SAN FRANCISCO STATE UNIVERSITY

Report Your Time Guide

How to Use Timesheets to Report the Hours That You Work

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Preface

Who Should Read This Guide

This guide should be read by student employees, hourly employees, their supervisors or managers, and any other member of the San Francisco State University community who wants to learn how to record, update and submit hours worked to the Timesheets system.

When You Need Help

If you need help, select the ⓘ icon to return to this guide.

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SF State Gateway Log-in

You will log-in to SF State Gateway in order to access HRMS Timesheets.

1. Log-in to the SF State Gateway. The SF State Gateway Page appears
2. Select the **Report Time** or **Hourly Staff Report Time** link on your gateway page.

Next Step: If you have multiple positions, the Job Selection Page appears. If you have one position, theView the Timesheet Page appears

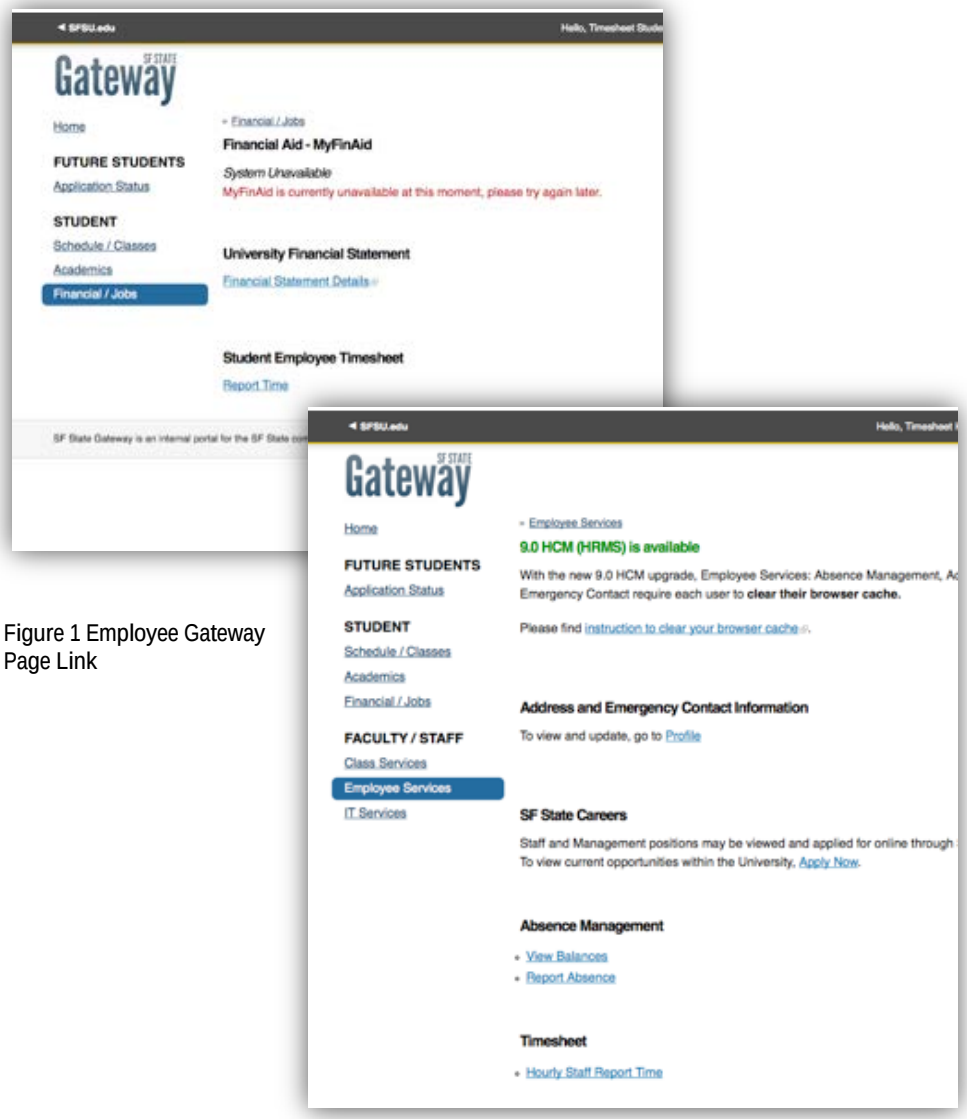

Figure 1 Employee Gateway Page Link

Job Selection Page

If you have multiple positions, the Job Selection Page appears after you select the **Report Time** or **Hourly Staff Report Time** link on the SF State Gateway Page.

1. Locate the job for which you wish to report hours.
2. Select the **Job Description** link. A Timesheet page for that Job appears. If you have questions about which record number to use, contact your supervisor.

Next Step: View the Timesheet Page

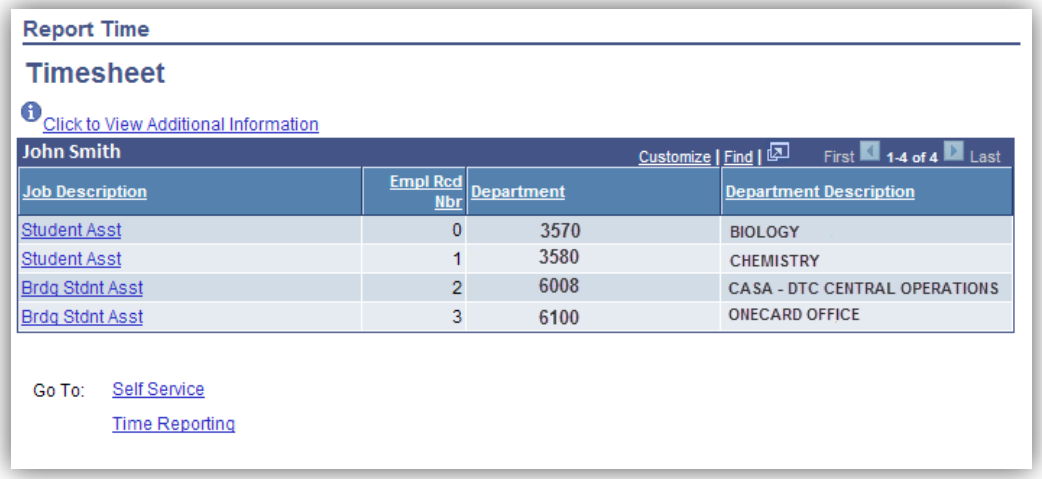

Figure 2 Job Selection Page

View the Timesheet Page

Use the **Timesheet Page** (shown to the right) to enter the hours you worked for each day in the reporting period. The Timesheet Page displays the information and fields listed below:

A. Employee Information
B. ⓘ—Select this link to view this guide from the Timesheet Page.
C. Reporting Period Fields
D. Timesheet Fields
E. Save for Later and Submit buttons
F. Reported Time Status
G. Reported Hours Summary
H. Balances —Not applicable; may not reflect the latest balances

Next Step: Enter Your Time

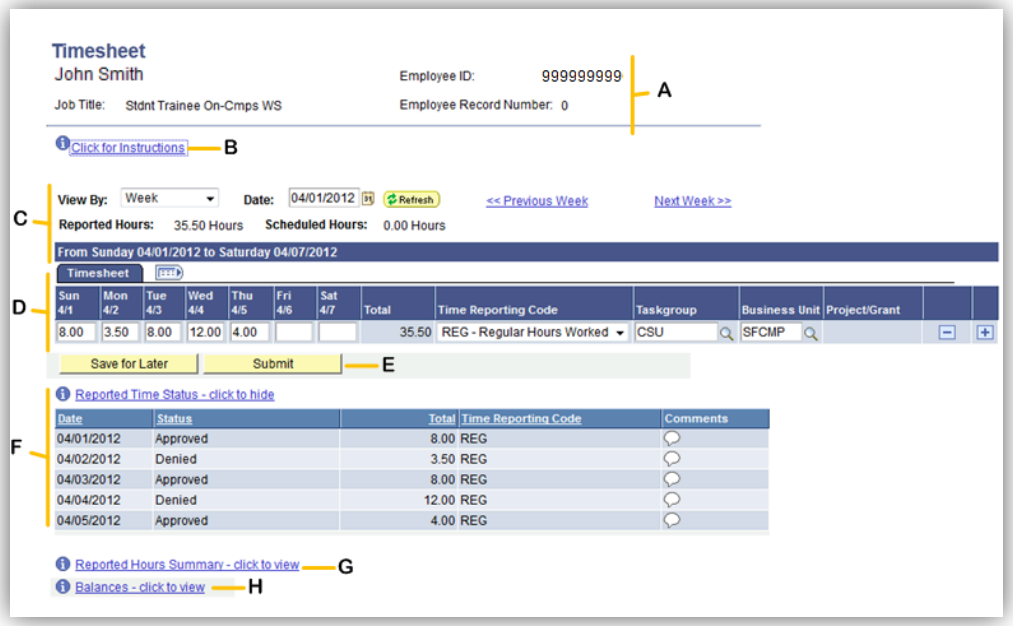

Figure 3 Timesheet Page

Enter Your Time

The Timesheet Page header identifies you by name, employee identification number, job title and employee record number. Follow the instructions in this section to enter the hours that you have worked in the timesheet.

Select the Period

1. Use the **View By** field to control the number of days displayed in the timesheet. The default setting is "Week." You may change this field to "Day" or "Time Period" (month).

Attention:
The value in the **View By** field is the time period that will be saved or submitted.

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2. In the **Date** field, select the first day of the week or the first day of the pay period.
3. Select the **Refresh** button to show the dates for the week or the period on the timesheet.

If you need to, use the <<**Previous Wee**k>> and <<**Next Wee**k>> links to display the dates for which you wish to enter hours on the Timesheet.

Figure 4 Select the Reporting Period Fields

Enter Your Time (Cont'd)

Record Your Hours

1. In the **Timesheet Hours** fields, enter the number of hours you worked on each date. If you did not work on a date, leave the field blank.
2. The total number of hours entered appears in the timesheet **Total** field.
3. Select the **Time Reporting Code** from the drop-down menu. This is usually "REG – Regular Hours." If you have any questions ask your supervisor.
4. *Do not change* the **Task Group, Business Unit** and **Project/Grant** (if applicable) fields.
5. If you want to add hours for another **Time Reporting Code** (such as overtime), select the plus button to add a new row. Then repeat Steps 1 to 4.

Note:
Hourly staff employees need to:

- Record only the hours worked here.
- Record any leave used (vacation, sick, etc.) in Absence Management.

Figure 5 Timesheet Fields - Part A

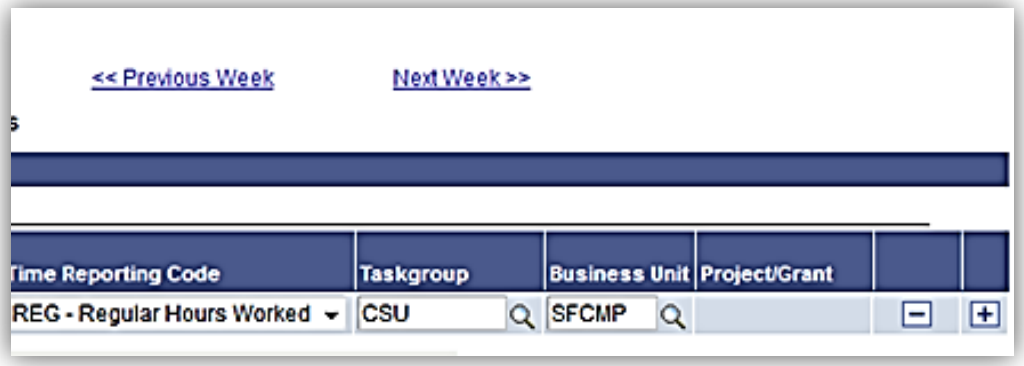

Figure 6 Timesheet Fields - Part B

Enter Your Time (Cont'd)

Save or Submit a Timesheet

1. When you finish entering hours, either:
   - Select the **Save for Later** button to save, but *not* submit your hours for approval.
   - Select the **Submit** button to submit these hours for approval.
2. Each time that you use the **Submit** button:
   - The entire week will be resubmitted and listed as "Needs Approval" under **Recorded Time Status**.
   - The **Reported Hours** field and the **Reported Hours Summary** information are immediately updated.
   - The **Scheduled Hours** field above the timesheet is not applicable.

Attention: The value in the **View By** field is the time period that will be saved or submitted.

Next Step: Update Timesheet Hours

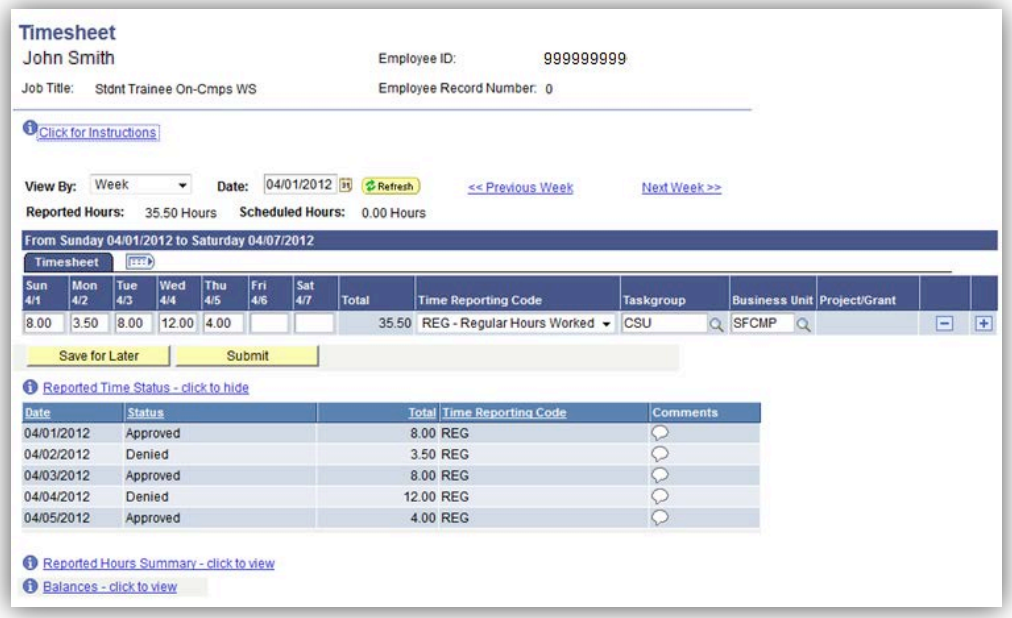

Figure 7 Save or Submit a Timesheet

Update Timesheet Hours

At times, you may need to return to a saved or submitted timesheet to add or update your hours.

1. Select "Day" in the **View By** field.
2. In the **Date** field, select the day you wish to correct.
3. To correct your hours either:
   - Overwrite the number of hours currently in the field, or
   - Leave the field blank to delete the hours.
4. In the **Comments** field explain the correction. *Once saved or submitted comments cannot be deleted.*
5. When you finish, select the **Save for Later** or **Submit** button.
6. Each time that you use the **Submit** button:
   - The period displayed in the View By field will be resubmitted.

Note: Resubmitted dates have a status of "Needs Approval" under **Recorded Time Status**. If the field is set to "Week" or "Period," the entire week or month is resubmitted.

   - The **Reported Hours** field and the **Reported Hours Summary** information are immediately updated.

Next Step: Timesheet Drop-down Links

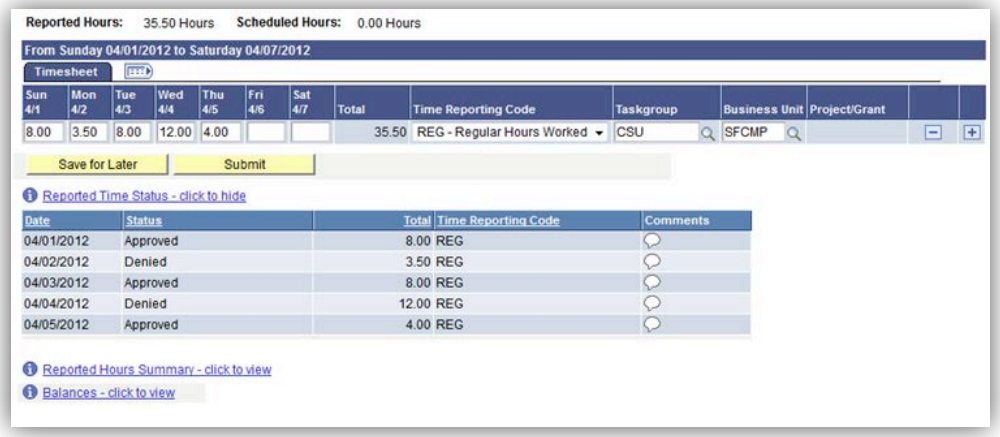

Figure 8 Update Timesheet hours

Timesheet Drop-down Links

The three drop-down information areas shown on the timesheet page—**Reported Time Status**, **Reported Hours Summary** and **Balances**— are described below.

Note: Changing the View By selection and the date, will change the information displayed in these areas.

Reported Time Status

The **Reported Time Status** drop-down link shows the approval status of hours submitted for the period displayed as either: Needs Approval, Approved or Denied.

Use the **Comments** field to enter any notes to the person who approves your timesheet. Also check this field for any approver comments to you. *Remember, once saved or submitted comments cannot be deleted.*

Reported Hours Summary

The **Reported Hours Summary** drop-down link shows the daily hours saved or submitted for the period displayed.

Note: The **Balances** drop-down is not used and may not reflect the latest balances.

Next Step: [Submitted Time Approval Cycle]

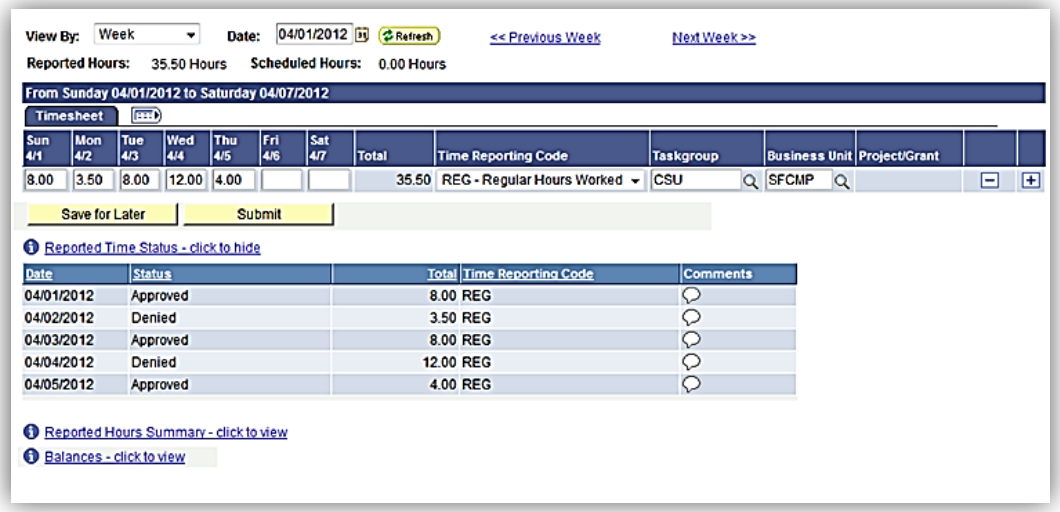

Figure 9 Timesheet Drop-down Links

Submitted Time Approval Cycle

Submitting Your Hours on Time

In order to receive your payments when you expect them, your hours must be submitted by the deadline specified on the appropriate table of the Staff and Student Pay Day Schedule.

Reported Hours Approval Process

Your submitted hours are approved twice. The first approver authorizes or denies the hours submitted; while the second approver authorizes the payment for approved hours. After each approver takes action, you will receive an email notification of their action.

If your first approver denies any or all of your hours, follow the instructions in the next section titled: What If My Time Was Denied?

When Will I Be Paid?

After both approvers have authorized your submitted time, your payment will be issued on the date shown in the Staff and Faculty Pay Day Schedule.

Next Step: What If My Time Was Denied?

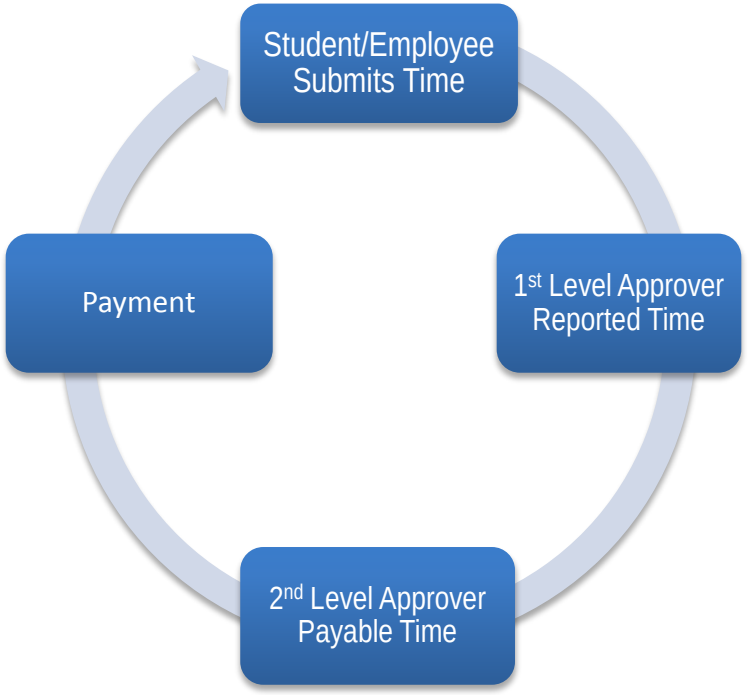

Figure 10 Submitted Time Approval Cycle

What If
My Time Was Denied?

If your reported time approver denies some or all of your hours, you will receive an email notification immediately. In that event follow these steps:

1. Display the timesheet for that day on the **Timesheet Page**.
2. Select the **Reported Time Status** drop-down link.
3. Review the **Comments** for the hours denied.
   - If you understand the comments and the adjustment to your timesheet required, update the time. (For detailed instructions see Update Timesheet Hours.)
   - If you do not understand the comments, contact your supervisor immediately to determine how to adjust your timesheet.
4. Select **Submit** to submit your updated timesheet to your approver. *Remember, once saved or submitted comments cannot be deleted.*

Next Step: **The Report Your Time Guide Is Complete!**

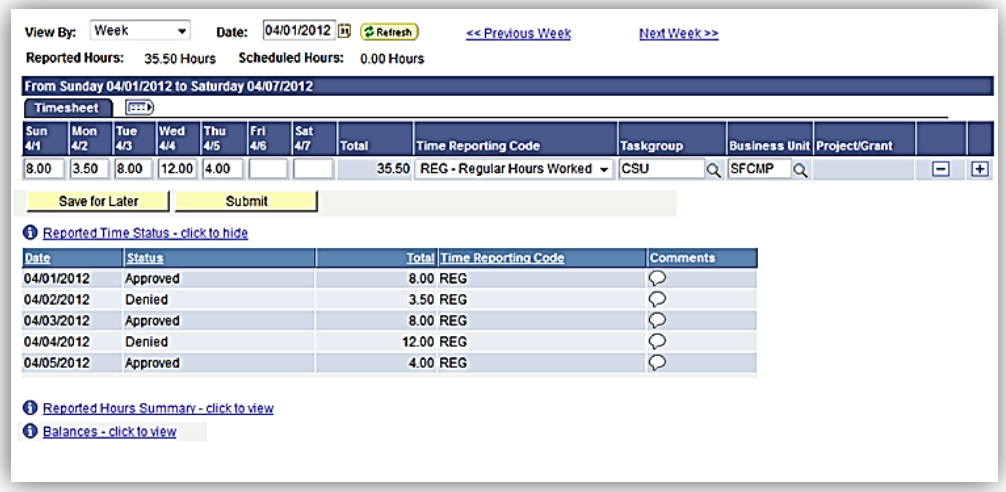

Figure 11 Reported Time Status Drop-down Link

The Report Your Time Guide Is Complete!

After reading this guide, you should be able to:

- View the Timesheet Page
- Report your hours
- Update a saved or submitted timesheet
- Check the status of your reported time
- Know the procedure to address denied hours
- Understand what occurs after your time is approved