

Steps to Print Your Adjustment Timesheet


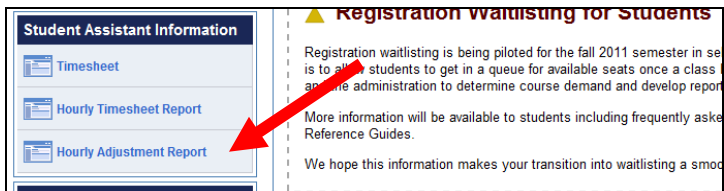
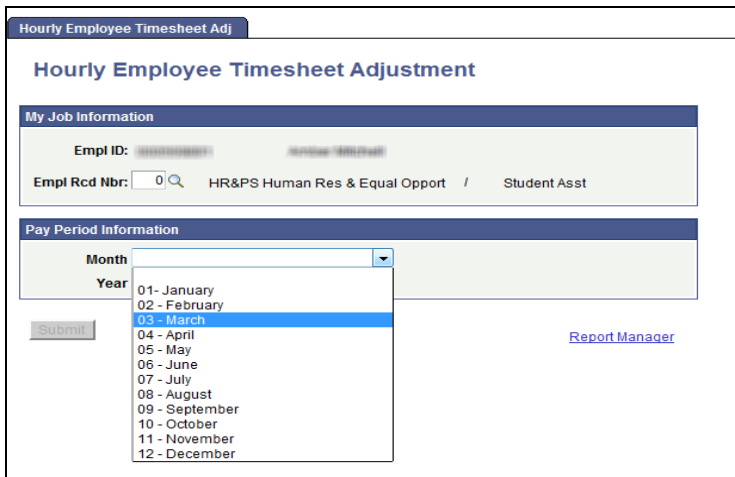


Any updates, additions or alterations to a prior month's reported time, requires the submission of an Adjustment Timesheet to Payroll.

Should you need to adjust a prior period's time, follow these procedures to **generate an adjustment timesheet, obtain the necessary approvals and submit the adjustment timesheet to your Department Timekeeper.**

You will need PeopleSoft Human Resources access to print your Reported Time Report.

*If you do not have PeopleSoft access please send an email to helpdesk@csusm.edu or contact your Department Timekeeper for assistance. If the access is needed immediately please call the helpdesk (ext. 4790).

Processing Steps	Screen Shot
<p>1. Use your web browser to sign into PeopleSoft Human Resources through the campus portal at https://my.csusm.edu to generate your timesheet for adjustment.</p>	
<p>2. Under Student Assistant Information, select the link for Hourly Adjustment Report.</p>	
<p>3. You should now be at the Hourly Employee Timesheet Adjustment page with your emplid specified.</p> <p>A. Select the month and year from the drop down menu.</p> <p>B. Select your current Employee Record Number using the magnifying class.</p> <p><i>*This will show a list of all your employee records (assignments both active and inactive.)</i></p>	

4. Click the  button to submit the Timesheet Adjustment request.

The current report will be submitted for processing; you must now retrieve the output and print it.

Wait for the  button to grey out like this .

Then click the [Report Manager](#) link to go to the Report Manager and obtain your .PDF output file.



Hourly Employee Timesheet Adj

Hourly Employee Timesheet Adjustment

My Job Information

Empl ID: [REDACTED] / [REDACTED]

Empl Rcd Nbr: 0 HR&PS Human Res & Equal Opport / Student Asst

Pay Period Information

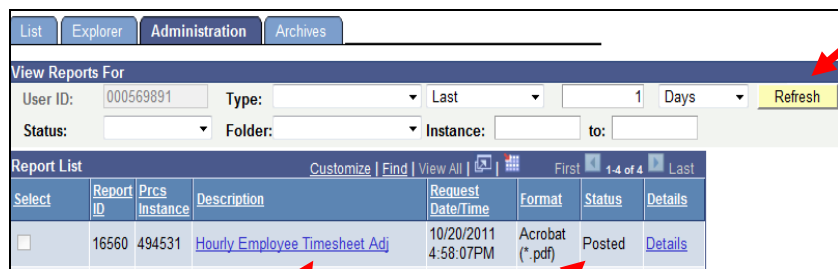
Month: 09 - September
Year: 2011

[Report Manager](#)

5. A new window will open, directing you to the **Report Manager** page as shown in the photo.

Click  until the Status of the report shows “**Posted.**”

When the “Status” is set to “Posted,” click the **Hourly Employee Timesheet Adj** link to open up the .PDF Report.



List Explorer Administration Archives

View Reports For

User ID: 000569891 Type: Last 1 Days Refresh

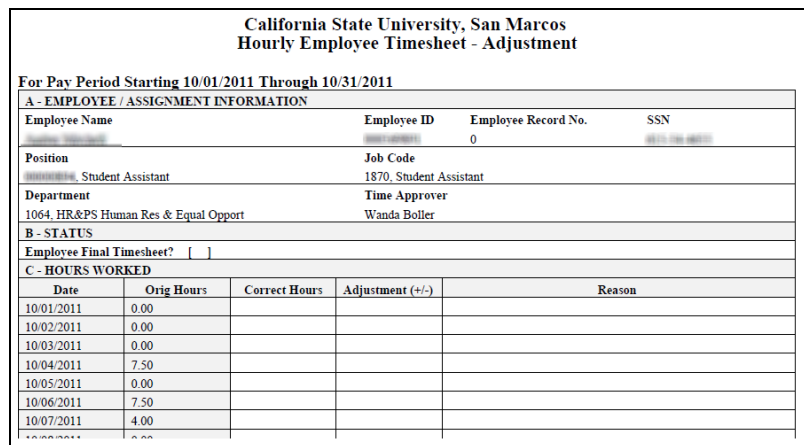
Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	16560	494531	Hourly Employee Timesheet Adj	10/20/2011 4:58:07PM	Acrobat (*.pdf)	Posted	Details

When the “Status” is set to “Posted”, click the [Hourly Employee Timesheet Adj](#) link to open up the pdf. report.

6. The .PDF document will look similar to the photo shown.

- Print the timesheet.
- Fill out the adjustment(s) on the form and sign the adjustment timesheet.
- Obtain any necessary manager approval signatures on your Adjustment Timesheet.
- Turn your Adjustment Timesheet in to the Payroll Department.



California State University, San Marcos
Hourly Employee Timesheet - Adjustment

For Pay Period Starting 10/01/2011 Through 10/31/2011

A - EMPLOYEE / ASSIGNMENT INFORMATION

Employee Name	Employee ID	Employee Record No.	SSN
[REDACTED]	[REDACTED]	0	[REDACTED]
Position	Job Code		
Student Assistant	1870, Student Assistant		
Department	Time Approver		
1064, HR&PS Human Res & Equal Opport	Wanda Boller		

B - STATUS


Employee Final Timesheet? []

C - HOURS WORKED

Date	Orig Hours	Correct Hours	Adjustment (+/-)	Reason
10/01/2011	0.00			
10/02/2011	0.00			
10/03/2011	0.00			
10/04/2011	7.50			
10/05/2011	0.00			
10/06/2011	7.50			
10/07/2011	4.00			
10/08/2011	0.00			

Close the Adobe Acrobat window.
Sign out of PeopleSoft.



You need to click  at the top right of the page to exit PeopleSoft before closing the browser window. If you fail to do so, others can access your records from the same computer.