

## Enter Student Assistant Time Worked



Student Assistants who are **State** employees enter their own time worked each month via CMS Student/HR self service. Students can use self-service functionality to:

- Enter time for the current pay cycle
- Enter time for prior period pay cycles for which no time has previously been reported
- Review time from current and prior pay cycles

### NOTE:

- **Time format** must be either (a) in 24 hour format, or (b) include **a** for AM and **p** for PM.
- If you did not take a break, **do not** enter time OUT for the day under LUNCH. Just enter one IN (beginning of day) and one OUT (end of the day).
- **Click SUBMIT** after entering hours so that they will be submitted to your Timekeeper.
- **You need to click Sign Out** in the top right corner of the page to exit CMS Student/HR when you are done. If you fail to do so, others can access your records from the same computer.

### Review/Approval History


Date	By	Action	Pages
1/16/07	M Galligan	Update for release 8.9	8
3/27/07	J Stone	Update for release 8.9 after training	9
4/26/07	M Galligan	Added time format to front page (dup from inside doc)	1
4/27/07	M Galligan	Update to emphasize use of In/Out fields	1,5
5/1/07	M Galligan	Emphasize submit; View By Time Period	1,5,6,7,11
5/4/07	J Stone	Emphasize status changes	7
6/5/2007	C Frakes	Add timesheet example 2	7
10/4/07	C Frakes	Deleted references to Save For Later button	7, 8
11/6/07	C Frakes	Various edits based on my review of doc	1,3,5,8-11
02/19/08	C Frakes	Added note about not being able to see days prior to hire date on timesheet.	5
05/08/08	C Frakes	Fix help link, update view by/date field text, fix screenshots, add submit button note	3,5-8
07/29/09	C Frakes	Update sign-in information and rebrand to CMS Student/HR	1-13
01 March 2012	A Marbach	Convert to new template and Rebrand for V 9.0	10
04/22/2013	N Schuette	Remove Print Voucher section	8

## Contents

<b>Sign in to CMS Student/HR</b> .....	<b>3</b>
<b>Navigation:</b> .....	<b>3</b>
<b>Enter Time</b> .....	<b>4</b>
<b>Timesheet Example 1</b> .....	<b>5</b>
<b>Timesheet Example 2</b> .....	<b>5</b>
<b>Submit Time</b> .....	<b>7</b>
Confirmation.....	7
Sign Out.....	7

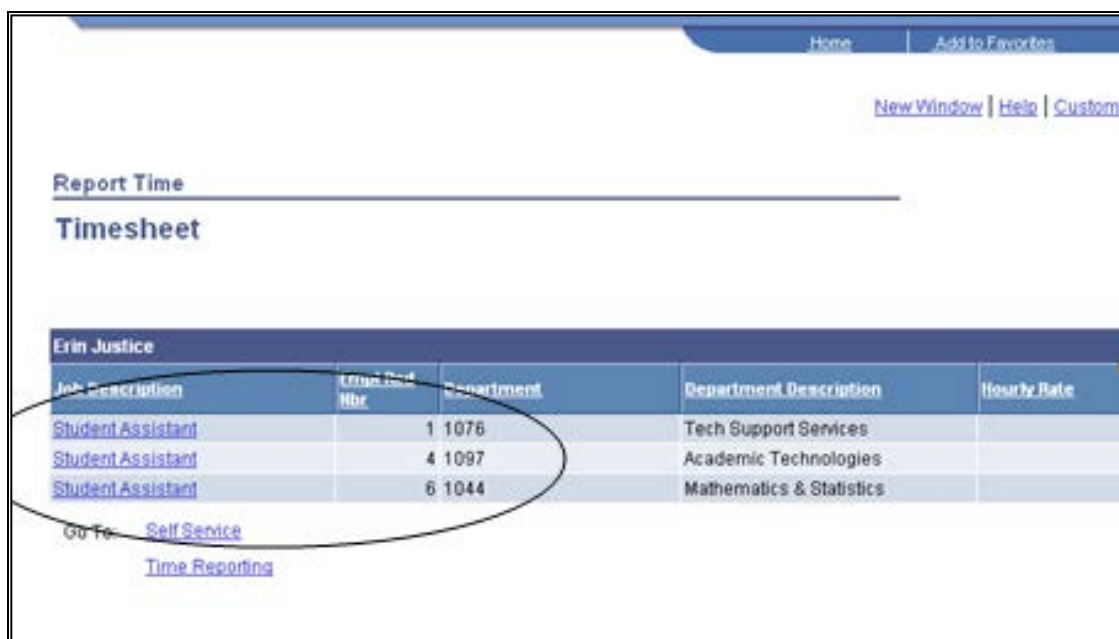
# Sign in to CMS Student/HR

1. Sign in to CMS Student/HR.
  - a. From any CSUMB web page click the MyCSUMB link.
  - b. Log into MyCSUMB with your OtterID and OtterID password (a.k.a your network login and password.)
  - c. On your MyCSUMB Dashboard page click the CMS Student/HR Login button.

 **NOTE:** If you don't know your OtterID or OtterID password you can get help by following the instructions on the [CSUMB Identification System](#) pages.

## Navigation:

**MB Employee Self Service > Time Reporting > Report Time > Timesheet**



**Figure 3:** Select position to report time.

1. If you have **multiple active jobs** on campus, you will see each of them listed (Figure 3). Select the job for which you wish to enter time by clicking on the Job Description (note that Department and Pay Rate are shown, to help you distinguish among jobs).

If you have **only one active job**, the system will open the time entry page (Figure 4).

# Enter Time

1. The **View By** field defaults to **Week**. You can change this if needed.

**Pay periods beginning on the 1<sup>st</sup> of the month:** If you wish to enter time for the entire pay period (month), change the **View By** field from **Week** to **Time Period** (Figure 4), set the **Date** to the first day of the pay period (i.e. the 1<sup>st</sup>), and then click the Refresh button.

**Pay periods beginning on the day before the 1<sup>st</sup> of the month:** Set the **View By** field to **Week**, and set the **Date** field so the first day of the pay period is the first day of the week (i.e. the 30<sup>th</sup> or 31<sup>st</sup> of the prior month), and then click the Refresh button. (Once you've entered time for the first week then change the **View By** field to **Time Period**, the **Date** field to the 1<sup>st</sup> of the month, click the Refresh button, and enter time for the rest of the month.)

**For a particular week or day:** If you wish to enter time for a particular week set the **View By** field to **Week**, then set the **Date** field to the first date for which you want to enter time that week.

**Timesheet**

Chris Crab  
Job Title: Student Assistant  
EmplID: 000047852  
Empl Rcd Nbr: 0

[Click for Instructions](#)

**View By:** Time Period **Date:** 02/01/2007 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

**Reported Hours:** 10.00 Hours **Scheduled Hours:** 0.00 Hours [Show all Punch Types](#)

From 02/01/2007 to 02/28/2007

Day	Date	Status	In	Lunch	In	Out	Punch Total	Date	Delete
Thu	2/1	Needs Approval	10:00AM			1:00PM	3.00	2/1	
Fri	2/2	Needs Approval	10:00AM			1:00PM	3.00	2/2	
Sat	2/3	New						2/3	
Sun	2/4	New						2/4	
Mon	2/5	Needs Approval	12:00PM	2:00PM	3:00PM	5:00PM	4.00	2/5	
Tue	2/6	New						2/6	
Wed	2/7	New						2/7	
Thu	2/8	New						2/8	
Fri	2/9	New						2/9	
Sat	2/10	New						2/10	

**Figure 4:** View By Time Period to enter hours for an entire month.

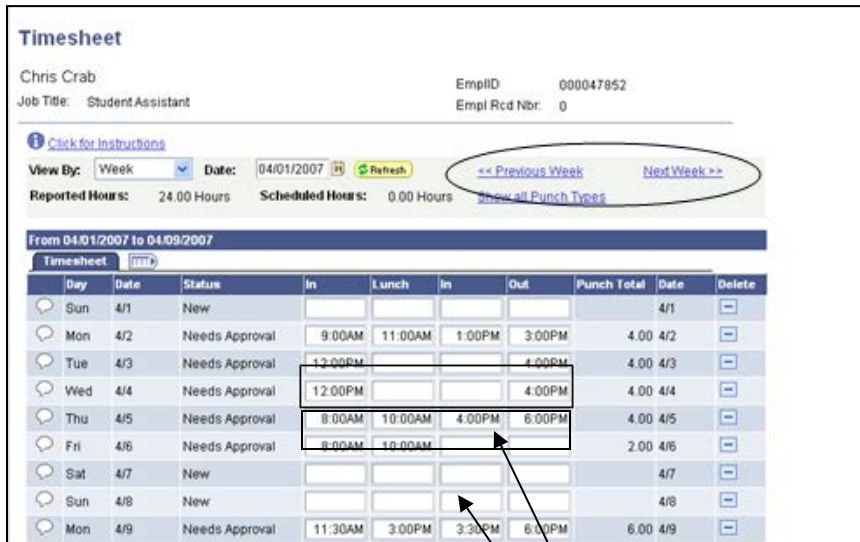
**NOTE:** You cannot access dates on your timesheet prior to your hire date. To enter time for your first week set the **View By** field to **Week** and the **Date** field to your **hire date**. If you were hired in the middle of a week and need to enter hours for days worked (on your hire date or after your hire date), set the **View By** field to **Week** and the **Date** field to your **hire date**. If you were hired in the middle of a month, set the **View By** field to **Week** and the **Date** field to your **hire date**. Enter your hours worked during that first month a week at a time—rather than by trying to view the entire month at once.

2. Once you've set the **View By** and **Date** fields, click the Refresh button and the Timesheet displays the selected days (by Time Period or Week). You are ready to enter time worked into your Timesheet.

# Timesheet Example 1

**NOTE: Time format needs to either (a) be on 24 hour clock or (b) include a for AM and p for PM.** For example, if hours worked are from 8 AM to Noon and from 1 to 3 PM, enter one of the following:

- In 8a, Lunch 12p, In 1p, Out 3p (Using **a** for AM and **p** for PM)
- OR**
- In 0800, Lunch 1200, In 1300, Out 1500 (using 24 hour clock)



**Figure 5:** Enter hours in 24 hour time; the system will adjust to AM and PM

3. Enter time in and out for each day you worked. If you did not take a break during the day, enter your start time under **In** and your end time under **Out**. If you took a break during the day, enter the time that you took the break under **Lunch** and the time you resumed work after the break under the second **In** heading.

**NOTE:** If you did not take a break, do NOT enter time out for the day under **Lunch**. Doing so will cause your hours to be calculated incorrectly on your voucher.









4. Use the **Previous Week** and/or **Next Week** feature to verify that all time is correctly entered.

# Timesheet Example 2

Figure 6 below shows how to enter more than 1 shift in one day; and how to enter a shift that ends at midnight.

In this example the actual hours worked by the student assistant are:

- 4 hours in one shift from 8:00 PM Sunday night through 12:00 AM Monday morning (midnight).
- 4 hours in one shift that included 2 hours from 10:00 PM Tuesday night through 12:00 AM Wednesday morning (midnight), and 2 hours from 12:00 AM Wednesday morning (midnight) through 2:00 AM Wednesday.
- 2 hours in a second shift on Wednesday afternoon from 1:00 PM to 3:00 PM.

Timesheet 									
Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	
<input type="checkbox"/>		Sun	5/20	Needs Approval	8:00PM				4.00
<input type="checkbox"/>		Mon	5/21	Needs Approval			12:00AM		
<input type="checkbox"/>		Tue	5/22	Needs Approval	10:00PM				2.00
<input type="checkbox"/>		Wed	5/23	Needs Approval	12:00AM	2:00AM	1:00PM	3:00PM	4.00
<input type="checkbox"/>		Thu	5/24	New					
<input type="checkbox"/>		Fri	5/25	New					
<input type="checkbox"/>		Sat	5/26	New					

**Figure 6:** An example of time worked overnight, two shifts in one day, and a break between shifts, all on one timesheet.

# Submit Time

To submit time for approval, click the Submit button at the bottom of the screen. This will enable your Timekeeper to approve your time. You must **Submit** time for your Timekeeper to see it.

**NOTE:** Clicking the button submits hours for the current **View By** and **Date** values that you see on the screen.

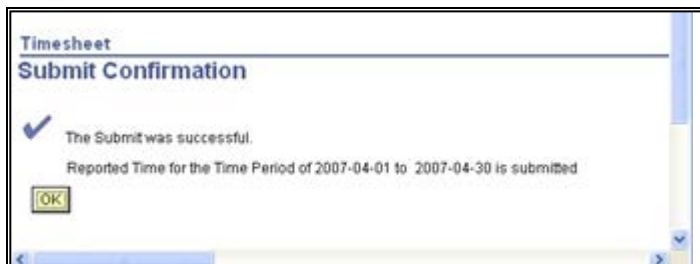
**NOTE:** You may **Submit** your time at various intervals throughout the month, or just once at the end of the month. Your Timekeeper will see your submitted time with a **Needs Approval** status and the Timekeeper will approve your submitted time. Only time reported in **Approved** status is paid by Payroll.

**NOTE:** If hours are displayed using your current **View By** and **Date** settings which were previously submitted, and were approved by your Timekeeper, they will be **unapproved** when you click the **Submit** button. Your Timekeeper will have to approve them again. Try not to resubmit hours for a day unless you have made changes to those hours.

**NOTE:** Do not use the **Submit** button to submit time if you have hours on the Timesheet page that are grayed out, because those hours have already been approved and paid by Payroll. This can occur when the **View By** field is set to **Week**, and the **Date** range for the week overlaps the ending of one pay period and the starting of another subsequent pay period. Instead, set the **View By** field to **By Period** and the **Date** field to the beginning of the new pay period for which you are entering time. Then **Submit** the time you have entered for the new pay period.

## Confirmation

After you submit your time, you will see a confirmation screen similar to that in Figure 7.



*Figure 7: Submit confirmation.*

## Sign Out

If you are **not** going to print your voucher at this time, click **Sign out** in the top right corner of the page to exit CMS Student/HR. If you are going to print your voucher, proceed to the next section of this document.

Please contact [CMSQuestions@csumb.edu](mailto:CMSQuestions@csumb.edu) if you need further assistance.