Enter Student Assistant Time Worked & Print Vouchers

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
- Print a pay voucher each month for the Supervisor to sign

⚠️ **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.

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**STUDENT ASSISTANT AND HOURLY EMPLOYEE SELF SERVICE TIME ENTRY**

![Workflow Diagram]

*Figure 1: Workflow for Entering and approving Student Assistant time.*
REVIEW/APPROVAL HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16/07</td>
<td>M Galligan</td>
<td>Update for release 8.9</td>
<td>8</td>
</tr>
<tr>
<td>3/27/07</td>
<td>J Stone</td>
<td>Update for release 8.9 after training</td>
<td>9</td>
</tr>
<tr>
<td>4/26/07</td>
<td>M Galligan</td>
<td>Added time format to front page (dup from inside doc)</td>
<td>1</td>
</tr>
<tr>
<td>4/27/07</td>
<td>M Galligan</td>
<td>Update to emphasize use of In/Out fields</td>
<td>1,5</td>
</tr>
<tr>
<td>5/1/07</td>
<td>M Galligan</td>
<td>Emphasize submit; View By Time Period</td>
<td>1,5,6,7,11</td>
</tr>
<tr>
<td>5/4/07</td>
<td>J Stone</td>
<td>Emphasize status changes</td>
<td>7</td>
</tr>
<tr>
<td>6/5/07</td>
<td>C Frakes</td>
<td>Add timesheet example 2</td>
<td>7</td>
</tr>
<tr>
<td>10/4/07</td>
<td>C Frakes</td>
<td>Deleted references to Save For Later button</td>
<td>7, 8</td>
</tr>
<tr>
<td>11/6/07</td>
<td>C Frakes</td>
<td>Various edits based on my review of doc</td>
<td>1,3,5,8-11</td>
</tr>
<tr>
<td>02/19/08</td>
<td>C Frakes</td>
<td>Added note about not being able to see days prior to hire date on timesheet.</td>
<td>5</td>
</tr>
<tr>
<td>05/08/08</td>
<td>C Frakes</td>
<td>Fix help link, update view by/date field text, fix screenshots, add submit button note</td>
<td>3,5-8</td>
</tr>
<tr>
<td>07/29/09</td>
<td>C Frakes</td>
<td>Update sign-in information and rebrand to CMS Student/HR</td>
<td>1-13</td>
</tr>
</tbody>
</table>

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Sign in to CMS Student/HR

1. Use the **Internet Explorer browser** and 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.

Navigate to Time Entry Page

2. **Self Service > Report Time > Timesheet**

![Image of Time Entry Page](image)

**Figure 2:** From the main menu, select Self Service, then Timesheet.
3. 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

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

**Pay periods beginning on the 1st 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 1st), and then click the Refresh button.

**Pay periods beginning on the day before the 1st 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 30th or 31st 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 1st 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.

![Figure 4: View By Time Period to enter hours for an entire month.](image)

⚠️ 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.

5. 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 you worked from 8 AM to Noon and from 1 to 3 PM, enter one of the following:

<table>
<thead>
<tr>
<th>In</th>
<th>Lunch</th>
<th>In</th>
<th>Out</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>8a</td>
<td>12p</td>
<td>1p</td>
<td>3p</td>
<td>Using a for AM and p for PM.</td>
</tr>
<tr>
<td>0800</td>
<td>1200</td>
<td>1300</td>
<td>1500</td>
<td>Using 24 hour clock.</td>
</tr>
</tbody>
</table>

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

6. 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.
7. Use the **Previous Week** and/or **Next Week** feature to verify that all time is correctly entered.

**Timesheet Example Two**

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 Example](image)

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

8. 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.](image)

**Sign Out**

9. 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.
Print Voucher

**NOTE: Disable your pop-up blocker.** This process launches a new browser window. If you have a pop-up blocker active in Internet Explorer, you need to allow pop-ups for this site in order to see the window (in Internet Explorer, use Tools > Internet Options > Privacy > Settings).

1. When you are ready to print your voucher for a month, click on **CSUMB - Print Voucher** at the bottom of the Timesheet page.
2. Alternatively, from the main menu, select **Self Service > Time Reporting > Report Time > MB Voucher Report**.

![Timesheet Example]

**Figure 8:** Click CSUMB - Print Voucher to begin printing process.
3. Enter your Employee Record Number, the month of the voucher to print, and the calendar year.

![Voucher Report](image)

**Figure 9: Enter values to print voucher.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl Rcd Nbr</td>
<td>The Employee Record Number defaults to the number of the job you entered time for. If you need to change this, click on the magnifying glass to see valid employee record numbers for your multiple jobs, and select the appropriate one.</td>
</tr>
<tr>
<td>Month of Voucher to Print</td>
<td>Enter the month of the voucher to print (the month in which you worked) or click the magnifying glass to select a valid value</td>
</tr>
<tr>
<td>Voucher Year</td>
<td>Enter the voucher year (the actual year in which you worked) or click the magnifying glass to select a valid value.</td>
</tr>
</tbody>
</table>

Table 1: Voucher Report Run Control Fields

4. Click the **Printer** icon/button to launch the print job.
5. Click **Report Manager** to view the report status.
Report Administration

When you first arrive at the Report Manager Administration page, the Status is likely to be *Processing*.

6. Click Refresh to update the status, until you see that the Status is *Posted*.

![Image of Report Manager Administration page](image)

*Figure 10: When status is Posted, click Details to view and print the voucher.*

7. Click **Details** on the right of the report status to view the Report Details.
Report Details

![Image of Voucher Report Detail]

Figure 11: Voucher Report Detail.

8. Click on the PDF (Adobe Acrobat) file name to open the file.
9. Click on the **Printer** icon/button on the Acrobat toolbar to print the voucher.
Print Voucher

![Image of the voucher](https://example.com/voucher.png)

**Figure 12:** Sample Voucher in Adobe Acrobat.

### Sign Out

1. Close the Adobe Acrobat window.
2. From CMS Student/HR, click **Sign out** in the top right corner of the page to exit.
3. Close the browser window.

⚠️ **NOTE:** If you do not see your hours on your voucher, verify that you have done the following:

- Pressed Submit time for all hours worked during the month
- Select the correct Employee Record Number
- Select the correct Month (the month in which you worked, e.g., April)
- Select the correct year (the calendar year in which you worked, e.g., 2007)

Please contact CMSQuestions@csumb.edu if you need further assistance.