Student Time Adjustment Report

Student Assistants and Department Timekeepers may run the Student Time Adjustment Report to adjust a student's time after payroll has already been processed.

The steps to run the Student Time Adjustment Report are:
1. Navigate to the report launch page.
2. Run the report.
3. Print the report.
4. Student fills in the report with the corrections to time reported on the form.
5. Student signs the report and obtains signature from supervisor.
6. Student submits report to Department Timekeeper.
7. Timekeeper obtains signature from the department signature authority.
8. Timekeeper sends report to Payroll.

NOTE: You must click the **Sign Out** link at the top right of the page to exit CMS 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
5 July 2005	D Rodgers	Original	4
5 July 2005	M Galligan	Modifications for training	3
16 January 2007	M Galligan	Update for release 8.9	4
4 June 2007	J Stone	Updated with navigation, print screens and copy of report	5
01 March 2012	A Marbach	Convert to new template and rebrand for v 9.0	4

Contents

Navigation

MB Employee Self Service > Time Management > Employee Time Adjustments

NOTE: This report can be run for a single Student Assistant. The report can be printed by either the Student Assistant or the Timekeeper.


Figure 1: Select MB (Monterey Bay) EE (employee) Time Adjustments.

1. Use the magnifying glass to find the Employee Record Number (Empl Rcd Nbr) associated with the job for which you're adjusting hours (this is usually 0).
2. Select the month for which you wish to adjust time.
3. Select the year.
4. Click **Save** at the bottom left of the screen.
5. Click the **printer icon** to print the adjustment report.
6. Click **Report Manager** to go to the report manager screen.

Run Report

Figure 2: *Click Refresh to update Status.*

7. If the Status of the Student Time Adjustment Report (shown as the top report in Figure 3) is not **Posted**, click on Refresh until the Status becomes Posted.
8. Once the Status is Posted, click Details. This will open the Report Detail page.
9. Click on the PDF (Adobe Acrobat) file name to open the PDF file.

Print Report

10. Click on the Printer icon/button on the Acrobat toolbar to print the report.
11. Close the Adobe Acrobat window.
12. Enter the adjusted time (in ink).
13. Sign the report and get your supervisor's signature on it.
14. Turn the report in to your Department Timekeeper.

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CSUMB Student Time Adjustment Report
Run Date & Time:      06/04/2007      -      13:51
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Name :	Crab,Chris	Jobcode :	1870
Employee ID :	000047852	Department :	IAIRS, Office of
Employee Rcd:	0	Position Nbr:	10001695
CSU Unit:	456	Position Title:	Student Assistant

Date	Hours	New Total	Reason
01-MAY-2007	0.00	_____	_____
02-MAY-2007	0.00	_____	_____
03-MAY-2007	0.00	_____	_____
04-MAY-2007	0.00	_____	_____
05-MAY-2007	0.00	_____	_____
06-MAY-2007	0.00	_____	_____
07-MAY-2007	0.00	_____	_____
08-MAY-2007	0.00	_____	_____
09-MAY-2007	0.00	_____	_____
10-MAY-2007	0.00	_____	_____
11-MAY-2007	0.00	_____	_____
12-MAY-2007	0.00	_____	_____
13-MAY-2007	0.00	_____	_____
14-MAY-2007	0.00	_____	_____
15-MAY-2007	0.00	_____	_____
16-MAY-2007	0.00	_____	_____
17-MAY-2007	0.00	_____	_____
18-MAY-2007	0.00	_____	_____
19-MAY-2007	0.00	_____	_____
20-MAY-2007	0.00	_____	_____
21-MAY-2007	0.00	_____	_____
22-MAY-2007	0.00	_____	_____
23-MAY-2007	0.00	_____	_____
24-MAY-2007	0.00	_____	_____
25-MAY-2007	0.00	_____	_____
26-MAY-2007	0.00	_____	_____
27-MAY-2007	0.00	_____	_____
28-MAY-2007	0.00	_____	_____
29-MAY-2007	0.00	_____	_____
30-MAY-2007	0.00	_____	_____

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ADJUSTMENT APPROVAL - Student and Authorized approver signatures are required.
                    - Supervisor Signature may be required by your department.

    Student Signature        _____   Date _____

    Supervisor Signature     _____   Date _____

    Authorized Signature     _____   Date _____
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Figure 3: *Student Time Adjustment Report Template to Complete by Student.*