

Entering Time into Personal Timesheets - Faculty and Exempt Office of Water Program Timesheets

Within their timesheets, Faculty and Exempt Office of Water Programs Employees may manually enter work hours and allocate time to specific grants or contracts.

1. From the dashboard, scroll down to the *Quick Links* tab within *Links* and select **Current Timesheet**.
2. Select the desired date range using the arrows or calendar symbol:



[Links](#)

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Timesheet
Current Timesheet

Time Off

← Timesheet Edit

June 16, 2021 - June 30, 2021

Time Entry Extra Pay & Counter Adjustment Calc Detail Counters Summary By Day

0.00 hrs 0.00 hrs

Time Off	SPA	WED Jun 16	THU Jun 17	FRI Jun 18	SAT Jun 19	SUN Jun 20	MON Jun 21	TUE Jun 22	WED Jun 23	THU Jun 24	FRI Jun 25	SAT Jun 26	SUN Jun 27	MO	Raw Total
	AA/021/021000/009426 Dean - Arts and Letters														0.00

+ Add Rows 1

3. Select a specific cost center using the search symbol in the cost center column:



4. Enter hours into the appropriate date fields.

← Timesheet Edit

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Time Entry Extra Pay & Counter Adjustment Calc Detail Counters Summary By Day

0.00 hrs 0.00 hrs

Time Off	SPA	WED Jun 16	THU Jun 17	FRI Jun 18	SAT Jun 19	SUN Jun 20	MON Jun 21	TUE Jun 22	WED Jun 23	THU Jun 24	FRI Jun 25	SAT Jun 26	SUN Jun 27	MO	Raw Total
	AA/021/021000/009426 Dean - Arts and Letters	4.50		2.50			1.25	1.60	6.60	5.45	1.50				23.40
		4.50	0.00	2.50	0.00	0.00	1.25	1.60	6.60	5.45	1.50	0.00	0.00		23.40

+ Add Rows 1

5. Select **+ Add Rows** to select multiple cost centers. Enter time accordingly as shown below.

The screenshot shows the 'Timesheet Edit' interface. At the top, there are buttons for 'SAVE', 'SUBMIT', and 'CHANGE REQUEST'. Below that, there are tabs for 'Time Entry', 'Extra Pay & Counter Adjustment', 'Calc Detail', 'Counters', and 'Summary By Day'. The main area is a table with columns for days of the week (WED Jun 16, THU Jun 17, FRI Jun 18, SAT Jun 19, SUN Jun 20, MON Jun 21, TUE Jun 22, WED Jun 23, THU Jun 24, FRI Jun 25) and a 'Raw Total' column. The rows represent different cost centers: 'AA/021/021000/009426 Dean - Arts and Letters', 'AA/021/021004/200328 Capital Foreign Lang Project/8011 Salary - project director', and 'AA/021/021004/526701 Capital World Language Project'. A red arrow points to the '+ Add Rows' button at the bottom left.

6. Select **SAVE** when complete.

Reminder: Please submit your timesheet by 12:00 p.m. on the 1st and 16th of each month. Time allocated to all grants and contracts should be entered in a timely manner each pay period.

If time needs to be added to a closed/previous timesheet after the payroll deadline, the instructions are as follows:

1. Select the **Correct** option from the elipsis on the upper right side of the timesheet as shown in the figure to the right.

2. Enter the reason for the correction in the pop-up box and select **CORRECT**.

3. Make required changes to the timesheet. Select **SAVE** and **SUBMIT** the timesheet.

The screenshot shows the 'Timesheet Edit' interface with the 'Correct' option selected from the elipsis menu. A pop-up box titled 'Correct Timesheet' is visible, asking for a comment and providing 'CANCEL' and 'CORRECT' buttons.

The **Correct** option may not be visible on a timesheet immediately following the payroll deadline for that timesheet's submission. The **Correct** button should be available a few days after the payroll deadline has passed.

Important: All worked hours should be recorded and submitted within the appropriate payroll deadline. Historical corrections should be rare.

Questions? Please contact UEIPayroll@csus.edu or call (916) 278-7427.