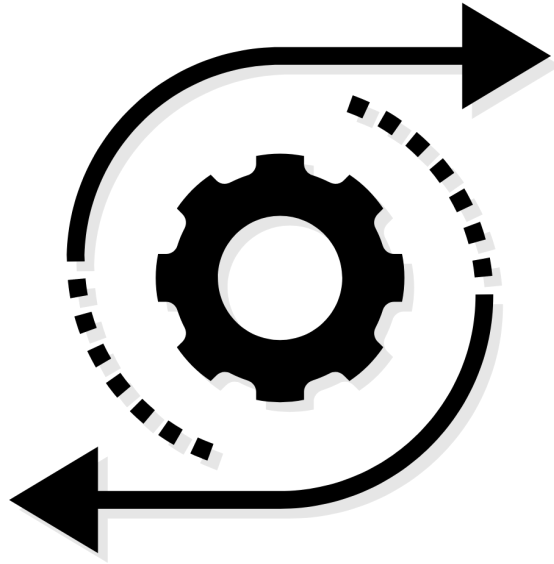




**CSU**

**TIME ENTRY**

# Key Changes



Implementation of  
**Fluid Tile**  
functionality

**Condensed**  
**Timesheet**

**Mobile &**  
**Desktop** view

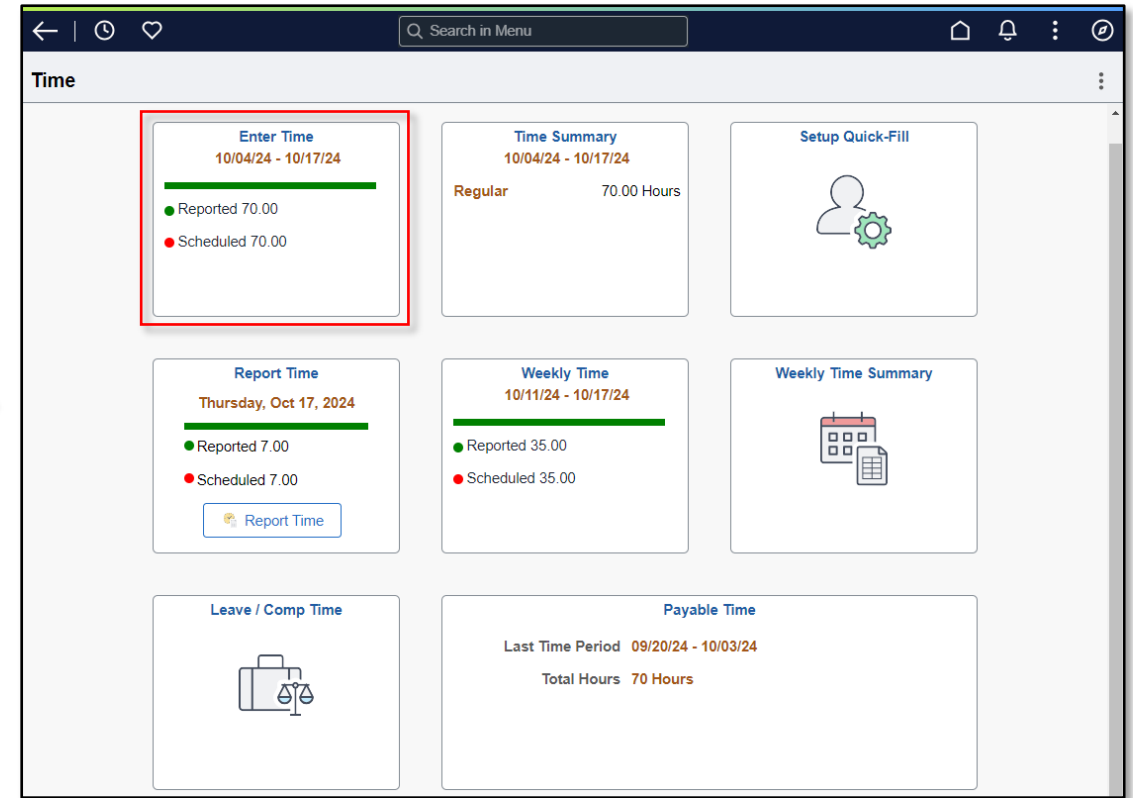
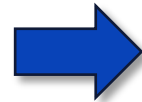
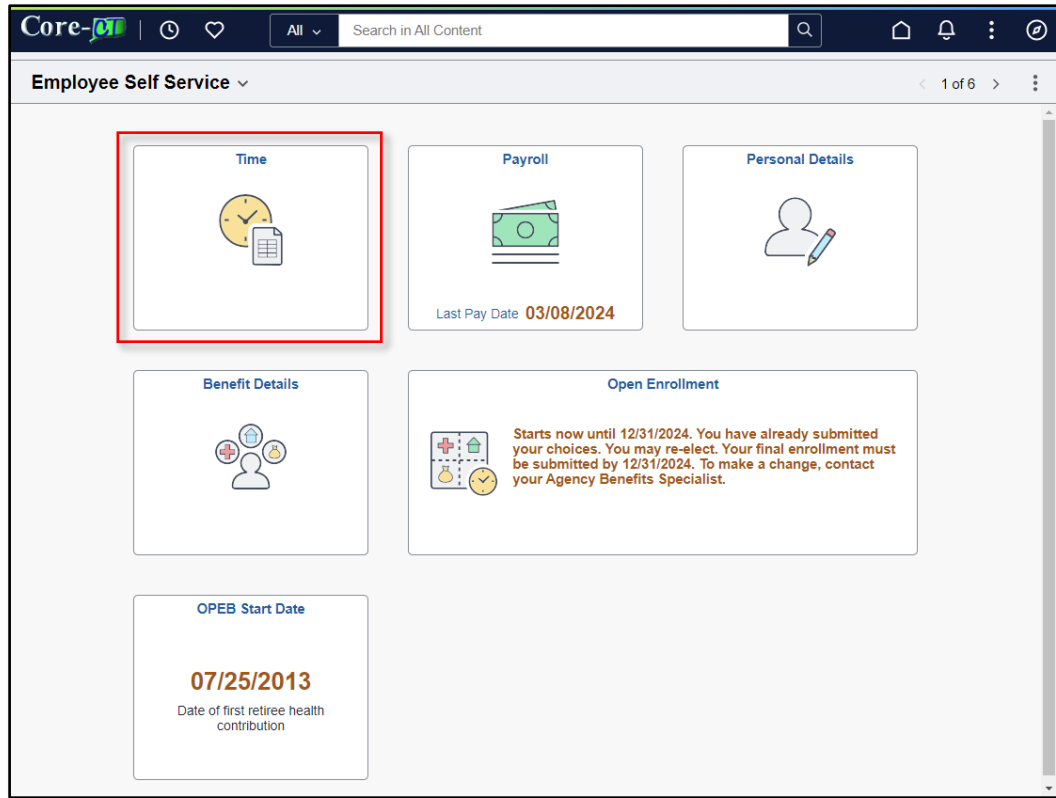
**Three**  
**timesheets**  
entry formats

**Individual tiles**  
to view Accruals

**Intuitive &**  
**User-friendly**

# Navigating to the Timesheet

From the **Employee Self-Service** homepage, select the **Time** tile. This brings you to the **Time** page. Once on the **Time** page, select the **Enter Time** tile.



# Entering Time: View Options

Here is the new look of the timesheet! You can change the view between **Period** or **Weekly View**.

The screenshot shows the 'Enter Time' interface for user Minnie Mouse. At the top, there is a navigation bar with a search menu and home/notification icons. Below the title, the user's name and details are shown: Minnie Mouse, ID 123456, Dept: NVCC, Loc: Art and Design, Hourly RT: 73.19. A date range selector shows 'November 1, 2024 - November 14, 2024'. A status bar indicates 'Scheduled 70.00 | Reported 70.00'. A red box highlights the '\*View By' dropdown menu, which is currently set to 'Period' and has 'Period' and 'Weekly' as options. Below this is a 'Submit' button. The main area contains a table with columns for 'Time Reporting Code', 'QuickFill', 'Override Reason Code', 'Row Totals', and days of the week (1 Fri, 2 Sat, 3 Sun, 4 Mon, 5 Tue, 6 Wed). The '1 Fri' column shows a green bar and '7 of 7'. The '2 Sat' column shows a grey bar and '0 of 0'. The '3 Sun' column shows a grey bar and '0 of 0'. The '4 Mon' column shows a green bar and '7 of 7'. The '5 Tue' column shows a green bar and '7 of 7'. The '6 Wed' column shows a green bar and '7 of 7'. At the bottom, there are input fields for 'PL' and 'REG' with search icons, dropdown menus, and numeric input fields for time entry.

# Entering Time: Time Reporting Code

**Time Reporting Codes** used to reflect time worked, leave taken, holidays, and more.

**Enter Time**

**Minnie Mouse**  
123456 | 0 | Dept: NVCC | Loc: Art and Design | Hourly RT: 73.19

November 1, 2024 - November 14, 2024 \*View By Period

Scheduled 70.00 | Reported 70.00

Submit

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed
PL			7.00	7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7
REG			63.00				7.00	7.00	7.00

# Submitting Time

On your **Timesheet**, if your hours aren't pre-filled, enter the number of hours worked into the hours field. When you're finished, click Submit to send your time entry.

**Enter Time**

**Minnie Mouse**  
123456 | 0 | Dept: NVCC | Loc: Art and Design | Hourly RT: 73.19

November 1, 2024 - November 14, 2024 \*View By Period

Scheduled 70.00 | Reported 70.00

Submit

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed
PL			7.00	7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7
REG			63.00				7.00	7.00	7.00

**Please Note:**

If you see a yellow highlighted date, shown below, this indicates that this day is a holiday.

# Submitting Time

Your **Timesheet** has been successfully submitted when you see the **green confirmation banner**.

The screenshot shows the 'Enter Time' interface with a green confirmation banner at the top: "Timesheet is Submitted for the period 2024-11-01 - 2024-11-14". Below the banner, the date range is "November 1, 2024 - November 14, 2024" and the view is set to "Period". A progress bar shows "Scheduled 70.00 | Reported 70.00". A "Submit" button is visible on the right. The table below shows the following data:

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed
PL			7.00	7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7
REG			63.00				7.00	7.00	7.00

# Accessing the Time Summary Page

You can access the **Time Summary** Page from the **Timesheet**.

**Enter Time**

**Minnie Mouse**  
123456 | 0 | Dept: NVCC | Loc: Art and Design | Hourly RT: 73.19

November 1, 2024 - November 7, 2024 \*View By Weekly

Scheduled 35.00 | Reported 35.00

Submit

**Actions**

- Time Summary
- Payable Time
- Add/View Comments

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	1 Fri	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu
PL			7.00	7.00					
REG			28.00			7.00	7.00	7.00	7.00



# Time Summary Page : Reported Time

The **Time Summary** page for **Reported Time** displays your **Scheduled Time** and the time you have **Reported**.

**Time Summary**

Minnie Mouse  
SUProfr(10Months)

November 1, 2024 - November 7, 2024

Scheduled 35.00 | Reported 35 Hours

**Filters**

**Reported Time** Payable Time

\*View By: Period, Bi-Weekly, Monthly, Weekly

\*View By: Weekly

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1 PL Personal Leave - 7 Hours	2 Off Day	3 Off Day	4 Regular - 7 Hours	5 Regular - 7 Hours	6 Regular - 7 Hours	7 Regular - 7 Hours
Scheduled: 7 Hours Reported: 7 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7 Hours Reported: 7 Hours	Scheduled: 7 Hours Reported: 7 Hours	Scheduled: 7 Hours Reported: 7 Hours	Scheduled: 7 Hours Reported: 7 Hours

**NOVEMBER**  
**4**  
Monday

Total Reported: 7 Hours  
Time Reporting Code: Regular - 7 Hours  
Time Details: Board of Regents, Eastern Time (US), Day, Not Eligible for Weekend Diff, Not Eligible for Shift Diff

View Legend

Actions

# Time Summary Page : Payable Time

The **Time Summary** page for **Payable Time** displays the **Time Reported**, **Quantity**, and **Payable Time Status** for each day.

**Time Summary**

**Minnie Mouse**  
SUProfr(10Months)

November 1, 2024 - November 14, 2024  
Reported 77 Hours

\*View By: Period

Reported Time | **Payable Time** | View Legend

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1 PL Personal Leave - 7 Hours Regular - 7 Hours Quantity: 14 Hours	2 Off Day Quantity: 0 Hours	3 Off Day Quantity: 0 Hours	4 Regular - 7 Hours Quantity: 7 Hours	5 Regular - 7 Hours Quantity: 7 Hours	6 Regular - 7 Hours Quantity: 7 Hours	7 Regular - 7 Hours Quantity: 7 Hours
8 Regular - 7 Hours Quantity: 7 Hours	9 Off Day Quantity: 0 Hours	10 Off Day Quantity: 0 Hours	11 Regular - 7 Hours Quantity: 7 Hours	12 Regular - 7 Hours Quantity: 7 Hours	13 Regular - 7 Hours Quantity: 7 Hours	14 Regular - 7 Hours Quantity: 7 Hours

**NOVEMBER**  
**6**  
Wednesday  
Quantity: 7 Hours  
Time Reporting Code: Regular - 7 Hours  
Payable Status: Approved

# Accessing Leave/Compensation Time Accruals

**Leave and Compensation Time**, also known as **Accruals**, has its own tile and is no longer located directly on the **Timesheet**.

The screenshot shows a dashboard titled "Time" with several tiles. The "Leave / Comp Time" tile, located at the bottom left, is highlighted with a red border. Other tiles include "Enter Time", "Time Summary", "Setup Quick-Fill", "Report Time", "Weekly Time", "Weekly Time Summary", and "Payable Time".

The screenshot shows the "Leave / Comp Time" menu with three options: "Sick", "Vacation", and "Personal". The "Personal" option is highlighted with a red border. Below each option, the plan type and recorded balance are listed.

Leave Balance

Personal Balance			
			19.25

Leave Balance Details

Accrual Date	Earned	Taken	Balance
02/22/2024	0.00	0.00	19.25
02/08/2024	0.00	3.75	19.25
02/01/2024	0.00	0.00	23.00
01/25/2024	0.00	1.00	23.00