ISA Timekeeper Approve/Deny Reported Time

Payroll Services

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This process guide provides guidance on the approval/management of Instructional Student Assistant (ISA) self-service reported and payable time.

- Definition of terms:
    - Reported time = hours entered online and submitted by the ISA employee.
    - Payable time = reported time that has been approved and saved by the ISA timekeeper/approver *and* Payroll has run the processing job in PeopleSoft. Hours cannot be electronically paid unless they are in payable time.

- The time will need to be approved by the assigned supervisor/timekeeper in each department during the approval period each month.

- Any reported hours not entered or approved by the ISA online approval cut-off will need to be reported on a Late ISA timesheet.

The link to the ISA Timekeeper/Approver page is on the "Personal Information" 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".
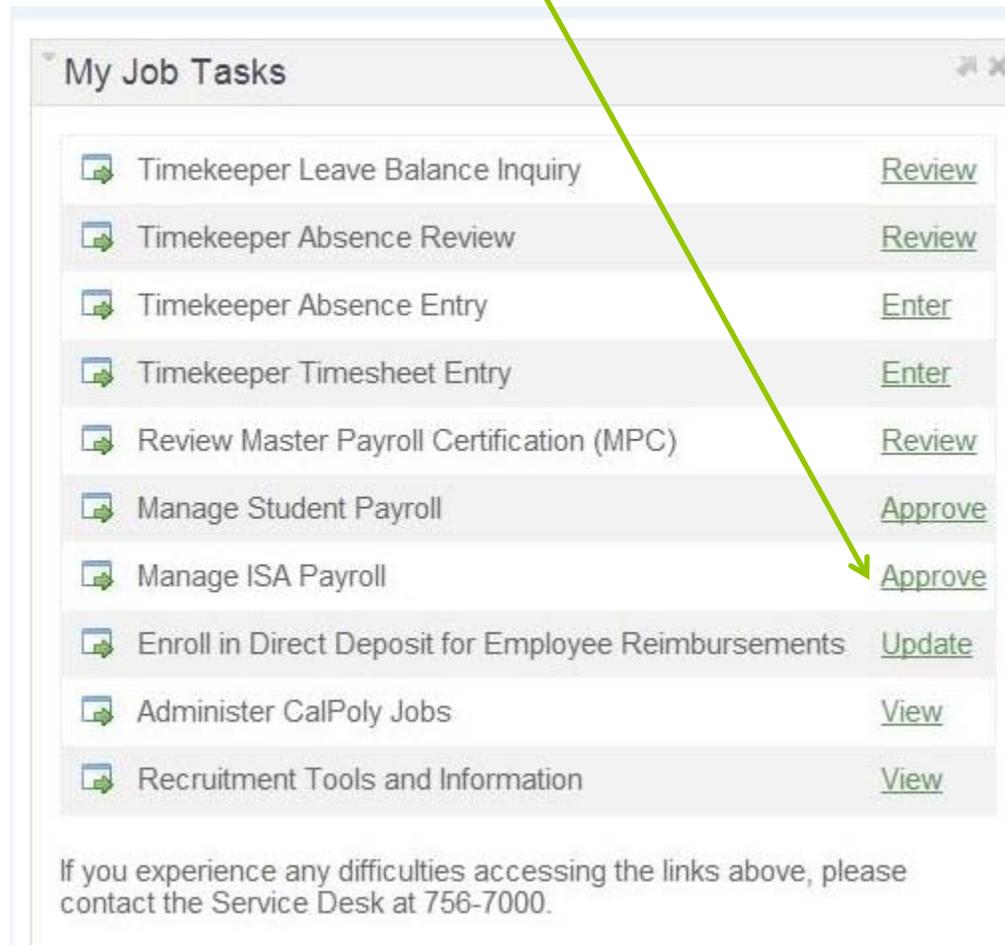
My Job Tasks

Task	Action
Timekeeper Leave Balance Inquiry	Review
Timekeeper Absence Review	Review
Timekeeper Absence Entry	Enter
Timekeeper Timesheet Entry	Enter
Review Master Payroll Certification (MPC)	Review
Manage Student Payroll	Approve
Manage ISA Payroll	Approve
Enroll in Direct Deposit for Employee Reimbursements	Update
Administer CalPoly Jobs	View
Recruitment Tools and Information	View

If you experience any difficulties accessing the links above, please contact the Service Desk at 756-7000.

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.
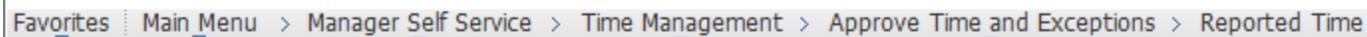
ORACLE

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

- Employees can be searched for by Group ID or by EmplID or by the Workgroup "Hrly R11".
- Change the "View By:" to "All Time Before" and change the "Date" to the first day of the following pay period, select Refresh.
- This will bring up any **unapproved** reported time for ISAs you have access to approve.
- At this point, you can either approve or deny the ISAs from this page or click on the blue hyperlink name to go into an ISA's time.
- Once in the timesheet, change the "View By:" to "Time Period" and you will see all the time entered for the HALLMARK month – you may need to scroll back (or forward) to see the entire STATE period.

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Approve Reported Time

Timesheet Summary

▼ **Employee Selection Criteria**

Description	Value
Group ID	🔍
Empl ID	🔍
Empl Rcd Nbr	🔍
Last Name	🔍
First Name	🔍
Workgroup	HRLY R11 🔍

[Clear Selection Criteria] [Save Selection Criteria] [Get Employees]

ⓘ View Instructions

☑ **Show Schedule Information**

View By: All Time Before ▼ **Date:** 08/31/2013 🗓 ⟳ Refresh

☐ **Include Absence**

- If there is time the ISA entered that is incorrect, scroll to the right side of the page, hit the '-' (minus) sign on the appropriate date, hit submit, follow the prompt, re-enter the time, submit, follow the prompt and then approve it.
- 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 denied in error or if the ISA complies with your requirements BEFORE the approval period is over, you will need to remove the deleted time and re-enter it.
- 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.