CSS HR/APS
Timesheet Submission and Collection Process

1. Enter hours into paper timesheets or timekeeping systems (Universe, CalTime, Kronos, TMS)
2. Submit completed timesheets for Supervisor/Manager approval
3. Review and approve paper timesheets or Employee entries on timekeeping systems
4. Scan and email or fax approved paper timesheets to CSS Payroll
5. Interoffice hard copies of original paper timesheets to CSS Payroll
6. Receive and audit paper timesheets

• This process document is current effective 04/29/2014
• If you have questions about this document please contact ptimaps@list.berkeley.edu