

# TIMEKEEPER: Reviewing Student Timesheets

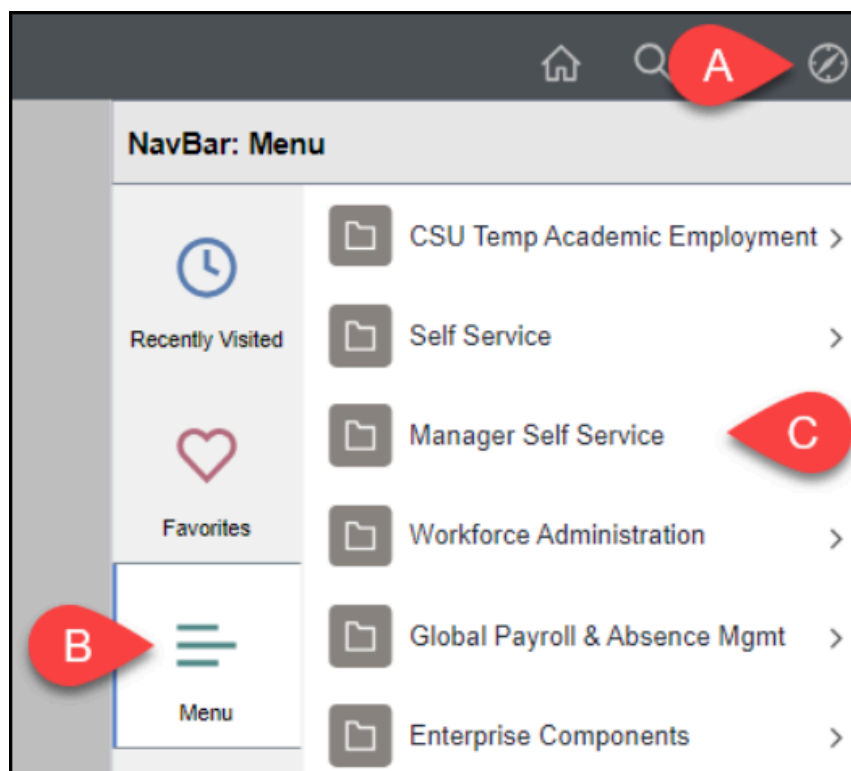
**i** This article covers how department timekeepers can review timesheets that were submitted by student assistants and/or ISAs in the department(s) that they are authorized to view.

## 1. Go into CHRS and navigate to Timesheet to view time entries.

### 1.1. Log in to CHRS.

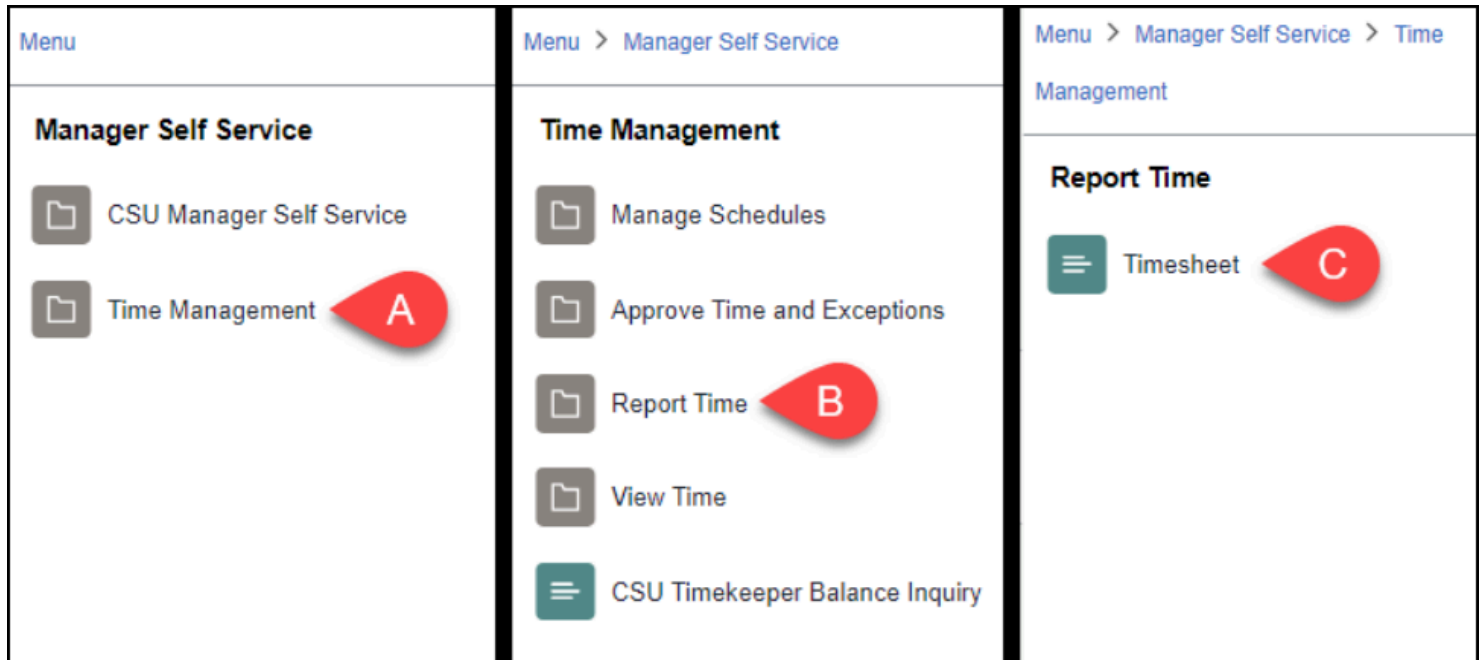
[View instructions on accessing CHRS.](#)

### 1.2. Use the NavBar to access the Menu and select Manager Self Service.




- A. Click on the **NavBar**.
- B. Select **Menu**.
- C. Then navigate to **Manager Self Service**.


### 1.3. Navigate to Time Management. Then, select Report Time. Click Timesheet.



- A. Select **Time Management** from the Manager Self Service menu.
- B. Select **Report Time** from the Time Management menu.
- C. Click **Timesheet**.

**1.4. Search by Time Reporter Group to review student employees in your area(s). In the View By drop-down menu, select Day, Week, or Monthly to choose the time span for which you want to review entries. Change the Date to the day you want to review or the first day of the week or pay period you want to review. Click Get Employees.**









 The Description column is likely to be the most helpful in figuring out the department and population for each Time Reporter Group. Time Reporter Groups with **Stdts** in the name are for student assistant timesheets; all others are for faculty/staff timesheets.


 You can also search by Empl ID (CHRS ID) or Name if you want to view a particular student.

Report Time  
Timesheet Summary

▼ Employee Selection

Employee Selection Criteria


Selection Criterion	Selection Criterion Value
Time Reporter Group	FL10163 
Employee ID	<input type="text"/> 
Empl Record	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Job Code	<input type="text"/> 
Department	<input type="text"/> 
Workgroup	<input type="text"/> 



Get Employees 

Clear Criteria

Save Criteria

Change View

\*View By Week 


Date 09/01/2023  

☒ Show Schedule Information

Previous Week Next Week

- Click the magnifying glass to look up and select a Time Reporter Group. Select the student group whose time you want to review.
- In the View By drop-down menu, select whether you want to view time entered within the day, week, or month.
- Set the date to first day of the period you want to review.
- Click **Get Employees**.

## 1.5. Review the timesheet entries that are available. Click on an employee's last name to view more details about their timesheet.

 You will see ALL employees in your department/time reporting group, not just those who submitted timesheets. You may want to click on the Reported Hours column to group all of the employees who have submitted timesheets together in the search results.

Employees For Loveday Heptane, Totals From 09/01/2023 - 09/30/2023

Time Summary Demographics

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
Neuvieme	Aiglamene	10001234	0	Instr Stdnt Asst	Hourly	16.50	Nonexempt	Priamhark Noniusvianus	73.00	176.00		
Nigenad	Ortus	10001235	0	Student - NCS	Hourly	15.50	Nonexempt	Priamhark Noniusvianus	76.00	372.00		
Nonagesimus	Harrowhark	10001236	1	Student - NCS	Hourly	15.50	Nonexempt	Priamhark Noniusvianus	85.00	372.00		
Tetra	Titania	10001237	0	Instr Stdnt Asst	Hourly	16.50	Nonexempt	Priamhark Noniusvianus	44.00	176.00		

**1.6. In the View By drop-down menu, select Day, Week, or Calendar Period to view the student's time for that time span. Change the Date to the day you want to review or the first day of the week or calendar period that you want to review. Click Refresh to apply your selections.**

**Timesheet**

Titania Tetra  
Instr Stdnt Asst

Employee ID 10001237  
Empl Record 0  
Earliest Change Date 10/01/2023

Select Another Timesheet

\*View By Week A

\*Date 09/01/2023 B C

Reported Hours 61.50

Previous Week Next Week  
Previous Employee Next Employee

- In the View By drop-down menu, select whether you want to view that student's time entered within the day, week, or calendar period.
- Set the date to first day of the period you want to review.
- Click the **Refresh** button to view the hours the student submitted within that timeframe.

## 2. Check students' timesheets to verify that their time was entered correctly.

**2.1. Review the student's reported hours on each day. Make sure that they did not enter any data on days they did not work and did**

**not enter more than 8 hours per day.**



Aside from [entering any applicable task profile codes](#), do not make any changes to the time entries. Corrections to reported hours should be made by the student employee.



All minutes must be rounded to the 10th. Please refer to the [Partial Hours Conversion Chart](#).



If a student did not work on a certain day, the field should be left blank. No 0s should be entered to indicate that they did not work that day.

From Friday 09/01/2023 to Saturday 09/30/2023 ?

Time Reporting Code	Total	Fri 9/1	Sat 9/2	Sun 9/3	Mon 9/4	Tue 9/5	Wed 9/6
REG - Regular Hours Worked	61.50	3.00			4.00	4.50	4.50

Submit

Reported Time Status

Summary

Absence

Exceptions

Payable Time

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Comments
09/01/2023	Submitted	3.00	REG	Regular Hours Worked	
09/04/2023	Submitted	4.00	REG	Regular Hours Worked	
09/05/2023	Submitted	4.50	REG	Regular Hours Worked	
09/06/2023	Submitted	4.50	REG	Regular Hours Worked	
09/07/2023	Submitted	3.00	REG	Regular Hours Worked	

A. Scroll horizontally to review daily time entries.

**OR**

B. Scroll down to review daily time entries in the Reported Time Status table.

## Partial Hours Conversion Chart

Minutes	Tenths
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

**2.2. Click on Summary to review the total hours reported for the pay period and the weekly totals. Check that the student did not enter more than 20 hours per week for the regular semester or 40 hours per week for summer/intersession/breaks.**

From Friday 09/01/2023 to Saturday 09/30/2023 ?

Time Reporting Code

REG - Regular Hours Worked

Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Summary

1-2 of 2

Category	Total	Week 1 (9/1-9/7)	Week 2 (9/8-9/14)	Week 3 (9/15-9/21)	Week 4 (9/22-9/30)
Total Reported Hours	61.50	19.00	16.00	17.50	9.00
No category Displayed	61.50	19.00	16.00	17.50	9.00

- A. Click the **Summary** tab.
- B. Review the total hours entered for the pay period.
- C. Review weekly totals.

**3. Review Exceptions to see if there are any exceptions that need to be cleared by the manager.**



Ideally, student employees should correct their time entry or entries in order to clear exceptions. In cases where a correction cannot be made, exceptions can be cleared by the employee's manager or by Payroll.





Do not allow any exceptions. Only managers or Payroll should clear exceptions.

## Review individual exceptions on the timesheet

**3.1. In the timesheet search results, items that have a clock icon in the Exception column have exceptions that need to be corrected or cleared.**

Employees For Pelleamena Novenarius, Totals From 10/01/2023 - 10/31/2023

1-4 of 4

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Default Rate Type	Default Rate	FLSA Status	Reports To	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Neuvieme	Aiglamene		0	Instr Stdnt Asst					73.00	0.00	176.00			73.00	0.00
Nigenad	Ortus		0	Student - NCS					76.00	0.00	372.00			76.00	0.00
Nonagesimus	Harrowhark		1	Student - NCS					85.00	0.00	372.00			85.00	0.00
Novem	Crux		0	Instr Stdnt Asst					44.00	0.00	176.00			44.00	0.00

### 3.2. Open a timesheet to review and click the Exceptions tab.

**Timesheet**

Aiglamene Neuvieme  
Instr Stndt Asst

Actions ▾

**Select Another Timesheet**

\*View By: Calendar Period ▾

\*Date: 10/01/2023 📅 ↺

Reported Hours: 73.00

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

Time Reporting Code: REG - Regular Hours Worked ▾

Total: 73.00

Sun 10/1:

Mon 10/2:

Submit

Reported Time Status | Summary | Absence | **Exceptions** | Payable Time

Reported Time Status

### 3.3. View the date the exception occurred and the explanation of the exception to note what action should be taken by the employee.

💡 View the [managing exceptions guide](#) for more information on what exceptions mean, what population(s) they apply to, and who is responsible for clearing them.


Reported Time Status	Summary	Absence	Exceptions	Payable Time
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**Exceptions** ?

1-2 of 2 ▾

Allow	Date	A	Exception ID	Exception Source	Status	Exception Severity	Explanation	B	Comment
<input type="checkbox"/>	10/03/2023		TLX90003	Time Administration	Unresolved	Medium	Daily Hours Exceed 16		
<input type="checkbox"/>	10/13/2023		TLX90001	Time Administration	Unresolved	Medium	Weekly Hours Exceed 40		

**3.4. If applicable, inform the employee what correction(s) they need to make and what the deadline is to make the correction(s) by. If the employee cannot correct their entry, inform the manager that there are exceptions that require their action.**

 You may want to have the employee notify you when they have updated their time entry/entries.

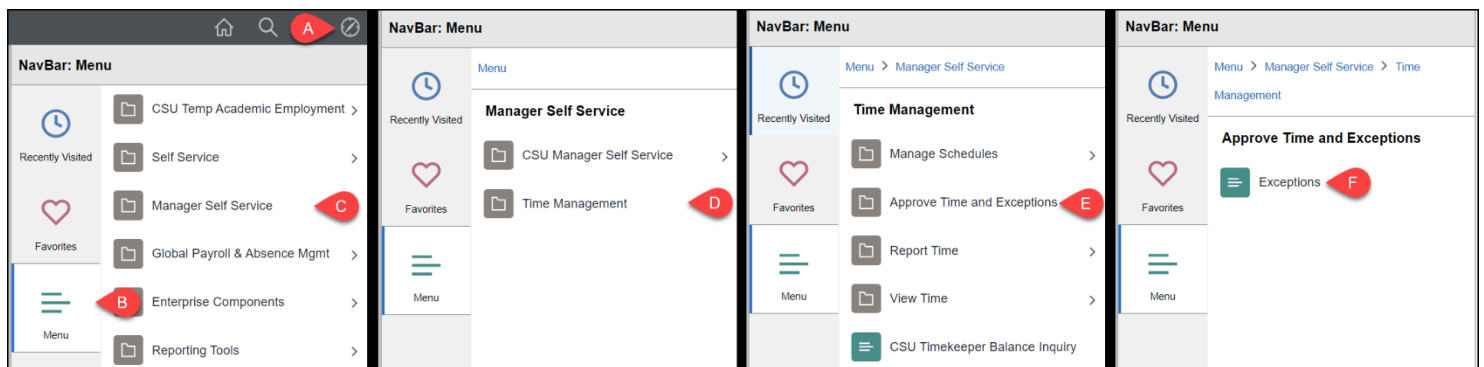
[View instructions on how students make corrections to their timesheet.](#)

[View instructions on how managers allow exceptions.](#)

**OR**

Review a list of all exceptions on the Exceptions page

**3.1. Navigate to the Exceptions page by opening the NavBar Menu, then selecting Manager Self Service, then Time Management, then Approve Time and Exceptions. Click Exceptions.**



- A. Click on the **NavBar**.
- B. Select **Menu**.
- C. Then navigate to **Manager Self Service**.
- D. Select **Time Management**.
- E. Select **Approve Time and Exceptions**.
- F. Click **Exceptions**.

### 3.2. Search by Time Reporter Group to view exceptions generated by student employees in your area(s). Click Get Employees.

Exceptions

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	FL10063
Employee ID	
Empl Record	
Last Name	
First Name	
Job Code	
Department	
Workgroup	

Get Employees

Clear Criteria

Save Criteria

### 3.3. Review the exception description(s) and note what action should be taken by the employee.

View the [managing exceptions guide](#) for more information on what exceptions mean, what population(s) they apply to, and who is responsible for clearing them.

**Exceptions** ?

1-9 of 9 | View All


**Overview** | Details | Demographics | ||

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Neuvieme	Aiglamene	100016210	0	Instr Stdnt Asst	TLX90001	Weekly Hours exceed 40	10/13/2023	Medium
<input type="checkbox"/>	Neuvieme	Aiglamene	100016210	0	Instr Stdnt Asst	TLX90003	Daily Hours exceed 16	10/03/2023	Medium
<input type="checkbox"/>	Nigenad	Ortus	100014761	0	Student - NCS	TLX90002	Student hour exceed 20	10/18/2023	Medium
<input type="checkbox"/>	Nigenad	Ortus	100014761	0	Student - NCS	TLX90002	Student hour exceed 20	10/19/2023	Medium
<input type="checkbox"/>	Nigenad	Ortus	100014761	0	Student - NCS	TLX90002	Student hour exceed 20	10/05/2023	Medium
<input type="checkbox"/>	Nigenad	Ortus	100014761	0	Student - NCS	TLX90002	Student hour exceed 20	10/20/2023	Medium
<input type="checkbox"/>	Novem	Crux	100014611	0	Instr Stdnt Asst	TLX90003	Daily Hours exceed 16	10/18/2023	Medium
<input type="checkbox"/>	Novem	Crux	100014611	0	Instr Stdnt Asst	TLX90001	Weekly Hours exceed 40	10/18/2023	Medium
<input type="checkbox"/>	Novem	Crux	100014611	0	Instr Stdnt Asst	TLX90003	Daily Hours exceed 16	10/17/2023	Medium

**Allow Exceptions** ?

☐ ☐ Deselect All

**3.4. If applicable, inform the employee what correction(s) they need to make and what the deadline is to make the correction(s) by. If the employee cannot correct their entry, inform the manager that there are exceptions that require their action.**

 You may want to have the employee notify you when they have updated their time entry/entries.

[View instructions on how students make corrections to their timesheet.](#)

[View instructions on how managers allow exceptions.](#)

## 4. Enter Task Profile IDs (if applicable.)

**4.1. If applicable, add the Task Profile ID associated with the student. Navigate back to the student's timesheet. Click the magnifying glass to look up Task Profile IDs for your area. Select the**

**appropriate Task Profile ID. Then, click Submit.**



Before entering the Task Profile ID, check that the Taskgroup is FL+DeptID (e.g. FL10163). If the Taskgroup is incorrect, change it to FL+DeptID, then enter the Task Profile ID.

From Monday 09/25/2023 to Sunday 10/01/2023 ?

Time Reporting Code	Total	*Taskgroup	Override Rate	Task Profile ID
REG - Regular Hours Worked	4.00	FL10163		

Submit

Reported Time Status Summary Absence Except

**Reported Time Status**

Date	Reported Status	Total	TRC
09/25/2023	Submitted	4.00	REG

Look Up Task Profile ID

Search by: Task Profile ID begins with

Search Cancel Advanced Lookup

Search Results

View 100 1-41 of 41

Task Profile ID
FL10163S02
FL10163S07

- Click the magnifying glass to look up Task Profile ID associated with your department(s).
- Select the appropriate Task Profile ID from the lookup table to populate the field on the timesheet.
- Click **Submit**.

**5. To review another student's hours, click Previous Employee to view the previous student employee on the list or click Next Employee to review the next student employee on the list. Alternatively, you may click Return to Select Employee link and select another student employee from the search results section.**

### Select Another Timesheet

\*View By
Calendar Period

\*Date
09/01/2023

Previous Period
Next Period

A

Previous Employee
Next Employee

B

Reported Hours
61.50

From Friday 09/01/2023 to Saturday 09/30/2023

Time Reporting Code	Total	Fri 9/1	Sat 9/2	Sun 9/3	Mon 9/4	Tue 9/5	Wed 9/6
REG - Regular Hours Worked	61.50	3.00			4.00	4.50	4.50
09/21/2023 Submitted	3.50	REG	Regular Hours Worked				
09/22/2023 Submitted	5.00	REG	Regular Hours Worked				

Return to Select Employee
Manager Self Service
Time Management

- Click **Previous Employee** to view time entries for the previous student on the list.
- Click **Next Employee** to view time entries for the next student on the list.
- Click **Return to Select Employee** to return to the search results to select a student from there.

## 6. When all time entries have been reviewed, let the manager know which students' time they can approve.

- ! Managers must approve all time entries within seven 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 7.)

## Need More Help?

For questions about your specific entries or reporting requirements for your position, 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).