Overview

- Hire Process
- Responsibilities:
  - ISA – including entering time on line
  - Payroll
  - Timekeeper/Approver
- Enter ISA time online
- Approve/Deny ISA time online
- Important ISA Processing Dates
- Tips for Success
AP Hire Process

- **Hire Process**
  - **ISA 101** – Grade, Instruct, Tutor, Research
  - **ASE 101**
  - Academic Eligibility (minimum of 1 unit)
  - Sensitive Positions / Background Checks
  - Hourly pay range: $12.00 - $18.42
  - Student Multiple Jobs Summary Dashboard

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AP Hire Process

- **Student Multiple Jobs Summary Dashboard**
  - Helps determine whether orientation is needed
AP Hire Process

For questions, please contact:
Nicole Hadley
Academic Personnel
nhadley@calpoly.edu
(805) 756-2841

ISA Responsibility

- ISA Employee
  - Completes hire paperwork and orientation
  - Reviews info on Payroll ISA Information Page
  - Reports hours worked through self-service single-click access to their timesheet
  - Provides departmental specific required paperwork to ISA timekeeper
  - If deadline is missed to enter through self-service, submits late “paper” timesheet
ISA Timesheet

- ISA Employee Time Entry
  - Single Click Link on Portal “ISA Timesheet”
    - 1 active ISA job – directly into timesheet
    - Multiple active student jobs – must select correct job/job record

- ISA Timekeeper/Approver
  - Give the ISA the correct job record to use – ISAs could have several different active jobs in one department
  - Validate hours reported are in correct record
  - Communicate errors to ISA
  - Correct/approve/deny hours prior to approval cut-off each pay period
  - If hours are reported after cutoff period, approves the late ‘paper’ timesheet
  - Ensure you have a designated back-up approver
Definition of terms:

- **Report time** = entering hours online
- **Reported time** = hours entered online and **submitted** by the ISA employee or timekeeper
  - Shows up on the ISA timesheet with comment “Needs Approval”
- **Approved time** = reported time that has been approved and saved by the ISA timekeeper/approver
  - Shows up on ISA timesheet with comment “Approved”
- **Denied time** = reported time that has been denied by the ISA timekeeper/approver
  - Shows up on ISA timesheet with comment “Denied”

**Entering time for ISAs**

Go into PeopleSoft (Student and HR Administration).
Go to Main Menu, Manager Self Service, Time Management, **Report Time**, Timesheet
The search criteria is the same to enter or approve time - enter your group ID or the Empl ID and Workgroup (Hrly R11).

Once you are in the timesheet, you can scroll and/or change view. After you enter the time, hit submit, then you can approve the time from this screen.
The link to the ISA Time-keeper/Approver page is on the “Personal Info” tab of the Cal Poly Portal. Scroll to the bottom of the page to “My Job Tasks” and click on “Approve” to the right of “Manage ISA Payroll”.

The other option is to go to the actual page in PeopleSoft bypassing the Single Click Access.

Go into PeopleSoft (Student and HR Administration). Go to Main Menu, Manager Self Service, Time Management, Approve Time and Exceptions and then to Reported Time.
Find **unapproved** reported time for ISAs you have access to approve:

- Change “View By:” to “All Time Before”
- Change “Date” to the first day of the following pay period
- Select Refresh
When your list of ISAs comes up, you can approve from this page or you can go into the specific ISA.

To correct submitted time:
- Click the '-' (minus) sign on the appropriate date row on the right side of the page and click submit
- Follow the prompt and re-enter the time and click submit
- Follow the prompt and then approve
Approve/Deny ISA Time

- To approve or deny the time, select all (or any) of the time entries and select “Approve Selected” or “Deny Selected”, then select “Submit”, follow the prompts and then select “Return to Select Employee.” Once on the selection page, hit refresh and continue to approve/deny the ISA time.

- If an ISA has not complied with your internal department requirements and you do NOT want the time to be paid through the on-line process, you can DENY the time.

**CAUTION** – if the time is approved or denied BEFORE the approval period is over, and you want to make changes to it, you will need to remove the incorrect time and re-enter it.

Payroll Responsibility

- ISA Payroll Lead
  - Runs time entry validation reports
  - Processes approved time and creates electronic file to send to State Controllers Office
  - Manually requests pay for late ‘paper’ timesheets
  - Validates paychecks received and authorizes release
Important ISA Payroll

Important Dates for 2016-2017

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>LAST DAY TO ENTER TIME ONLINE</th>
<th>LAST DAY FOR DEPARTMENT APPROVER/TIMEKEEPER TO APPROVE ONLINE</th>
<th>PAY DAY</th>
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<tr>
<td>9/1 – 9/30/16</td>
<td>9/30/16</td>
<td>10/5/16</td>
<td>10/14/16</td>
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<tr>
<td>10/1 – 10/31/16</td>
<td>10/31/16</td>
<td>11/4/16</td>
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Tips for Success

ISA Timekeeper Information

- Found on the Payroll Services website under Instructional Student Assistant

ISA Timekeeper Information Table:

<table>
<thead>
<tr>
<th>ISA TIMEKEEPER INFORMATION</th>
<th>TYPE</th>
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<tbody>
<tr>
<td>Instructional Student Assistant Employment Guidelines</td>
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<tr>
<td>New Student Position Number Request Form</td>
<td>Word</td>
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<tr>
<td>ISA Timekeeper Business Process Step-by-Step Guide</td>
<td>Word</td>
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<tr>
<td>ISA Timekeeper Quick Start Guide to Approve/Deny Reported Time</td>
<td>PDF</td>
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<tr>
<td>ISA Timekeeper Roles and Responsibilities</td>
<td>Word</td>
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<tr>
<td>Frequently Asked Questions</td>
<td>Link</td>
</tr>
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</table>

https://afd.calpoly.edu/payroll/isa/
Approved or denied time is only accessible via HR & Student Administration – not “Single Click” access

The work week is Sunday – Saturday. To scroll through work weeks for a student:
- Go into timesheet > Change the date to the Sunday > Refresh

If an ISA is going to work over midnight, the “in” time goes on the first day and the “out” time goes on the second day.
- Example: Working Monday night from 9pm until 1 am. Enter hours as Monday “in” = 9:00 pm and Tuesday “out” = 1:00 am

Tips for Success
- You can enter time on behalf of the ISA and you can submit the late ISA timesheet on behalf of the ISA
- The format for entering time on the late ISA timesheet is “9 a” tab “10:30 a” tab
ISA Self-Service/Pay Overview

Lisa West
liwest@calpoly.edu
x65868

abc.afd.calpoly.edu