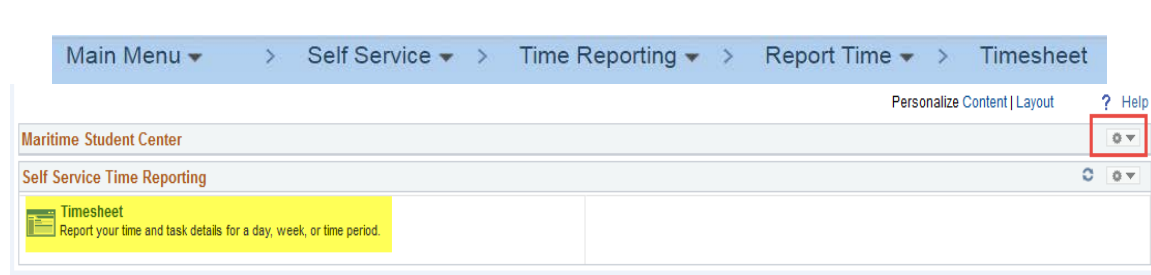**CAL MARITIME**

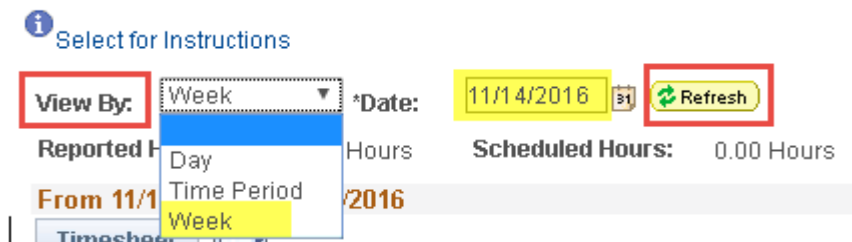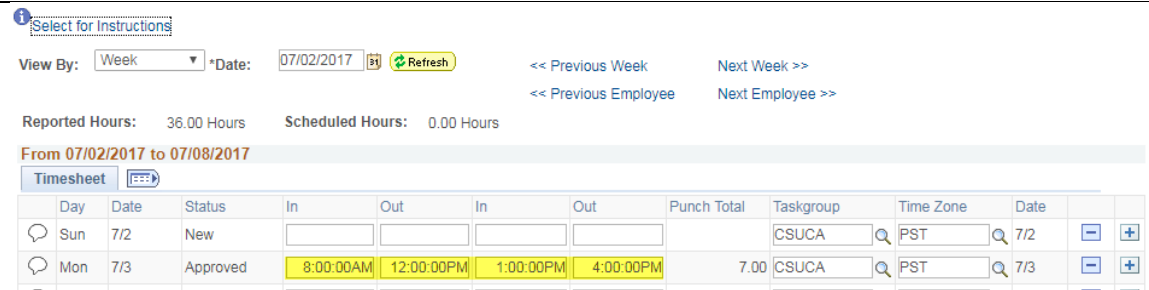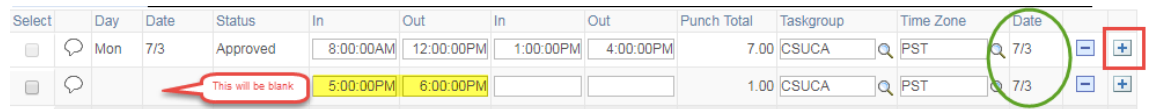|	
STEP 1: Log into PeopleSoft – HR and Access Timesheet: • Log in with your CMA User ID and Password • Navigate to: Self Service->Time Reporting->Report Time->Timesheet **OR** • Under Self-Service Time Reporting on home page, click on Timesheet icon	Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet Personalize Content | Layout ? Help **Maritime Student Center** **Self Service Time Reporting** 📅 **Timesheet** Report your time and task details for a day, week, or time period. **Minimize the Maritime Student Center menu or scroll to the bottom of the home page**
STEP 2: Select Job/Dept: • Click on the appropriate job/department for the employee record in which you are reporting time worked (if applicable)	**Name** / **Empl Rcd Nbr** / **Department** / **Department Description** **Student Asst** — 0 — 30500 — Career Center-Placement Student Asst — 3 — 71531 — Housing Residential Life
STEP 3: Select Reporting Time • The **View By** will default to **Week** • Change the ***Date** to the first day of the pay period. **For August 2017 please use 8/22/2017**. Click Refresh	ⓘ Select for Instructions **View By:** Week ▾ ***Date:** 11/14/2016 📅 ⟳ Refresh **Reported H** / Hours **Scheduled Hours:** 0.00 Hours — Day **From 11/1** Time Period /2016 Week Timeshee **Make sure you are entering Time for the correct week**
STEP 4: Enter Time Worked: • Timesheet should show In Out boxes. If not, select Punch Timesheet at the bottom. • Enter in **Military Hours** on the appropriate Date under **In** and **Out** and then click Submit • Time reverts to standard time with AM and PM when submit is completed.	ⓘ Select for Instructions **View By:** Week ▾ ***Date:** 07/02/2017 📅 ⟳ Refresh << Previous Week Next Week >> << Previous Employee Next Employee >> **Reported Hours:** 36.00 Hours **Scheduled Hours:** 0.00 Hours **From 07/02/2017 to 07/08/2017** Timesheet 		Day	Date	Status	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
⚬	Sun	7/2	New						CSUCA	PST	7/2	−	+
⚬	Mon	7/3	Approved	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.00	CSUCA	PST	7/3	−	+	 **NOTE: If a status other than "Needs Approval" appears contact Payroll immediately** **DO NOT change Taskgroup or Time Zone**
• To clock in on a day you already clocked Out, click on ⊞ to add new row • You must clock out at the end of each shift and if you take a lunch		Select	Day	Date	Status	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
☐ ⚬	Mon	7/3	Approved	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.00	CSUCA	PST	7/3	−	+
☐ ⚬	This will be blank			5:00:00PM	6:00:00PM			1.00	CSUCA	PST	7/3	−	+	 **Make sure it is on the same day you worked. The row will be inserted and Day and Date will be blank. Make sure the Date circled in Green is the same date.**
• When you click on Submit A Submit Confirmation message will display click OK Status must say "Needs Approval". Contact payroll if any other status appears.	**Timesheet** **Submit Confirmation** ✔ The Submit was successful. Time for the Week of 2016-11-14 to 2016-11-20 is submitted OK	• On the Timesheet, the Status will change from **"New"** to **"Needs Approval"**. **Contact the payroll office if any other status appears** • Once Timesheet is Approved, the Status will update to "**Approved**".