



Student Employee Time Reporting Guide

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Student Payroll Team

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Overview

- ✓ Student employees must enter their hours worked in the online self-service tool on each day worked.
 - ✓ They may also print their timesheets for their records.
- ✓ **Student employees have until the last day of the pay period to enter hours worked and make any corrections to reported time.**
- ✓ Departments have until five days after the close of the pay period to review and approve reported time.
- ✓ Student Timekeepers must review submitted hours at least once each week for discrepancies, such as missed punches or other exceptions.
- ✓ Approvers will review and authorize hours worked online for each student employee.
- ✓ Students with multiple jobs, such as positions in different departments or positions with different rates of pay, must ensure they select the correct job record when reporting hours worked.


Student Employee Responsibilities

- ✓ **Enter your hours worked daily**
 - ✓ Future entry of time worked is not permitted
 - ✓ If you have multiple jobs, make sure that you have selected the correct job by verifying the department.
 - ✓ Federal work study will have a separate job record
 - ✓ **All hours worked must be entered no later than the last day of the pay period**
- ✓ **Review your time no later than the last day of the pay period**
 - ✓ To confirm the accuracy of the time you reported
 - ✓ **You will not be permitted to enter time or make any corrections beyond the last day of the pay period**
- ✓ **Late time reporting should be avoided and may cause:**
 - ✓ Delay in payment
 - ✓ Salary Overpayments
 - ✓ Manual Adjustments
 - ✓ Potential Penalties

Entering Punch Time

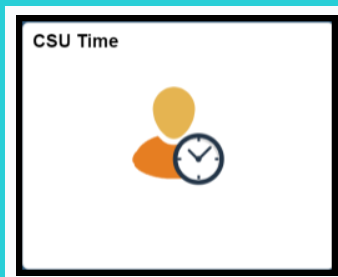
Use this procedure to punch in and punch out

STEP 1: If you have multiple home pages, select the Employee Self Service Homepage

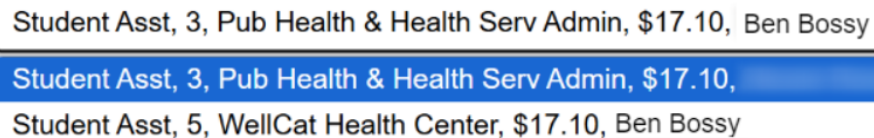
A screenshot of a dropdown menu with the text "Employee Self Service" and a downward-pointing arrow.

STEP 2: Click the CSU Time tile.

- The tile opens automatically to the Enter Time page



STEP 3: If you have multiple jobs, select job for which you are entering time. *See example below.*

A screenshot of a dropdown menu with three options. The second option is highlighted in blue. The text in the options is: "Student Asst, 3, Pub Health & Health Serv Admin, \$17.10, Ben Bossy", "Student Asst, 3, Pub Health & Health Serv Admin, \$17.10,", and "Student Asst, 5, WellCat Health Center, \$17.10, Ben Bossy".

Student Asst, 3, Pub Health & Health Serv Admin, \$17.10, Ben Bossy	▼
Student Asst, 3, Pub Health & Health Serv Admin, \$17.10,	
Student Asst, 5, WellCat Health Center, \$17.10, Ben Bossy	

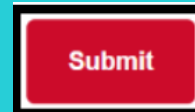
Entering Punch Time Continued

STEP 4: Enter your time in and time out

⚠ Pay close attention to where the cursor goes when you press Tab. The Tab order may not be what you expect.

DAY SUMMARY		IN	OUT	IN	OUT	TIME DETAILS	COMMENTS		
01 Jun Sunday Reported 0.00	☺					📄	💬	+	-
02 Jun Monday Reported 8.50	☺	8:00:00AM	11:30:00AM	12:00:00PM	5:00:00PM	📄	💬	+	-

STEP 5: Click Submit



STEP 6: If you receive an Earliest Change Date message, click OK

- **IMPORTANT:** Rules are not applied if the Earliest Change Date is more than 12 months. The rules will be applied the next time the TimeAdmin process runs. TimeAdmin process typically runs twice each day. (System updates)

Earliest Change Date is too far back to run Rules in viewed period. Limit is 12 months.
The system is configured to protect against extreme long response times when you submit time.

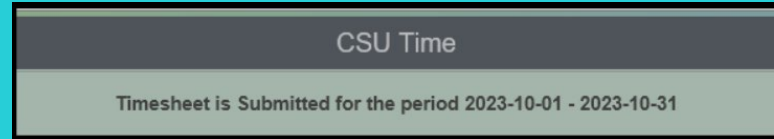
In order to get around this limitation you may bring up an earlier timesheet and work your way forward to the present, or you should request your Manager or the Time Administrator to run the Request Time Administration process to bring your Earliest Change Date forward to present time.

OK

Entering Punch Time Continued

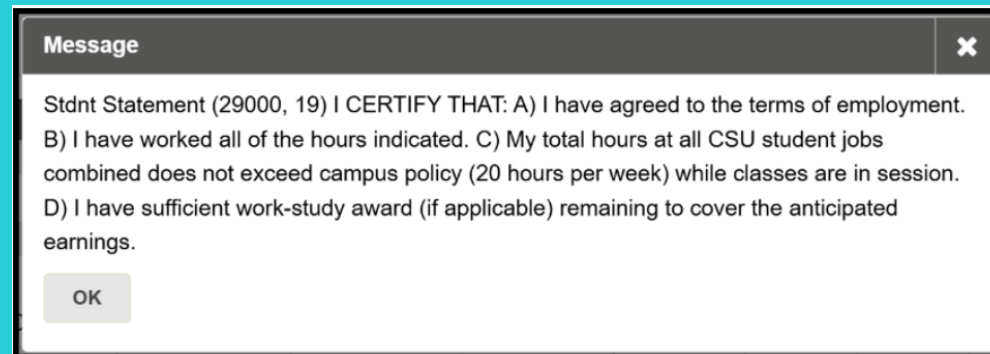
STEP 7: Confirm that your timesheet has been submitted

- The page briefly displays this message at the top of the screen before the Affirmation Statement shows. The message is removed after 2 seconds, so make sure you look for it quickly

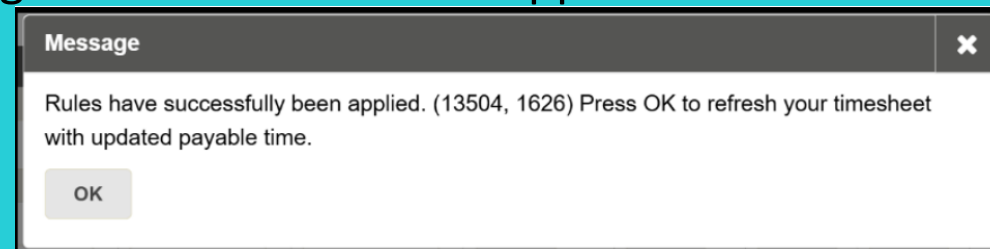


STEP 8: If you see the Affirmation Statement, then click **OK**

- You might see a different message, based on your workgroup



STEP 9: Click **OK** to acknowledge the rules have been applied.



Printing Student Timesheet

To Print your timesheet:

- ✓ Select the dates or pay period that you want to print
- ✓ Then select the “Print Timesheet” button

Job Title

30 January - 28 February 2026

CSU State Calendar

Scheduled

Reported 0 Hours

[View Legend](#)

Week 1 of 5

Scheduled 0.00 | Reported 0.00 Hours

*Time Reporting Code / Time Details	30-Friday	31-Saturday	1-Sunday	2-Monday	3-Tuesday	4-Wednesday	5-Thursday
Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
REG - F							
Comments							

[Print Timesheet](#) [Submit](#)

In this section

- Timesheet
 - Enter Time
 - Exceptions
- CSU Report No Leave Taken
- Weekly Time Entry
- Weekly Time Summary
- Payable Time
- Request Absence
- Cancel Absences
- View Requests
- CSU Employee Balance Inquiry
- Switch to Classic View

Sample Timesheet

Timesheet

Date:

Employee ID:

Name:

Department:

Paygroup:

Union Code:

WorkGroup:

Timesheet Data:

Employee Record:

Jobcode:

HR Status:

Position No.:

Day	Date	TRC	Quantity	Reported Status	Elements

Total Reported Hours :

Day	1/30 Fri	1/31 Sat	2/01 Sun	2/02 Mon	2/03 Tue	2/04 Wed	2/05 Thu	2/06 Fri	2/07 Sat	2/08 Sun	2/09 Mon	2/10 Tue	2/11 Wed	2/12 Thu	2/13 Fri	2/14 Sat	2/15 Sun	2/16 Mon	2/17 Tue	2/18 Wed	2/19 Thu	2/20 Fri
Select valid alert program ID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

Employee Signature: _____

Date: _____

Approver#1 Signature: _____

Date: _____

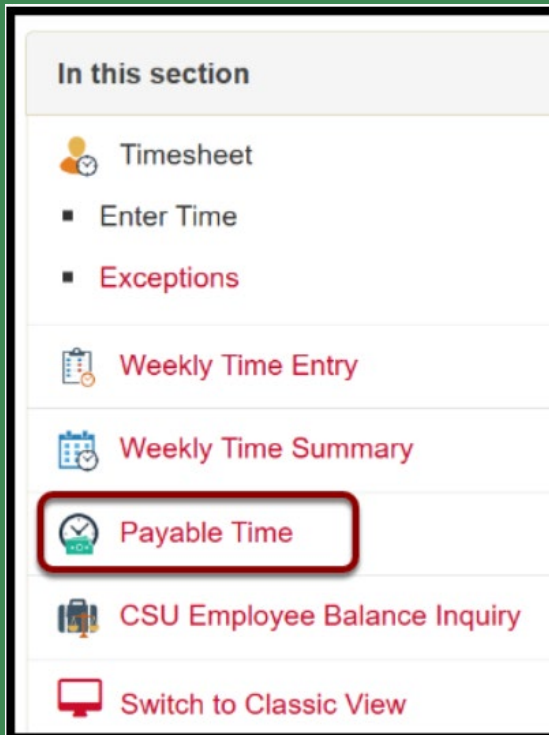
Approver#2 Signature: _____

Date: _____

Confirm Payable Time

Use this procedure to confirm that your payable time has been reported

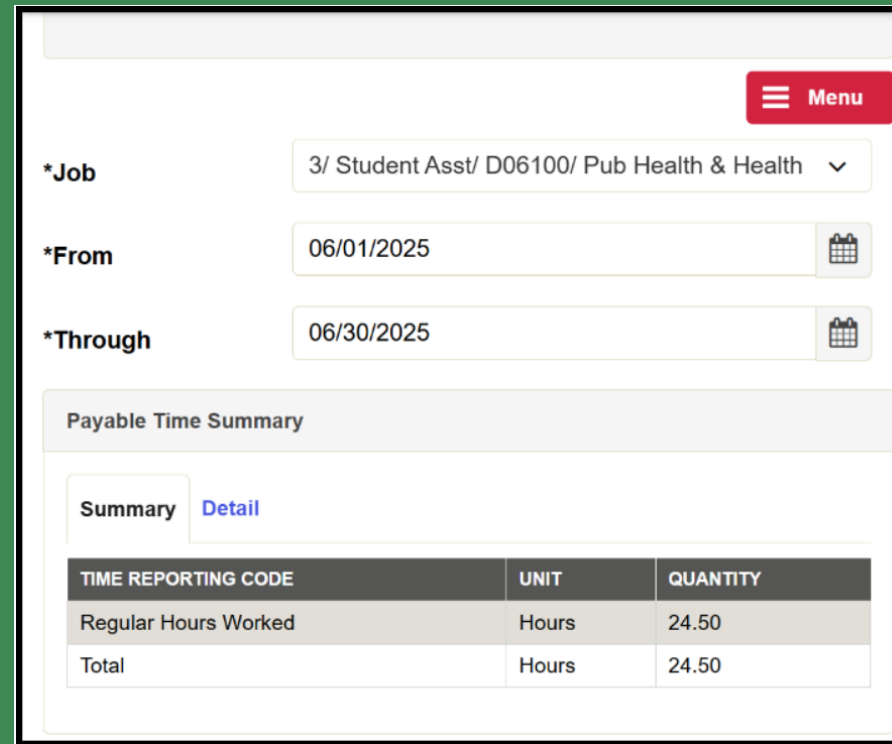
STEP 1: From the Enter Time page, click Payable Time



In this section

- Timesheet
 - Enter Time
 - Exceptions
- Weekly Time Entry
- Weekly Time Summary
- Payable Time**
- CSU Employee Balance Inquiry
- Switch to Classic View

STEP 2: Review that your submitted hours are correct



Menu

*Job 3/ Student Asst/ D06100/ Pub Health & Health

*From 06/01/2025

*Through 06/30/2025

Payable Time Summary

Summary [Detail](#)

TIME REPORTING CODE	UNIT	QUANTITY
Regular Hours Worked	Hours	24.50
Total	Hours	24.50

Exceptions and Corrections

- An exception is generated when time reported does not comply with the established time administration rules
- Exceptions with high severity will not move forward into Payable Time until corrected
- Exceptions with medium severity can move forward without being resolved, so it is important to review and address accordingly
- If exception is due to a keying error, the reported time may be corrected in Timesheet by either the student employee or the department
- The exception will clear once Time Administration process runs
- Time Administration process recalculates all reported time and runs against established rules, creating or clearing any applicable exceptions and converts to payable time.
- Time Administration runs two times a day at 12pm, and 9pm
- **If exception is allowable, coordinate with Carlie Zamora in Payroll Services to resolve.**

Making Corrections

To Correct Time Entries:

- Click the minus button to delete the incorrect row
- Enter the correct times for the week

Job Title

30 January - 28 February 2026

CSU State Calendar

Scheduled

Reported 0 Hours

Legend

Week 1 of 5

Scheduled 0.00 | Reported 0.00 Hours

Reporting Period / Time Details	30-Friday	31-Saturday	1-Sunday	2-Monday	3-Tuesday	4-Wednesday	5-Thursday
Reported	0	0	0	0	0	0	0
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Print Timesheet Submit

In this section

- Timesheet
 - Enter Time
 - Exceptions
- CSU Report No Leave Taken
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- Request Absence
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Missed the Deadline? What should you do?

Communicate

- ✓ If it has been discovered that an adjustment is required to your time after the pay period has finalized, communicate with your department to submit an Adjustment form to Payroll Services.

Submit

- ✓ Once the Adjustment form is completed and signed by the Heera manager, the department will submit it to Payroll Services via smartsheet link.
- ✓ Adjustment forms must be submitted by the department.

Process

- ✓ Payroll Services will make the necessary adjustments to either issue additional pay or establish an accounts receivable for overpayments.

Federal Work Study (Off Campus Only)

- ✓ Enter your time worked in Timesheet in CHRS
- ✓ Confirm your reported time is correct by the last day of the pay period
- ✓ Print your Timesheet, sign and date it, then submit it to your off-campus manager no later than the last day of the pay period
- ✓ Off-campus manager will submit your Timesheet to the Financial Aid department for review
- ✓ Financial Aid department will review reported time by running audit reports and checking exceptions
- ✓ Financial Aid department will approve payable time in CHRS by the 5th day after the close of the pay period

End of Employment

- ✓ Notify your supervisor or manager when you intend to end your employment with the university
- ✓ It is recommended and considered best practice to provide your employer at least 2 weeks notice of your intent to separate from the university
- ✓ Upon separation and provided the proper notice was given, you will receive your paycheck on your last day of work
- ✓ For student employees with appointments that end and are not renewed for the next term, final pay is processed with the normal cycle
- ✓ **End of Employment Servicenow ticket must be submitted by Heera manager.**

Important Reminders

- ✓ Student Assistants may work up to, but not but not more than, 20 hours per week during Academic periods and up to 40 hours per week during Academic break periods
- ✓ As a Bridge Student Assistant, you are responsible for paying Medicare taxes (1.45%) and PST (7.5%) of gross wages. PST-Part-time, Seasonal and Temporary Employees Retirement System.
- ✓ Break periods: A 15-minute break is provided for every four hours worked. The break should be taken near the midpoint of the four-hour work period.
- ✓ Lunch break periods: Employees working more than 5 hours or more, must take a minimum 30-minute lunch break. The lunch break should be taken near the midpoint of the work shift.
- ✓ Immediately change your address when you move through the CHRS Personal Details tab.
[CHRS Update Employee Address](#)



Resources

[Student Employee Time Reporting Website](#)

[2026 Student Assistant Pay Schedule](#)

[Cal Employee Connect](#)

To view your paycheck stubs, W-2's, enroll or change your direct deposit, please register or log into Cal Employee Connect.

[Payroll Contact List](#)