Employee Enter Time

Overview

This job aid shows employees how to record payable time. Your campus department determines which method you use.

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Open CSU Time

Action	Information Employee Self Service CSU Time CSU Time opens. From here, you can CSU Time opens. From here, you can There Time CSU Time displays either an Enter Time or a Report Time tab. You can enter your		
Action I. If you have multiple homepages, select the Employee Self Service Homepage. 2. Click the CSU Time tile. 3. Determine your time recording method	Employee Self Service 🔻		
Employee Self Service Homepage.			
2. Click the CSU Time tile.	CSU Time CSU Time opens. From here, you can • Enter Time		
 Determine your time recording method. 	CSU Time displays either an Enter Time or a Report Time tab. You can enter your time by using the tool that is available to you: <u>Enter Elapsed Time</u> <u>Enter Punch Time</u> 		

Enter Elapsed Time

Use this procedure to enter time that you worked.

Action	Information
 From CSU Time, confirm that you are on the Enter Time page. 	Enter Time • The Enter Time page is opened by default when you open CSU Time. • If you are on another page, expand Timesheet, then click Enter Time. & Timesheet
 2. Enter time: A. Navigate to the appropriate pay period. B. Navigate to the appropriate week in the pay period. C. Select the Time Reporting Code (TRC) from the menu. D. Enter the number of hours worked 	 Job Title Instr Skitk Ast Job Title Instr Skitk Ast Standaled 100,000 (Reported 96 Hours) Vev Legend Week 4 of 5) Standaled 150,00 (Reported 150,00 Hours) Time Reporting Code / Time 22-Saturday 23-Sunday 24-Monday 25-Tuesday 28-Wednesday 27-Thursday 28-Friday If you have multiple jobs, select the job at the top of the page. If you have multiple jobs, select the job at the top of the page. Employees are only allowed to enter time in the prior period for up to five days after the end of the period. IMPORTANT – ADO is additional day off earned. ADOT is additional day off taken. If the TRC is ADO or ADOT, enter a "1" to indicate that a single day of ADO was earned or taken. Optional: Click the Comments button Contact C
3. Optional : Click the Plus button to add another time reporting code for this week.	+
4. Click Submit.	Submit

Action	Information
5. Click OK on the confirmation page.	ОК

Enter Punch Time

Use this procedure to punch in and punch out.

Action	Information
 Enter your time: A. Select the time reporting code. B. Enter your time in and time out. 	Day Summary In Out In Out Time Reporting Code 03 Monday Oct 8:00:00AM 11:30:00AM 12:30:00PM 5:00:00PM REG - Regular Hot v
2. Optional : If you need to enter a different time reporting code for the day, click the Plus button.	+
3. Click Submit .	Submit

Related job aids

- Employee Enter ADO
- Employee Enter Compensatory Time

Appendix A: List of Timesheet TRCs

TRC	TRC DESCRIPTION		EARNINGS	
		MULTIPLIER	CODE	RATE
OF6	Planned Holiday Pay @ 1.5 (OT)	1.5	OF6	0
OTPR	Overtime Paid @ 1.5	1.5	OTP	0
REG	Regular Hours Worked	1	REG	0
CTST	Comp Time Earned @ 1.0	1	HRS	0
CTPR	Comp Time Earned @ 1.5	1	HRS	0
СТО	Comp Time Taken	1	REG	0
CTOPD	CTO Paydown	1	OTS	0
HG5	Planned Holiday Pay @ 1.0	1	HG5	0
HG6	Planned Holiday Pay @ 1.5	1.5	HG6	0
OTST	Overtime Paid @ 1.0	1	OTS	0
OF5	Planned Holiday Pay @ 1.0 (OT)	1	OF5	0
ASBES	Asbestos HazMat Handling Diff	1	AS3	\$3
ADO	Additional Day Off Earned	1	HRS	0
AEADJ	ADO Earned Adjustment	1	HRS	0
ATADJ	ADO Negative Adjustment	1	HRS	0
ADOT	Additional Day Off Taken	1	REG	0
SHE08	Shift - Evening R08 (.23)	1	E08	\$0.23
SHE1	Shift - Evening R10 (1.50)	1	S10	\$1.50
SHG06	Shift - Graveyard R06 (2.30)	1	G06	\$2.30
SHG99	Shift - Graveyard Cadet (.28)	1	G99	\$0.28

SHGRV	Shift - Graveyard CSUEU (2.30)	1	GCS	\$2.30
SHN08	Shift - Night R08 (2.20)	1	N08	\$2.20
SHN10	Shift - Graveyard R10 (2.50)	1	G10	\$2.50
SHS06	Shift -Swing R06 Diff (1.30)	1	S06	\$1.30
SHS99	Shift - Swing Cadet Diff (.23)	1	S99	\$0.23
SHSWG	Shift - Swing CSUEU (1.35)	1	SCS	\$1.35
SHSUN	Shift - Sunday R10 (2.50)	1	U10	\$2.50
SHU06	Shift - Sunday R06 Diff (1.30)	1	S06	\$1.30
CBWK	Callback Worked 2.5 Unit 10	2.5	CBW	0

Appendix B: Examples of Valid Time Entries

The following examples show valid time entries. Note that your campus might have different time reporting codes. Your supervisor will advise you on which time reporting codes apply to you.

Additional Day Off Earned

- Employee earned 1 additional day off
- Time reporting code: ADO
- Scheduled 1 = 1 full day

Week 4 of 5 Scheduled 40.00 Reported 1.00 Hours								
Time Reporting Code / Time Details	22-Friday	23-Saturday	24-Sunday	25-Monday	26-Tuesday	27-Wednesda	aŷ8-Thursday	
	Scheduled 8 Reported 1	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	
ADO - Additional D 🗸	1.00							+ -
Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	

Compensatory Time Earned

- Employee earned four compensatory hours this week.
- Time reporting code: CTPR

Week 3 of 5 Scheduled 40.00 Reported 44.00 Hours									
Time Reporting Code / Time Details	15-Friday	16-Saturday	17-Sunday	18-Monday	19-Tuesday	20-Wednesday	21-Thursday		
	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8		
REG - Regular Hours \ 🗸	8.00			8.00	8.00	8.00	8.00	+	-
CTPR - Comp Time Eε 🗸				2.00	2.00			+	-
Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc		

Compensatory Time Taken

- Employee has taken a day off using compensatory time taken.
- Time reporting code: CTO

Week 3 of 5 Scheduled 40.00 Reported 40.00 Hours									
Time Reporting Code / Time Details	15-Friday	16-Saturday	17-Sunday	18-Monday	19-Tuesday	20-Wednesday	/ 21-Thursday		
	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8		
REG - Regular Hours \ 🗸	8.00				8.00	8.00	8.00	+	-
CTO - Comp Time Tak				8.00				+	-
Comments	\bigcirc	\mathcal{O}	\bigcirc	\bigcirc	\heartsuit	\bigcirc	\bigcirc		

Overtime Paid @ 1.5

- Employee worked two extra hours at time-and-a-half pay.
- Time reporting code: OTPR

✓ Week 3 of 5 Scheduled 40.00 Reported 42.00 Hours									
Time Reporting Code / Time Details	15-Friday	16-Saturday	17-Sunday	18-Monday	19-Tuesday	20-Wednesday	21-Thursday		
	Scheduled 8 Reported 10	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8		
REG - Regular Hours \ 🗸	8.00			8.00	8.00	8.00	8.00	+	-
OTPR - Overtime Paid 🗸	2.00							+	-
Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc		