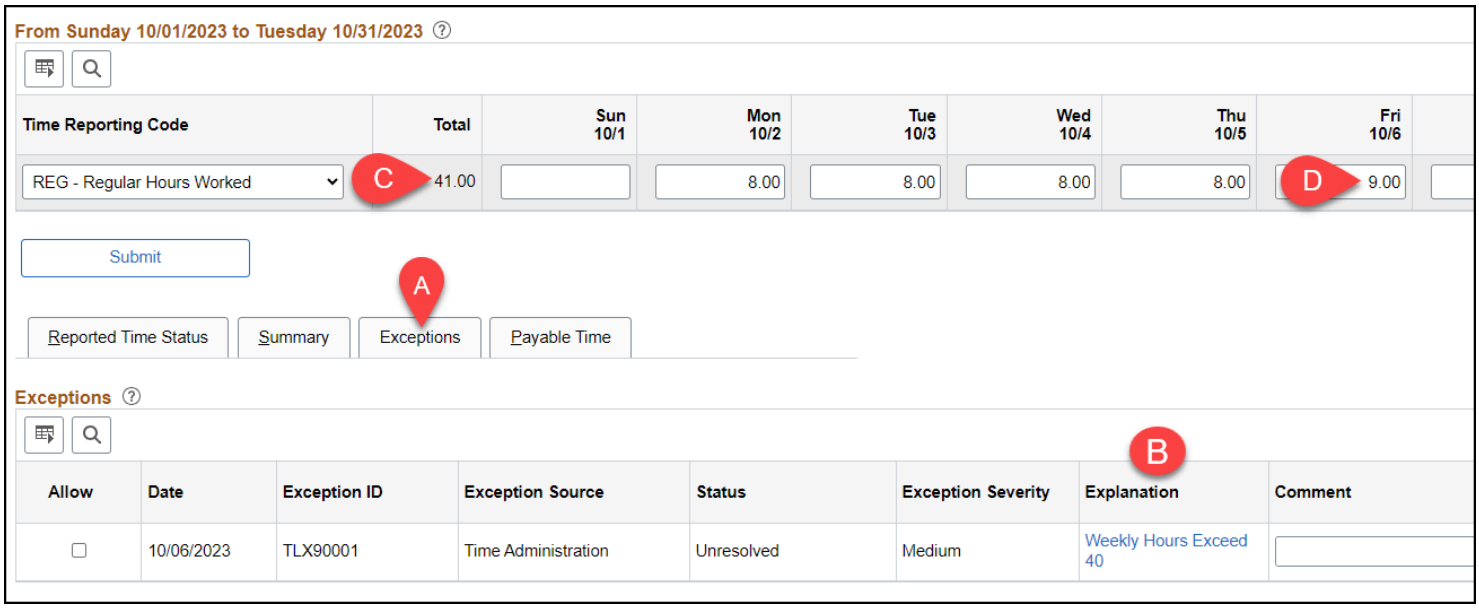
Minutes	10ths
1—6	0.1
7—12	0.2
13—18	0.3
19—24	0.4
25—30	0.5
31—36	0.6
37—42	0.7
43—48	0.8
49—54	0.9
55—60	1.0

7. Click OK.



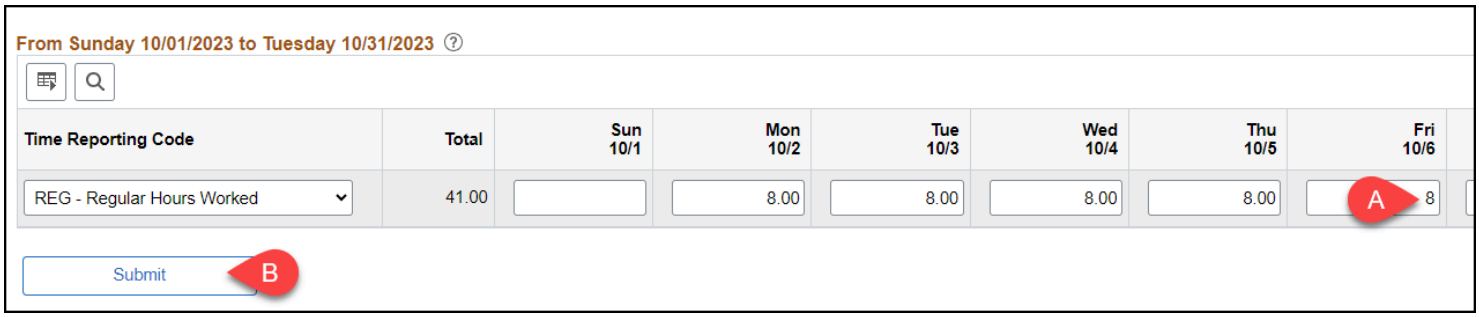
8. Click on Exceptions to check for any possible errors with the timesheet. Check the Explanation for each exception to determine what needs to be resolved.

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.



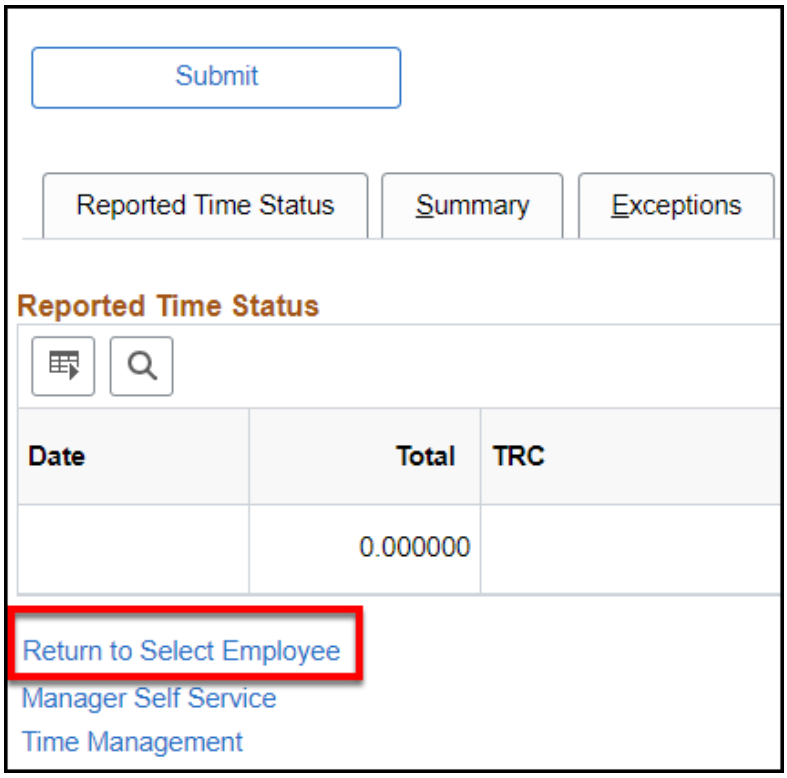
A. Click on **Exceptions** to check for possible errors with the timesheet.
B. The Explanation will indicate what generated the exception. In this example, it is **Weekly Hours Exceed 40**.
C. In this example, the Total hours for the week for this employee is 41.
D. In this example, the timekeeper entered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



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.



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.

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For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

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