HCM 9.0 Business Process Guide
Entering and Printing a Student Timesheet

Last Revised: 03/26/2013
## REVISION CONTROL

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<td>R. Masuda</td>
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Introduction

This guide will help assist you with entering your hours worked using an online PeopleSoft Timesheet. Following are the overall steps you will need to follow each month to submit your Timesheet so that you can be paid for your time worked each pay period.

1) Enter your time worked online via MyCSUDH Portal (Oracle/PeopleSoft HCM);
2) At the end of the pay period (month) submit your time online;
3) Print your timesheet from MyCSUDH Portal (Oracle/PeopleSoft HCM);
4) On the timesheet, obtain the appropriate signature from your supervisor;
5) Submit the signed hard-copy of your Timesheet to your Timekeeper.
1.0 MyCSUDH (Campus Portal) – Student Timesheet

1.1 Accessing Campus Portal

CSUDH Home Page > MyCSUDH

**Processing Steps**

Navigate to the campus home page (www.csudh.edu), and follow the below steps:

1. Click on the MyCSUDH link.
2. Type in your Username and Password. This is your network username and password.
3. Click on **Sign In**.
Processing Steps

4. Click on the student tab
   
   On the button of the screen, under “maintain personal information”, you will see two links:
   
   - Student workers report time
   - Student worker print timesheet

5. Click on the appropriate link.
2.0 Entering Student Time (MyCSUDH Portal)

2.1 Student Worker Timesheet Entry (Report Time)

If you have more than one job, you will be prompted to select the appropriate job for which you are entering time. Also, it is important that you “Do Not” click on the “Show All Punch Types”. This will change the format of the timesheet and may cause delays in processing student checks.

**Processing Steps:**

1. Once you click on the “Timesheet” hyperlink, you will be brought to a timesheet to enter your time for the current week.

2. You can enter your time by either **Day**, **Time Period**, or **Week**. Simply click on the “**View By**” dropdown menu and select the appropriate value.

3. Enter your time in the **In** / **Out** format for each day that you worked. You can choose to enter time using AM or PM following the numeric time or you can use a 24-hour military time clock.

4. Once you have entered time click on **Submit**.

5. When you **save for later**, the system will ask you if you would like to check for errors. Select **Yes**.

6. After selecting **Submit**, the system will tell you that you’ve successfully submitted your time. Click **OK**
3.0 Printing Student Timesheet

You’ll have to go back to the home portal page.

7. Click on the "home" link.

8. This will bring you back to the “Student” tab.

9. Click on “Student worker print timesheet” (Note: It’s located under the “Student” Tab on the bottom left of your screen.)
1. Select the month (pay period) for the Timesheet you would like to print by selecting the appropriate month from the drop down menu.

2. Select the appropriate month from the dropdown menu.

3. Click on the Print button
Processing Steps:

1. You will be directed to the above-mentioned page. Click on the blue hyperlink “Details.”
2. Click on the hyperlink ending in .PDF (e.g., dhtl001_101411.PDF).
3. This will open your Timesheet as a PDF document.
4. To reprint or return to the Print Timesheet page, click on the hyperlink: Go Back to Print Student Timesheet.