





# Staff: Reporting Time Worked, Correcting Timesheet Entries, and Viewing Timesheet Entries

This article covers how hourly employees can report their time worked on their campus timesheet, correct entries on their timesheet, and view their timesheet entries.

 Only hourly employees should use the timesheet to report time worked. Salaried employees should only use the timesheet to [report additional time reporting options such as ADO, CTO, etc.](#)

 Hourly intermittent employees must not enter hours in the timesheet for campus holidays. Payroll will calculate the hours and add them to the timesheet.

 Are you a student employee? View [STUDENTS: Accessing, Submitting, and Correcting Timesheets](#) for more information on reporting your time worked.

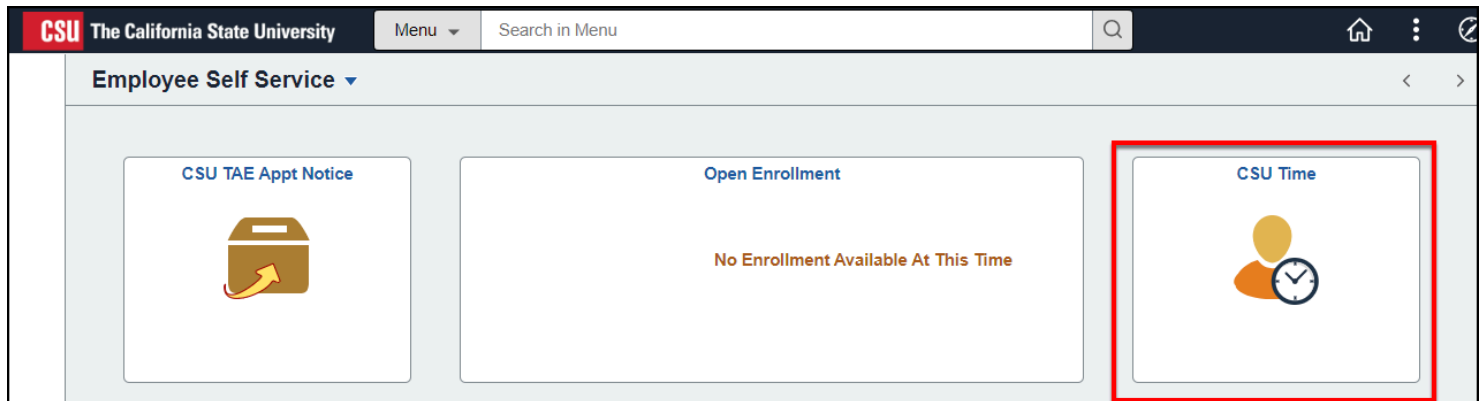
 If you get an error, you can review [Common Error Messages with Timesheets](#) to learn more about the error and how to fix it.

## 1. Log in to the campus portal and select Employee

## Homepage.

View [How Do I Access the Employee Homepage/Employee Self Service?](#) for step-by-step instructions.

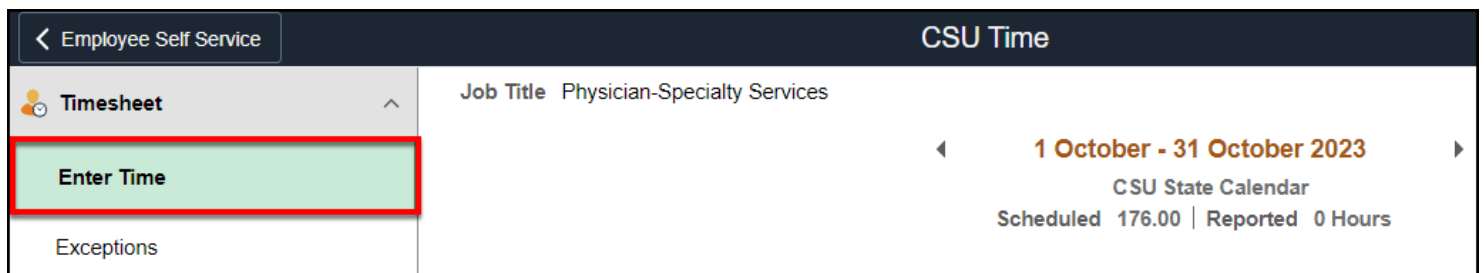
## 2. Click CSU Time.



## What do you want to do?


Enter the hours that you worked on your timesheet

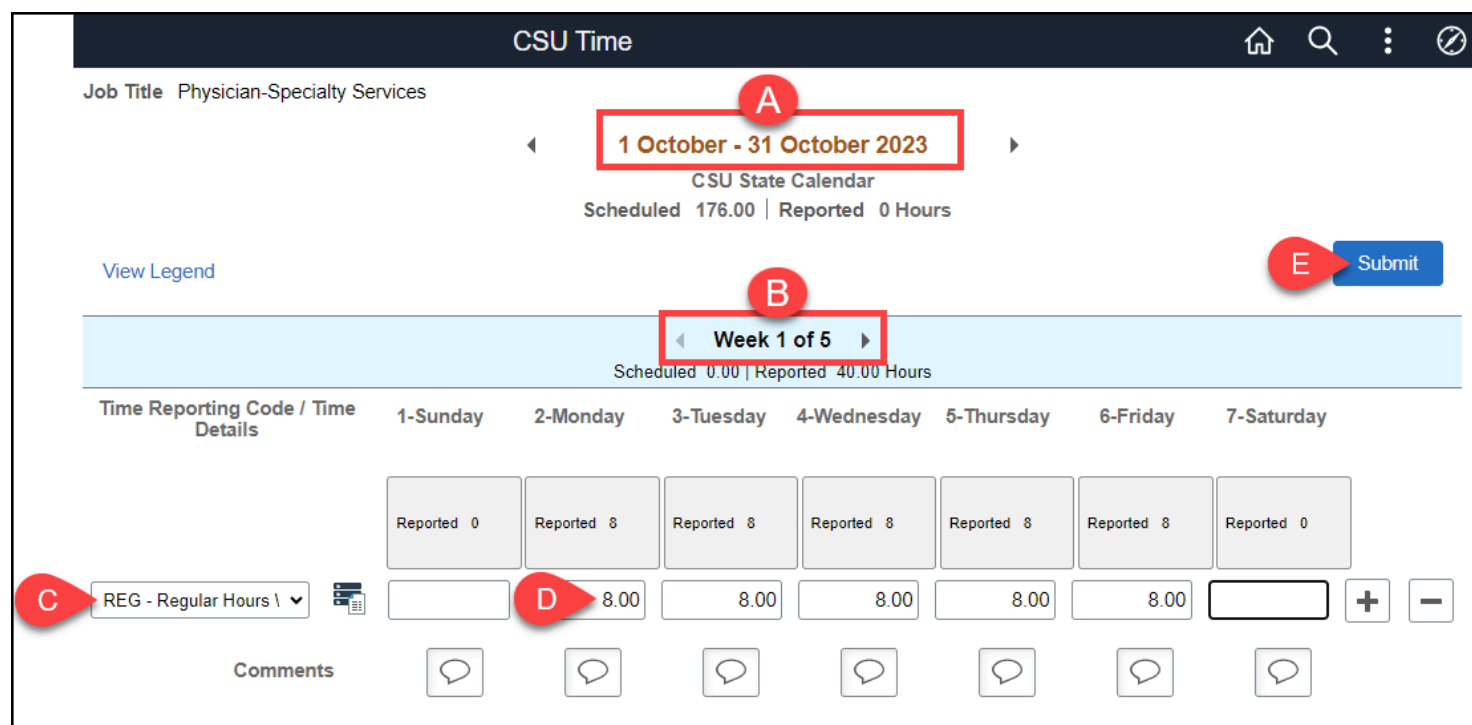
## 1. Select Enter Time under Timesheet if it is not automatically selected for you.



## 2. Check that you are entering time for the correct month and week. Then select REG as the Time Reporting Code and enter the

**total number of hours you worked for each day as applicable. Click Submit when you have finished entering time worked.**

 Clicking Submit does not prevent you from making changes later; this just submits the entries/hours that you have entered.



The screenshot shows the CSU Time reporting interface. At the top, the job title is "Physician-Specialty Services". A red box labeled 'A' highlights the month selection "1 October - 31 October 2023". Below this, the "CSU State Calendar" shows "Scheduled 176.00 | Reported 0 Hours". A "View Legend" link is on the left. A red box labeled 'B' highlights the week selection "Week 1 of 5". On the right, a red box labeled 'E' highlights the "Submit" button. The main table has columns for days of the week. The first column, "Time Reporting Code / Time Details", has a dropdown menu labeled 'C' showing "REG - Regular Hours". The second column, "1-Sunday", has a "Reported 0" box. The third column, "2-Monday", has a "Reported 8" box. The fourth column, "3-Tuesday", has a "Reported 8" box. The fifth column, "4-Wednesday", has a "Reported 8" box. The sixth column, "5-Thursday", has a "Reported 8" box. The seventh column, "6-Friday", has a "Reported 8" box. The eighth column, "7-Saturday", has a "Reported 0" box. A red box labeled 'D' highlights the input field for Monday, which contains "8.00". Below the table, there are "Comments" input fields for each day.

- The month for your timesheet is displayed at the top of the screen.
- The week for your timesheet is displayed in the middle of the screen. You can use the left/right arrows to move to a different week.
- Select **REG - Regular Hours Worked** as the Time Reporting Code, unless otherwise directed by your timekeeper or Payroll.
- Type in the number of hours you worked for a day. Round all partial hours to the nearest tenth (see the Partial Hours Conversion Chart below). Do not enter anything on days when you didn't work.
- Click **Submit** when you have finished entering your time worked.

## 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

### 3. Click OK to confirm the hours entered are accurate.

Employee Statement

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

OK

### 4. Click OK after the rules have been applied.

Rules have successfully been applied.

Press OK to refresh your timesheet with updated payable time.

OK

## 5. Click Exceptions to check if there are any warnings or errors with your entries.

The screenshot shows the CSU Time interface. On the left sidebar, the 'Exceptions' tab is highlighted with a red box. The main area displays the 'Job Title' as 'Physician-Specialty Services' and the date range '1 October - 31 October 2023'. Below this, it shows 'CSU State Calendar' with 'Scheduled 176.00 | Reported 40 Hours'. A 'View Legend' link is present. The main table shows 'Week 1 of 5' with 'Scheduled 0.00 | Reported 40.00 Hours'. The table has columns for 'Time Reporting Code / Time Details' and days of the week (1-Sunday to 5-Thursd). The 'Reported' column shows values: 0, 8, 8, 8, 8. A dropdown menu for 'REG - Regular Hours' is visible at the bottom left of the table.

## 6. Read the description of the exception. Click the error to return to your timesheet to correct the entry.

The screenshot shows the CSU Time interface with the 'Exceptions' tab selected. A warning message is displayed: 'Weekly Hours Exceed 40 Weekly hours exceed 40'. To the right of the message is a red circle with a white 'A'. Further right, the severity is 'Medium' and the date is '10/06/2023'. A red circle with a white 'B' and an arrow points to a button with a right arrow icon, indicating the action to correct the exception.


- Read the description of the exception. In the example above, more than 40 hours worked were entered for a single week.
- Click on the arrow to correct the exception on your timesheet.

## 7. Make the necessary correction(s) on your timesheet and

resubmit.

[View instructions on correcting an entry on your timesheet.](#)

# Correct an entry on your timesheet

 You can only make corrections if your time has not been approved yet and if the pay period is still open. All time must be entered by the end of the month. If you need to make any corrections after the pay period has closed, consult with your department timekeeper.

## 1. Select Enter Time under Timesheet if it is not automatically selected for you.

Employee Self Service

CSU Time

Timesheet

Enter Time

Exceptions

Job Title Physician-Specialty Services

1 October - 31 October 2023

CSU State Calendar

Scheduled 176.00 | Reported 0 Hours

## 2. Locate the entry you want to modify.

The screenshot shows the 'Enter Time' interface for 'Physician-Specialty Services'. The calendar for 'Week 1 of 5' (October 1-7, 2023) is displayed. The '6-Friday' entry is highlighted with a red box, showing a reported time of 9.00 hours. The interface includes a 'Submit' button and a 'View Legend' link.

Time Reporting Code / Time Details	1-Sunday	2-Monday	3-Tuesday	4-Wednesday	5-Thursday	6-Friday	7-Saturday
Reported 0	Reported 8	Reported 8	Reported 8	Reported 8	Reported 8	Reported 9	Reported 0
REG - Regular Hours Worked		8.00	8.00	8.00	8.00	9.00	

## 3. Make the necessary correction(s) and then click Submit.

The screenshot shows the 'Enter Time' interface with the '6-Friday' entry highlighted. A red callout 'A' points to the input field for the '6-Friday' entry, which currently shows 8.00. A red callout 'B' points to the 'Submit' button. The interface includes a 'Submit' button and a 'View Legend' link.

1-Sunday	2-Monday	3-Tuesday	4-Wednesday	5-Thursday	6-Friday	7-Saturday
Reported 0	Reported 8	Reported 8	Reported 8	Reported 8	Reported 8	Reported 0
	8.00	8.00	8.00	8.00	8.00	

- Enter the necessary change(s) to your hours.
- Click **Submit**.

#### 4. Click OK to confirm the hours entered are accurate.

Employee Statement

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

OK

#### 5. Click OK after the rules have been applied.

Rules have successfully been applied.

Press OK to refresh your timesheet with updated payable time.

OK

#### 6. You're done! Click CSU Time to return to the previous menu.

← CSU Time
Enter Time

Job Title Physician Specialty Services

◀
1 October - 31 October 2023
▶

CSU State Calendar

Scheduled 176.00 | Reported 40 Hours

View Legend

◀
Week 1 of 5
▶

Scheduled 0.00 | Reported 40.00 Hours

Time Reporting Code / Time Details	1-Sunday	2-Monday	3-Tuesday	4-Wednesday	5-Thursday



## View your timesheet entries



You can view your hours worked by viewing your Timesheet, using the Weekly Time Summary, or through the Payable Time page.

The Timesheet view will show you time worked as well as the type of time entered for the pay period/week.

The Weekly Time Summary will show you the time entered and time scheduled for each day of the week you're viewing.

The Payable Time view will show you time worked, type of time, estimated pay, and pay status for time entered within the timeframe that you select.

## Select how you would like to view your time.

### Timesheet

#### 1. Select Enter Time under Timesheet if it is not automatically selected for you.



If the pay period is closed, the fields will be greyed out and you will not be able to make any edits to the entries.

Employee Self Service

CSU Time

Timesheet

Enter Time

Exceptions

Job Title Physician-Specialty Services

1 October - 31 October 2023

CSU State Calendar  
Scheduled 176.00 | Reported 0 Hours

## 2. Navigate to the month and week that you want to view.

CSU Time

Job Title Physician-Specialty Services

1 July - 31 July 2023

CSU State Calendar

Scheduled 168.00 | Reported 83.2 Hours

View Legend

Week 3 of 5

Scheduled 0.00 | Reported 23.00 Hours

Time Reporting Code / Time Details	15-Saturday	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday
Reported 0	Reported 0	Reported 7.5	Reported 3	Reported 0	Reported 7.5	Reported 5	
REG - Regular Hours			7.50	3.00		7.50	5.00
Comments							

- Use the arrows to navigate to the pay period (month) you want to view.
- Use the arrows to navigate to the week you want to view.
- View the type of time and hours worked reported for that week, along with any comments entered.

# Weekly Time Summary

**1. Open the Weekly Time Summary. Navigate to the week that you want to view.**

The screenshot shows the 'Employee Self Service' interface for 'CSU Time'. The left sidebar contains a menu with the following items: Timesheet, CSU Report No Leave Taken, **Weekly Time Summary** (highlighted with a red arrow labeled 'A'), Payable Time, Request Absence, Cancel Absences, View Requests, and CSU Employee Balance Inquiry. The main content area displays the 'CSU Time' header with a date range selector (10/01/23 - 10/07/23) and a status bar showing 'Reported 40.00' and 'Scheduled 40.00'. Below this, a table lists the days of the week (01 Sunday, 02 Monday, 03 Tuesday) with their respective reported and scheduled hours. A red box labeled 'C' highlights the table content, and a red circle labeled 'B' highlights the date range selector.

Day	Reported	Scheduled
01 Sunday	0.00	0.00
02 Monday	8.00	8.00
03 Tuesday	8.00	8.00

- Click on **Weekly Time Summary** in the CSU Time menu.
- Use the arrows to navigate to the week you want to view.
- The report will show how many hours were reported for each day of the week along with how many hours were scheduled.

# Payable Time

**1. Select Payable Time in the CSU Time menu. Enter the date range you want to view. Select whether you want to see the Summary or Detail view.**

The screenshot shows the 'Employee Self Service' interface for 'CSU Time'. On the left, a navigation menu lists options: Timesheet, CSU Report No Leave Taken, Weekly Time Summary, **Payable Time** (highlighted with a green background and a red arrow labeled 'A'), Request Absence, Cancel Absences, and View Requests. To the right of the menu, there are date input fields for '\*From' (10/01/2023) and '\*Through' (10/31/2023), both with calendar icons (labeled 'B'). Below these fields, the 'Payable Time Summary' section has two tabs: 'Summary' (selected, highlighted with a red box and a red arrow labeled 'C') and 'Detail'. At the bottom, a table displays the aggregated hours and pay for the selected time period (labeled 'D').

Time Reporting Code	Unit	Quantity
Regular Hours Worked	Hours	40.00
<b>Total</b>	<b>Hours</b>	<b>40.00</b>

- Select **Payable Time** from the CSU Time navigation menu.
- Enter a From date and Through date to search for entries between the two dates. You can either type one in (MM/DD/YYYY) or click the calendar icon to select a date.
- Select whether to view **Summary** or **Detail**.
- Summary will show the aggregated hours and pay of the selected time period.

**2. Detail will show a daily breakdown of hours worked, pay per day, payable status, and total for the selected time period.**

CSU Time

\*From

10/01/2023

\*Through

10/31/2023

Payable Time Details

Summary

Detail

Date	Time Reporting Code	Quantity (Hours)	Payable Status
10/02/2023	Regular Hours Worked	8.00	Needs Approval
10/03/2023	Regular Hours Worked	8.00	Needs Approval
10/04/2023	Regular Hours Worked	8.00	Needs Approval
10/05/2023	Regular Hours Worked	8.00	Needs Approval
10/06/2023	Regular Hours Worked	8.00	Needs Approval
Total		40.00	

## Need More Help?

For questions about your specific entries or reporting requirements for your position, contact your department timekeeper or [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).