



High Level Description	
Process	Enter Time
Module	Time & Labor
Document Type	Business Process Guide

Revision Control			
Date	By	Action	Pages
08-18-2009	T Mistry	Document created	7
12-16-2011	T Mistry	Modified	8

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## Overview

All Student employees and Hourly employees must enter their worked hours via MyCSUEB. This business process guide demonstrates how to do self service time entry and how to view the status of the reported time via MyCSUEB. You should enter your work hours each day you work. Your supervisor monitors and approves the reported time throughout the month. At the end of each month your time is electronically transmitted to the State Controller's Office for paycheck generation. You will need your NetID and Password to log in to MyCSUEB.

### Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

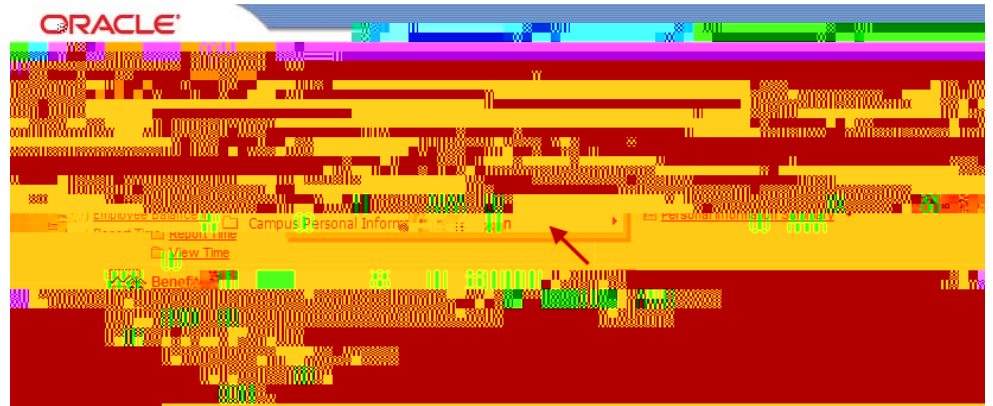
- Improved color scheme

- New look for Processing and Save indicators

- Pop-up Search Window and Edit Boxes

- Number of Search Results Option

- Type Ahead Matching



## Log In

Navigate to [MyCSUEB](https://my.csueb.edu)  
(<https://my.csueb.edu>)

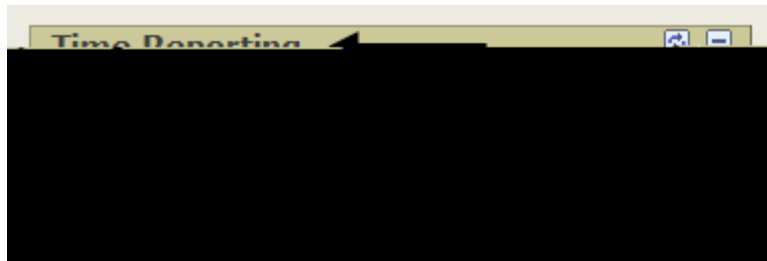
1. Enter your NetID and Password
2. Click Sign In

The MyCSUEB Home page displays.

*Note: If you are a student employee, you will see a STUDENT tab at the top of the home page. If you are an hourly employee, you will see an EMPLOYEE tab at the top of the home page. **Select your applicable tab.***

3. Under the Time Reporting section, click Timesheet

*Note: If you have multiple jobs, they will display. Be careful to select the correct job/record number when reporting time.*



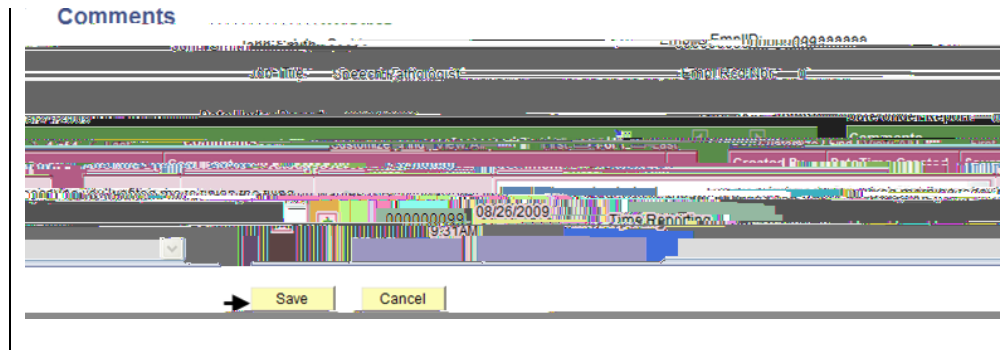
Timesheet					
John Smith					
Customize   Find First 1-2 of 2 Last					
Job Description	Empl Rcd Nbr	Department	Department Description	Position Description	Hourly Rate
1 14750		Stu Disability Resource Ctr	Lead Interpreter/Translit	33.582692	Lead Interpreter





8. Enter your comments

9. Click Save



The comments confirmation page displays.

10. Click OK

View Work Hours

