

Approving Student Time

The State Controller’s Office refers to the payroll for staff and faculty employees paid on a monthly basis as the *Master Payroll*. Departments submit attendance certification to the Payroll Department prior to the release of Master Payroll each month.

Department Initial Review

Navigation in PeopleSoft:

Home > Administer Workforce > Capture Time and Labor > Use > CSU Certify Master Payroll

CSU Certify Master Payroll

Find an Existing Value

Business Unit:

Group ID:

Pay Period End Date:

[Basic Search](#)

- Enter the Group ID for the employees you wish to review
- Click
- Click the Pay Period End Date for the pay-period you wish to view
- Review the data

Do all the employees appear?

Are days worked, Hours worked, and hours docked correctly? If Standard is “Y” did the employee work a “standard” month (all days with no exceptions?)

Additions/corrections to docks must be coordinated with Payroll

Additions/corrections to job data must be coordinated with HR/HR

CSU Certify Master Payroll

Business Unit: SLCMP Cal Poly, San Luis Obispo

Group ID: 12017 Athletic's - Women's Sports (2)

Pay End Date: 02/28/2003

CSU Certify Master Payroll View All First 1 of 2 Last

Run Date: 03/10/2003

EmplID	Name	Empl Rcd#	DeptID	Dept Date	Job Code	FTE	Standard	Days Worked	Hours Worked	Hours Docked	Reports To	Correct
1 000011072	Schlick,Steven E	0	120124	02/12/2001	2376	1.00	Y					<input type="checkbox"/>
2 000017130	Clarín,Sara E	0	120118	11/01/2000	2382	0.83	Y					<input type="checkbox"/>
3 000020172	Boyer,Lisa M	0	120118	07/01/2000	2377	1.00	Y					<input type="checkbox"/>
4 000027595	Sano,Marlon D	0	120124	03/01/2001	2382	1.00	Y					<input type="checkbox"/>
5 000039802	Bream,Hugh C	0	120122	07/31/2001	2382	1.00	Y					<input type="checkbox"/>
6 000108000	Viola,Ali M	0	120118	09/10/2002	2382	0.72	Y					<input type="checkbox"/>

View All First 1-6 of 6 Last

INITIAL REVIEW only – Do not mark the “correct” box. Check marks entered in “correct” boxes will be overridden when the process to re-populate the panels with current employee data is re-run at the end of the Pay Period.


Master Payroll Certification

Department Final Review and Approval:


Navigation in PeopleSoft:

Home > Administer Workforce > Capture Time and Labor > Use > CSU Certify Master Payroll
CSU Certify Master Payroll

Find an Existing Value

Business Unit: 

Group ID:

Pay Period End Date: 

[Basic Search](#)

- Enter the Group ID for the employees you wish to review
- Click
- Click the Pay Period End Date for the pay-period you wish to view
- The CSU Certify Master Payroll panel displays
 - Review the data displayed on the CSU Master Payroll panel
 - Do all the employees appear? Are days worked, Hours worked, and hours docked correct?
 - If Standard is “Y” did the employee work a “standard” month (all days with no exceptions?)
- Mark the “correct” box for each employee
- When approval is complete, click at the bottom of the page.

You will have access to certify employees 3 days per month. View the Payroll Calendar here:

<http://www.afd.calpoly.edu/payroll/forms/payrollcalendar.pdf>