

Title: Positive Pay Process – Time & Labor
Department: Financial Services
Effective Date: August 3, 2023

PURPOSE

Time & Labor (Positive Pay) T&L Approval is the process for approving the hours reported to be paid. These may include: Positive Reporting (hourly employees), Overtime, and/or Shift differential. Time approved will generate pay the following 15th of the month (i.e., overtime reported and approved for April will issue May 15th).

RESPONSIBILITY

Time & Labor: (Positive Pay)

- **Self-Reporters (PPM Employees)**
 - Student Assistants & Work Studies Student Assistants
 - Casual Employees & Hourly Employees (non-student employees)

- **Timekeepers (PPM Payroll/Account Technicians)**
 - Enter Timesheet Data
 - Run Timesheet Report
 - View Timesheet Details
 - Manage Timesheet Exceptions
 - Student Employment Eligibility Report

- **Time Approvers (PPM Supervisor & Director)**
 - Approve Timesheet Data
 - Run Timesheet Report
 - Manage Timesheet Exceptions
 - Student Employment Eligibility Report

PROCEDURES

Self-Reporters – Time Entry – Student Assistants

1. Report your own time:
 - 1) Go to CSUN's website and sig into CSUN Portal

CSUN

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Navigation


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Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.

For increased security, your connection will expire after 27 minutes of inactivity.

User ID:

Password: 

Login

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2) Locate this pagelet:




portal.csun.edu/employee/employee_h...

CSUN Time & Attendance

Time & Attendance

Human Resources

My Time & Attendance

- Enter and View Absences 
- Enter Timesheet Data** 
- View Absence Balances 

- 3) Enter Hours Worked
- 4) Leave Blank for days NOT worked. Do not enter 0 (zero)

Timesheet

Laura Lau

Employee ID: [REDACTED]

Job Title: Admin Support Coord 12 Mo

Employee Record Number: 1

Select for Instructions

View By: Week *Date: 06/19/2023 Refresh << Previous Week Next Week >>

Reported Hours: 10.00 Hours Scheduled Hours: 40.00 Hours Previous Job

From Monday 06/19/2023 to Sunday 06/25/2023

| Mon 6/19 | Tue 6/20 | Wed 6/21 | Thu 6/22 | Fri 6/23 | Sat 6/24 | Sun 6/25 | Total | Time Reporting Code | Taskgroup |
|----------|----------|----------|----------|----------|----------|----------|-------|----------------------------|-----------|
| | 3.00 | 2.50 | 2.50 | | 2.00 | | 10.00 | REG - Regular Hours Worked | CSU |

Reported Time Status - select to hide

| Date | Status | Total | Time Reporting Code | Comments |
|------------|-----------|-------|---------------------|----------|
| 06/20/2023 | Submitted | 3.00 | REG | |
| 06/21/2023 | Submitted | 2.50 | REG | |
| 06/22/2023 | Submitted | 2.50 | REG | |
| 06/24/2023 | Submitted | 2.00 | REG | |

Reported Hours Summary - select to view

[Info icon]

Submit

Return to Select Job

Self Service

Time Reporting

2. Use Time Reporting Conversion Chart:

The conversion chart for reporting partial hours worked on the Timesheet is shown in the conversion chart. All partial hours worked must be reported to the tenths of an hour. For example, student starts work at 8:00 a.m. and ends at 10:15 a.m., report 2.30 hours for the day and not 2.25 hours. Time that is reported to the hundredths of an hour will not generate pay (e.g. 2.25).

| REPORT FRACTIONS OF HOURS AS TENTHS | | | |
|-------------------------------------|--------|---------|--------|
| MINUTES | TENTHS | MINUTES | TENTHS |
| 1-6 | 0.1 | 31-36 | 0.6 |
| 7-12 | 0.2 | 37-42 | 0.7 |
| 13-18 | 0.3 | 43-48 | 0.8 |
| 19-24 | 0.4 | 49-54 | 0.9 |
| 25-30 | 0.5 | 55-60 | 1.0 |

3. Work Hours:

Student Assistants are allowed to work up to 20 hours per week during the school year. This weekly maximum applies to all student assistants/Trainees, including those holding multiple student job classifications. Hours from all positions are combined to determine the weekly maximum. Students holding more than one job should inform their departments of the multiple appointments to ensure that all hours worked do not exceed the weekly maximum. When school is not in session during semester breaks, Student Assistants may work up to a maximum of 40 hours per week, but may not be scheduled to work overtime. A schedule may exceed 8 hours per day provided the total for the week does not exceed 40 hours. Overtime is defined as more than 40 hours per week.

https://www.csun.edu/sites/default/files/student_time_entry_quick_guide.pdf
(video) <https://www.youtube.com/watch?v=221RtUfeoG8>

Self-Reporters – Time Entry – Casual Workers (NON-Student Employees)

Hourly Employee may be assigned the following job classifications:

- Casual Work (1800)
- Hrly Intrprt/Rltmecap/Catscrbr (7193)
- Other Job Codes as Assigned

Same as above: Time Entry – Student Assistants

- A. Enter your own time
- B. Use Time Reporting Conversion Chart

Holiday Pay:

Holiday pay is based on the number of hours worked in the month the holiday is observed. All hours worked during the pay period are taken into consideration when computing holiday hours (exclusive of the holiday hours not actually worked). Holiday hours are to be recorded in the Absence Management module (not the Time & Labor module).

| Hours Worked | Holiday Hours | Hours Worked | Holiday Hours |
|--------------|---------------|--------------|---------------|
| 0-10.9 | 0 | 91-110.9 | 5 |
| 11-30.9 | 1 | 111-130.9 | 6 |
| 31-50.9 | 2 | 131-150.9 | 7 |
| 51-70.9 | 3 | 151+ | 8 |
| 71-90.9 | 4 | | |

Holiday Pay Eligible Classifications:

- Hourly employees who accrue leave time (e.g. Vacation, Sick, etc.)
- Casual Workers (job code 1800)

Note: Rehired Annuitants are not eligible for holiday pay regardless of job classifications.

Overtime:

Overtime Code: **OTPR-Overtime Paid @ 1.5**

Overtime is defined as authorized time worked in excess of forty (40) hours in a work week of seven (7) consecutive twenty-four (24) hour periods. For employees assigned to a five (5) day per week schedule of forty (40) hours or less or a 4/10 work schedule, the work week shall begin at a 12:01 a.m. on Sunday and end at 12:00 midnight the following Saturday. For employees assigned to a 9/80 or a 3/12 work schedule, the work week shall begin at the midpoint of an employee's scheduled eight (8) hour day and end at the same time seven (7) consecutive twenty-four (24) hour periods later.

Overtime Code: OTST-Overtime Paid @ 1.0

For part-time employees, any hours worked in excess of an employee's regular work schedule but less than 40.1 hours should be entered as Overtime Paid at Straight Time.

The screenshot shows a 'Timesheet' interface for Laura Lau. At the top, it displays her name, job title 'Admin Support Coord 12 Mo', and employee ID. Below this, there are navigation options for 'View By' (set to 'Week') and a date selector for '06/19/2023'. It also shows 'Reported Hours: 10.00 Hours' and 'Scheduled Hours: 40.00 Hours'. The main section is titled 'From Monday 06/19/2023 to Sunday 06/25/2023' and contains a table with columns for days of the week (Mon 6/19 to Sun 6/25) and a 'Total' column. The reported hours for each day are: Mon (3.00), Tue (2.50), Wed (2.50), Thu (2.50), Fri (2.50), Sat (2.00), and Sun (2.00), with a total of 10.00 hours. A dropdown menu is open over the 'Total' column, listing time reporting codes: OTPR - Overtime Paid @ 1.5, OTST - Overtime Paid @ 1.0, REG - Regular Hours Worked, SHGRV - Shift - Graveyard (2.30), and SHSWG - Shift - Swing (1.35). Below the table is a 'Reported Time Status' section with a table of dates, statuses, and totals.

| Mon 6/19 | Tue 6/20 | Wed 6/21 | Thu 6/22 | Fri 6/23 | Sat 6/24 | Sun 6/25 | Total | Time Reporting Code | Taskgroup |
|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|-----------|
| | 3.00 | 2.50 | 2.50 | | 2.00 | | 10.00 | | CSU |

| Date | Status | Total | Time Reporting Code | Comments |
|------------|-----------|-------|---------------------|----------|
| 06/20/2023 | Submitted | 3.00 | REG | |
| 06/21/2023 | Submitted | 2.50 | REG | |
| 06/22/2023 | Submitted | 2.50 | REG | |
| 06/24/2023 | Submitted | 2.00 | REG | |

Shift:

Certain bargaining units and job classifications are eligible for shift differential. Please consult with the department to determine if a specific job classification and schedule falls within the guideline for shift eligibility. Note: An eligible employee who works 4 or more hours during shift time shall be paid the shift differential for the employee's entire shift.

For hourly employees, shift hours must be reported on the Timesheet using the regular time code plus the shift time code for every hour worked.

Approve Payable Time

Alfred

Employee ID:

Job Title: Custodian

Employee Record Number: 0

[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 06/01/2023

End Date: 06/30/2023

Approval Details Personalize | Find | View All | First 1-10 of 44 Last

Overview | Time Reporting Elements | Task Reporting Elements | Chartfields

| Select | Date | Time Reporting Code | Quantity | Type | Accounting Date | Comments |
|--------------------------|------------|---------------------|-----------|--------|-------------------------|----------|
| <input type="checkbox"/> | 06/01/2023 | S\$SWG | 10.800000 | Amount | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/01/2023 | SHSWG | 8.000000 | Hours | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/02/2023 | S\$SWG | 10.800000 | Amount | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/02/2023 | SHSWG | 8.000000 | Hours | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/05/2023 | S\$SWG | 10.800000 | Amount | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/05/2023 | SHSWG | 8.000000 | Hours | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/06/2023 | S\$SWG | 10.800000 | Amount | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/06/2023 | SHSWG | 8.000000 | Hours | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/07/2023 | S\$SWG | 10.800000 | Amount | <input type="text"/> 31 | |
| <input type="checkbox"/> | 06/07/2023 | SHSWG | 8.000000 | Hours | <input type="text"/> 31 | |

Select All Clear All

Example 1: Employee worked 4 hours (5-9 pm), report 4 regular hours and 3 shift hours; this entry will result in 4 hours of regular pay + 3 hours of shift differential for the shift time worked from 6-9 p.m.

Example 2: Employee worked 6 hours (4-10 pm), report 6 regular hours and 6 shift hours. Since the employee worked at least 4 hours during shift time, the shift differential will be paid for the employee's entire 6-hour shift. For salaried employees, only report the applicable shift hours, do not report regular time (e.g. only report 3 shift hours using Example 1 mentioned above or only report 6 shift hours using Example 2).

| Bargaining Unit | Shift Code | Hours |
|---|--|--------------------------------------|
| Unit 2, 5, 7 and 9 (CSU Employee Union – CSUEU) | SHSWG-Shift Swing = 1.25 SHGRV-Shift Graveyard = 2.20 | 6 pm to Midnight Midnight to 6 am |
| Unit 6 (State Employees Trades Council-SETC) | | |
| Unit 8 (Statewide Univ. Police Assoc. – SUPA) | SHE08-Shift Evening R08 = 0.23 SHN08-Shift Night = 0.28 | 6 pm to Midnight Midnight to 6 am |

<https://www.csun.edu/payroll/solar-self-reporter-non-student-employee-fact-sheet>
<https://www.csun.edu/payroll/solar-self-reporter-non-student-employee-getting-started>

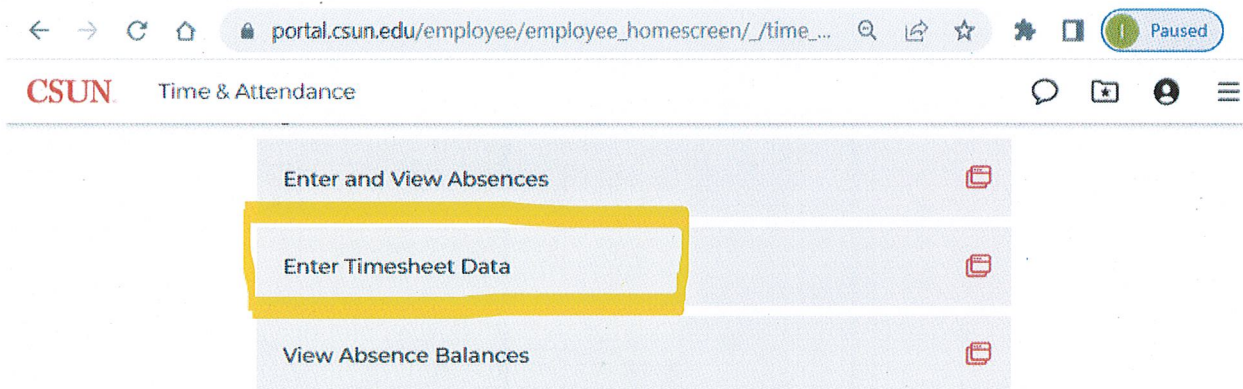
Timekeepers (PPM Payroll/Account Technicians)

Timekeepers review absences entered by employees for accuracy and manage absence activities by reviewing and auditing absence transactions. Timekeepers may use the Timekeeper Absence Review page to mark Absence transactions with the appropriate review status to indicate whether the transaction is correct or require further action. Employees are automatically notified via email when a Timekeeper marks their transactions as incorrect. The review process is optional and may be performed as part of the Approver's approval step. Timekeepers may enter Absences for employees who are not self-reporters and for those who cannot enter their own Absences. Timekeeper initiated absence transactions will generate email notifications to employees who are self-reporters.

The Time and Labor module is used to record all hours worked (regular, overtime, and shift time) for hourly and salaried non-exempt employees.

All hours worked must be recorded in the system before the monthly timekeeping deadline; time cannot be entered before it is worked. Time for prior payroll cycles cannot be entered via self service and must be reported to Payroll using the Prior Pay Period Adjustment Form (<http://www-admn.csun.edu/ohrs/payroll/forms/pa115.htm>)

Step 1: Locate the "HR/Timekeeper Time & Attendance" pagelet on the portal and select the "Enter Timesheet Data" link.



Step 2: The search page will appear. Enter selection criteria and click Get Employees

Report Time

Timesheet Summary

▼ Employee Selection Criteria

| Description | Value |
|--------------|----------------------|
| Group ID | <input type="text"/> |
| Empl ID | <input type="text"/> |
| Empl Rcd Nbr | <input type="text"/> |
| Job Code | <input type="text"/> |

Show Schedule Information

View By: Date: << Previous Week Next Week >>

Step 3: A list of employees meeting the selection criteria will appear. Click the employee's name to select his/her record.

Report Time

Timesheet Summary

▼ Employee Selection Criteria

| Description | Value |
|--------------|--|
| Group ID | <input type="text"/> |
| Empl ID | <input type="text" value="204346019"/> |
| Empl Rcd Nbr | <input type="text"/> |
| Job Code | <input type="text"/> |

Show Schedule Information

View By: Date: << Previous Week Next Week >>

| Employees For Alfie Lopez, Totals From 10/17/2011 - 10/23/2011 | | | | | | | | | |
|--|-------------------------------|----------------|----------------------|-----------------|-----------|--------------------------|--------------|-------------|--------------|
| Name | Job Description | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID | Empl Rcd Nbr |
| Stallone, Sylvia | Admin Support Assistant 12 Mo | 0.00 | 0.00 | 40.00 | | 0.00 | 0.00 | 204346019 | 0 |

Step 4: Change the time period (as needed) and click Refresh to retrieve the Timesheet for the specified timeframe.

Timesheet

Sylvia Stallone Employee ID: 204346019
 Job Title: Admin Support Assistant 12 Mo Employee Record Number: 0

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours

From Monday 10/24/2011 to Sunday 10/30/2011

Timesheet

| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code | Taskgroup | | |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|--------------------------------|-----------|--|-----|
| 1.00 | | | | | | | | OTPR - Overtime Paid @ 1.5 | CSU | | - + |
| | 2.00 | | | | | | | SHGRV - Shift - Graveyard (2.2 | CSU | | - + |
| | | | | | | | | | CSU | | - + |

[Reported Time Status - click to hide](#)

| Date | Status | Total | Time Reporting Code | Comments |
|------|--------|----------|---------------------|----------|
| | | 0.000000 | | |

[Reported Hours Summary - click to view](#)

Step 5: The page will default to show three lines for data entry; rows that are not used to record time do not need to be deleted. Enter the total hours worked and the corresponding “Time Reporting Code” for each day. Use the + or – icon to add or delete rows as needed.

Timesheet

Sylvia Stallone Employee ID: 204346019
 Job Title: Admin Support Assistant 12 Mo Employee Record Number: 0

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>

NOTE: The Timesheet page will show ‘absence’ transactions entered in the Absence Management module. If absences exist for a given period, it is necessary to add a row using the “+” icon to enter Time & Labor entries for the same period as the absence entry.

Step 6: Click “Submit” when done. Submitted transactions will appear on the bottom of the Timesheet page.

Step 7: Use the hyperlinks on top of the Timesheet page as needed to navigate to another period or employee. The “Previous Employee” and “Next Employee” links will only appear if more than one employee is selected from the original search page. Use the “Return to Select Employee” link to return to the search page.

The screenshot shows a web-based Timesheet interface. At the top, there are navigation controls: "View By:" set to "Week", "Date:" set to "10/17/2011", a "Refresh" button, and links for "<< Previous Week", "Next Week >>", "<< Previous Employee", and "Next Employee >>". Below these, it displays "Reported Hours: 0.00 Hours" and "Scheduled Hours: 40.00 Hours". A date range is specified as "From Monday 10/17/2011 to Sunday 10/23/2011".

The main section is a "Timesheet" grid with columns for days of the week (Mon 10/17 to Sun 10/23) and a "Total" column. Below the grid is an "Apply Schedule" button. A section titled "Reported Time Status - click to hide" contains a table with columns: Date, Status, Total, Time Reporting Code, and Comments. The table shows a single entry with a total of 0.00 hours.

Below the table is a "Reported Hours Summary - click to view" section with an information icon. At the bottom, there is a "Submit" button and a "Go To:" menu with options: "Manager Self Service", "Time Management", and "Return to Select Employee" (which is highlighted with a red box).

Step 8: To correct any entries, type over the existing hours for the applicable date(s) and click Submit when done. DO NOT enter ZEROs to delete hours; instead, clear the hours in the box. In the following example, the 10/25 SHSWG entry is changed from 3 hours to 1 hour and the 10/26 REG entry is deleted.

NOTE: To delete all transactions for any given period, use the “-“ icon to delete the entire row.

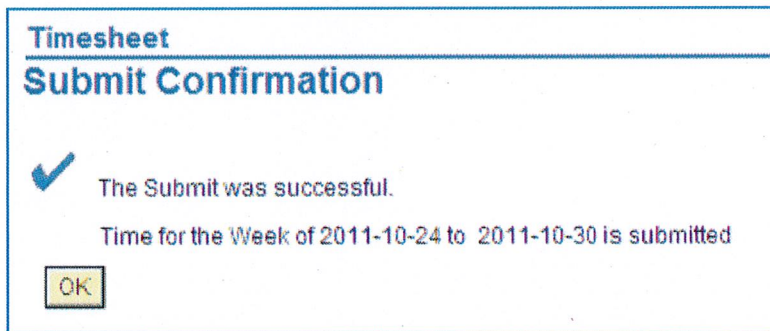
BEFORE

| From Monday 10/24/2011 to Sunday 10/30/2011 | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|-------|------------------------------|-----------|--|
| Timesheet | | | | | | | | | | |
| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code | Taskgroup | |
| | 2.00 | | | | | | 2.00 | OTPR - Overtime Paid @ 1.5 | CSU | |
| | 3.00 | | | | | | 3.00 | SHSWG - Shift - Swing (1.25) | CSU | |
| 1.00 | | 2.00 | | | | | 3.00 | REG - Regular Hours Worked | CSU | |

AFTER

| From Monday 10/24/2011 to Sunday 10/30/2011 | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|-------|------------------------------|-----------|--|
| Timesheet | | | | | | | | | | |
| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code | Taskgroup | |
| | 2.00 | | | | | | 2.00 | OTPR - Overtime Paid @ 1.5 | CSU | |
| | 1.00 | | | | | | 3.00 | SHSWG - Shift - Swing (1.25) | CSU | |
| 1.00 | | | | | | | 3.00 | REG - Regular Hours Worked | CSU | |

Step 9: Click OK to confirm.



Step 10: The updated Timesheet will appear. The highlighted section below will display the submitted entries, verify the results. If the original entries are still displayed, the correction was not submitted, click Submit to proceed.

Timesheet

Alfie Lopez Employee ID:
 Job Title: Employee Record Number:

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 4.00 Hours Scheduled Hours: 40.00 Hours

From Monday 10/24/2011 to Sunday 10/30/2011

Timesheet

| Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 | Sun 10/30 | Total | Time Reporting Code | Taskgroup |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|------------------------------|-----------|
| | 2.00 | | | | | | 2.00 | OTPR - Overtime Paid @ 1.5 | CSU |
| | 1.00 | | | | | | 1.00 | SHSWG - Shift - Swing (1.25) | CSU |
| 1.00 | | | | | | | 1.00 | REG - Regular Hours Worked | CSU |

[Reported Time Status - click to hide](#)

| Date | Status | Total | Time Reporting Code | Comments |
|------------|-----------|-------|---------------------|----------|
| 10/24/2011 | Submitted | 1.00 | REG | |
| 10/25/2011 | Submitted | 2.00 | OTPR | |
| 10/25/2011 | Submitted | 1.00 | SHSWG | |

[Reported Hours Summary - click to view](#)

Enter Timesheet Data (including – Overtime & Shift Differential)

<https://www.csun.edu/sites/default/files/timekeeper-enter-timesheet-data.pdf>

Run Timesheet Report

<https://www.csun.edu/payroll/timekeeper-run-timesheet-report>

View Timesheet Details

<https://www.csun.edu/payroll/timekeeper-view-timesheet-details>

Manage Timesheet Exceptions

<https://www.csun.edu/payroll/timekeeper-manage-timesheet-exceptions>

Student Employment Eligibility Report

<https://www.csun.edu/payroll/student-employment-eligibility-report>

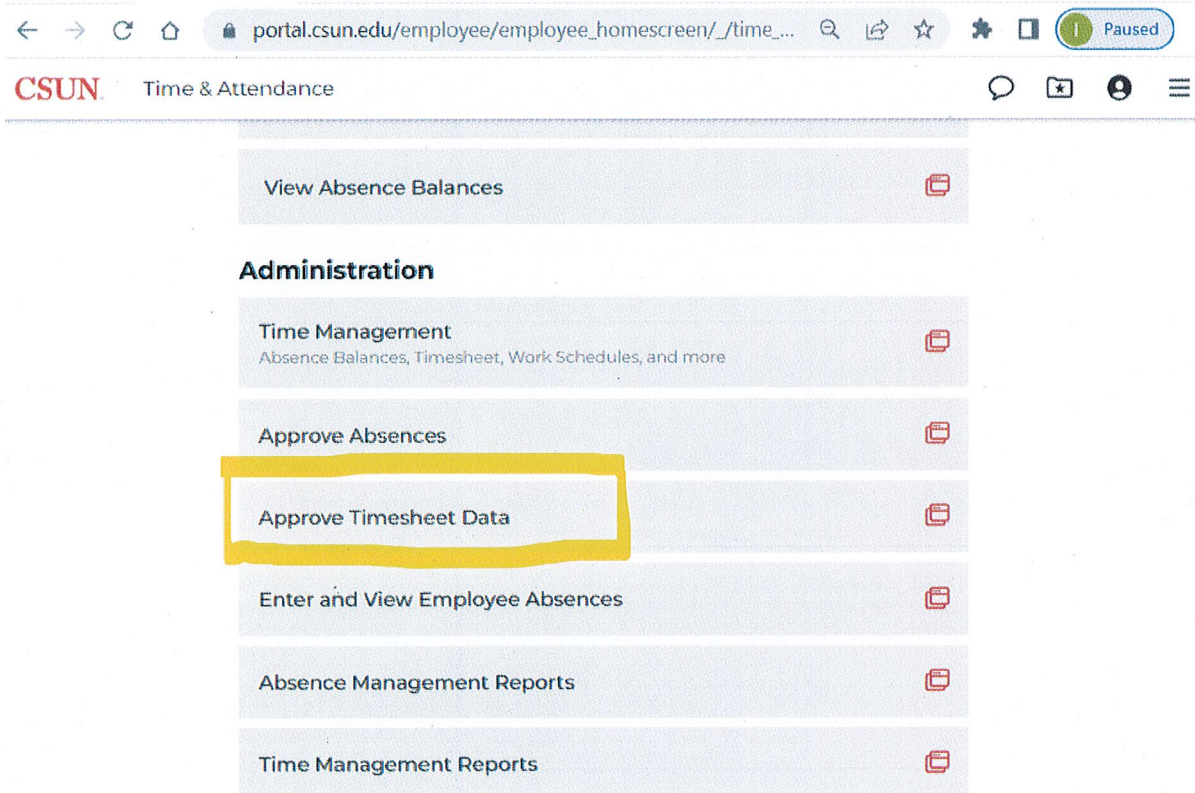
Time Approvers (PPM Supervisor & Director)

Managers/Approvers review and approve absences for their employees. Managers may also enter Absences on an employee's behalf in the event that the employee or Timekeeper is unable to enter the Absence(s). Absences entered by Approvers are automatically submitted with an approved

status. Manager initiated absence transactions will generate email notifications to employees who are self-reporters.

All Time and Labor transactions should be reviewed and approved on a regular basis (e.g. weekly) and must be approved before the monthly approver deadline. Time for prior payroll cycles cannot be entered or approved online and must be reported to the department Timekeeper for processing.

1. Locate the “HR/Manager – Time & Attendance” pagelet on the portal page and select “Approve Timesheet Data”



2. On the approval page, enter the selection criteria including the Start Date and End Date. Note: “Group ID” is the department number.
3. Click “Get Employees”

← → ↻ 🏠 cmshr.csun.edu/psp/HNRPRD/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL... ⌘ ☆ ⚙️ 🗄️ Paused

Favorites ▾ Main Menu ▾ > Payable Time Home Add to Favorites Sign

ORACLE

New Window | Help | Personalize Page

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

| Description | Value |
|--------------|---------|
| Group ID | 10014 🔍 |
| Empl ID | 🔍 |
| Empl Rcd Nbr | 🔍 |
| Job Code | 🔍 |

Clear Selection Criteria Save Selection Criteria **Get Employees**

Start Date: 06/01/2023 📅 End Date: 06/30/2023 📅 Refresh

View Instructions

Employees For Laura Lau Find | View All | 📄 First 1-2 of 2 Last

| Select | Name | Employee ID | Empl Rcd Nbr | Job | Job Description | Total Payable Hours | Department |
|--------------------------|--------------------------|-------------|--------------|------|---------------------------|---------------------|------------|
| <input type="checkbox"/> | Orellana, Jennifer Sarai | 000347125 | 1 | 1740 | Accounting Technician III | 8.800000 | 10014 |
| <input type="checkbox"/> | Sepulveda, Claudia Sofia | 202048437 | 0 | 1868 | Student | 80.000000 | 10014 |

Select All Clear All

Approve

- Click the employee's name to access the transaction details. On the detail page, check the applicable box next to the transaction(s) to select it or click "Select All" to select all transactions.
- Click "Approve"

Approve Payable Time

Jennifer Orellana

Employee ID: 000347125

Job Title: Accounting Technician III

Employee Record Number: 1

Next Employee >>

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 06/01/2023 End Date: 06/30/2023

Approval Details Personalize | Find | View All | First 1-5 of 5 Last

| Select | Date | Time Reporting Code | Quantity | Type | Accounting Date | Comments |
|-------------------------------------|------------|---------------------|----------|-------|----------------------|----------|
| <input checked="" type="checkbox"/> | 06/02/2023 | OTPR | 0.800000 | Hours | <input type="text"/> | |
| <input checked="" type="checkbox"/> | 06/03/2023 | OTPR | 3.000000 | Hours | <input type="text"/> | |
| <input checked="" type="checkbox"/> | 06/04/2023 | OTPR | 2.000000 | Hours | <input type="text"/> | |
| <input checked="" type="checkbox"/> | 06/05/2023 | OTPR | 0.500000 | Hours | <input type="text"/> | |
| <input checked="" type="checkbox"/> | 06/06/2023 | OTPR | 2.500000 | Hours | <input type="text"/> | |

Select All Clear All

Approve

[Return to Approval Summary](#)

Approve Timesheet Data (including – Overtime & Shift Differential)

<https://www.csun.edu/payroll/time-aprover-approve-timesheet-data>

Run Timesheet Report

<https://www.csun.edu/payroll/timekeeper-run-timesheet-report>

Manage Timesheet Exceptions

<https://www.csun.edu/payroll/timekeeper-manage-timesheet-exceptions>

Student Employment Eligibility Report


<https://www.csun.edu/payroll/student-employment-eligibility-report>

REFERENCES

<https://www.csun.edu/hr/hr-toolkit>

<https://www.csun.edu/payroll/payroll-calendars-schedules>

APPROVED


Jason R. Wang, Senior Director

08-04-23

Date