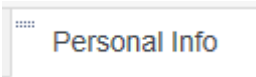


**Timekeeper Quick Start Guide – Entering Hours for Pay in Timesheet**

Log in: [My Cal Poly Portal](#)

Click on the Personal Info tab:



**Under My Job Tasks:**

Timekeeper Timesheet Entry → Click on link to Enter

**Timesheet Summary Page:**

Report Time

**Timesheet Summary**

A screenshot of a web form titled 'Employee Selection Criteria'. The form has a dark blue header with a dropdown arrow on the left. Below the header is a table with two columns: 'Description' and 'Value'. The table contains six rows, each with a text input field and a magnifying glass icon to its right. Below the table are three buttons: 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'.

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria   Save Selection Criteria   Get Employees

1. Enter Empl ID and press “Get Employees” button if you are just entering one employee OR
2. Hit “Get Employees” button and you will return all timesheets for employees you have access to
3. When your list populates, click on the Name link for the employee you are entering hours for pay



View By: **Week** \*Date: 01/28/2013 Refresh << Previous Week Next Week >>  
 Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee Next Employee >>  
 Reported time on or after 02/01/2013 is for a future period.  
 From Monday 01/28/2013 to Sunday 02/03/2013  
 Timesheet

Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Total	Time Reporting Code	Taskgroup	Override Rate		
									CSU		-	+
									CSU		-	+
									CSU		-	+

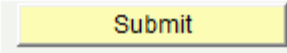
Apply Schedule

- Change "View By" from Week to Time Period, to open up all dates
- Scroll all the way to the right, to view the "Time Reporting Code" column. Select from the drop-down menu the appropriate code, such as REG for hourly employees.
- Enter the hours worked per day to the left of the "Time Reporting Code" in that row, under the corresponding dates. See example below of the last week of January:

Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Total	Time Reporting Code	Taskgroup	Override Rate		
8	8		6	8	10	3	5		REG - Regular Hours Worked	CSU		-	+
										CSU		-	+
										CSU		-	+

- If the employee also worked overtime (over 40 hours in one work week, Sun-Sat), on the 2<sup>nd</sup> row, select OTPR and again fill in the hours worked to the left of the "Time Reporting Code" in that row, under the corresponding dates. See example below:

Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Total	Time Reporting Code	Taskgroup	Override Rate		
8	8		6	8	10	3	5		REG - Regular Hours Worked	CSU		-	+
		8							OTPR - Overtime Paid @ 1.5	CSU		-	+
										CSU		-	+

8. When all hours are entered, hit the  button. You can submit hours as they are worked throughout the month! Keeping hitting Submit with each new entry.
9. Make sure all hours are entered by the last day to enter time online. The Approver will not approve until the entire month is over, during their designated approval dates (See Payroll Calendar)

**Important Tips to Remember:**

- Do not hit the “Apply Schedule” button; it will populate a schedule instead of the actual hours worked by the hourly employee.
- If the employee starts or ends mid-month you may need to change the “View by” to Day. Select a day in the start or final week that they are still on pay status. Then use “Next” or “Previous” day to enter all appropriate time for the transition week. You should be able to use the “View by” week or time period for all other entry in the month.
- If the employee is salary and you just need to enter OTPR or Shift time, *do not report REG.*
- Timesheet is for hours for pay, *not* leave time earned/used. The only appropriate codes to enter are
  - REG – Regular Hours Worked
  - OTPR – Overtime paid @ 1.5
  - OTST – Overtime paid @ 1.0 (for callback only)
  - SHGRV – Shift – Graveyard
  - SHSWG – Shift – Swing
  - Unit R08 (University Police only) Shift codes