Overview

This user's guide shows student employees how to use MySJSU to enter time worked. You should enter time each day that you work. Your supervisor will monitor your time throughout the month and must be able to see the hours as you accumulate them. (Do not enter time on SJSU holidays unless your supervisor has given you approval.)

Check with your supervisor for special instructions on time entry for your department. Also, some pay periods overlap a new month. View the appropriate **Pay Period Calendar** on the Calendars page (http://www.sjsu.edu/hr/calendar_news/calendar/index.htm) for more information.

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Enter Time

This section shows how to enter time worked.

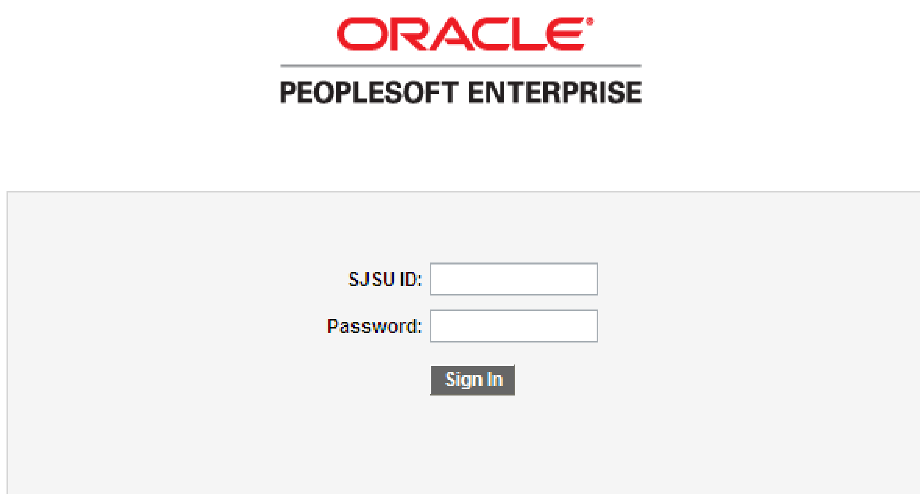
To login to MySJSU:

1. Navigate to [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/).
2. Click the **MySJSU SIGN IN** button.

The Oracle PeopleSoft Enterprise Sign In page displays.

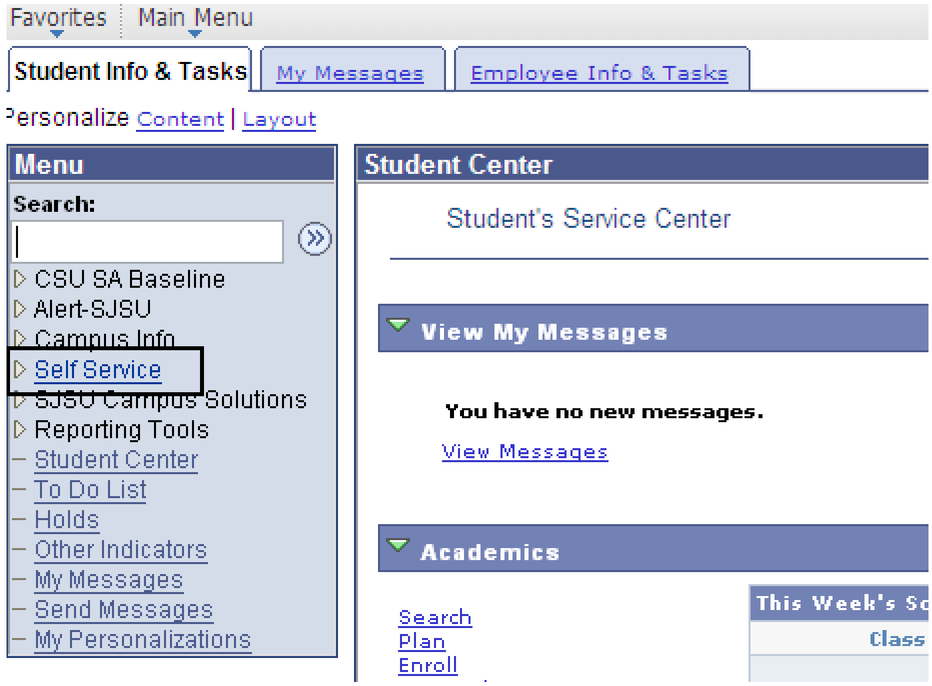
3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, SJSU ID, date of birth and/or address for verification.



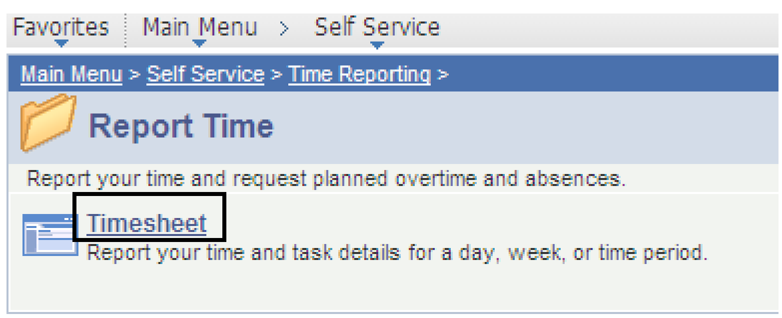
The Main Menu displays.

5. From the **Main Menu**, click **Self Service.**



The Self Service page displays.

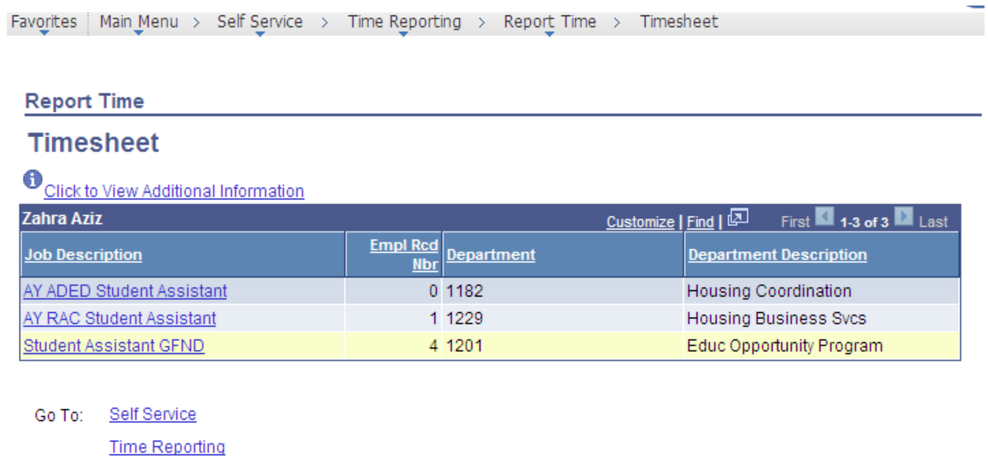
6. Continue navigating: **Time Reporting > Report Time > Timesheet**.



If you have multiple jobs, they will all display.

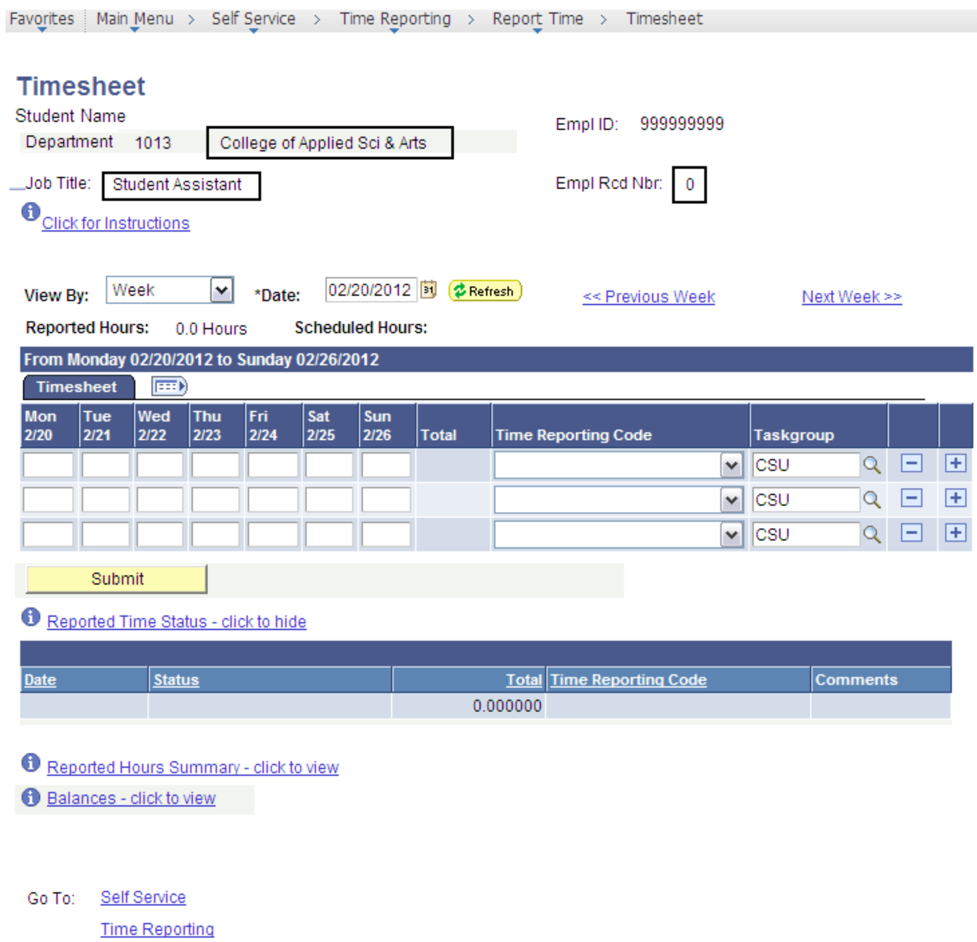
Note: Be careful to select the correct job/record number when reporting time.

If you have only one job, you will be taken immediately to the timesheet.



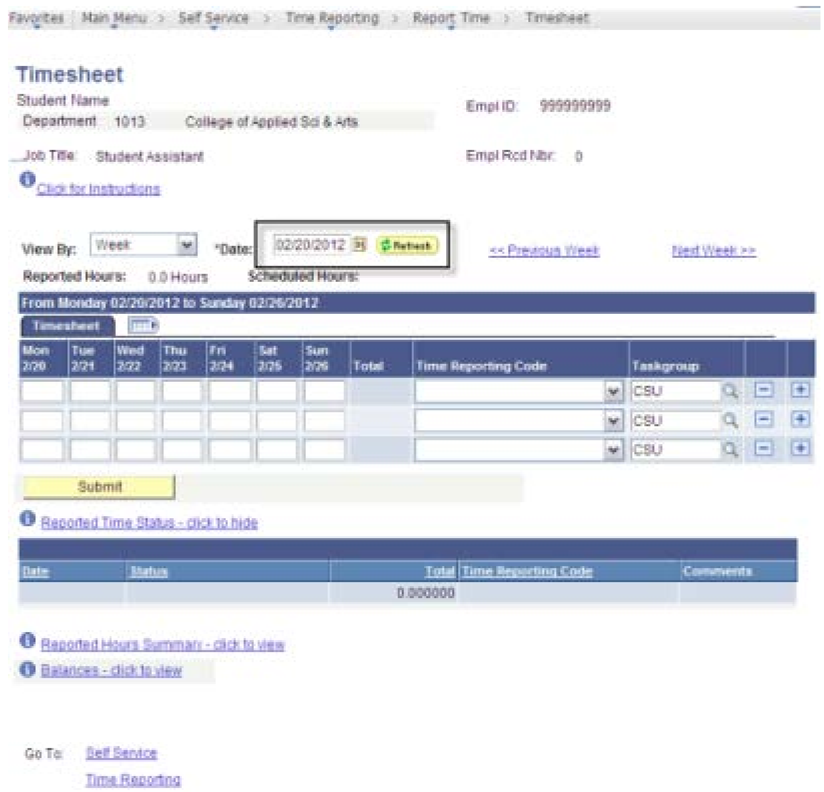
The Timesheet page displays.

7. Verify the following to ensure you have selected the correct job:
   - **Department Name**
   - **Job Title**
   - **Empl Rcd Nbr**



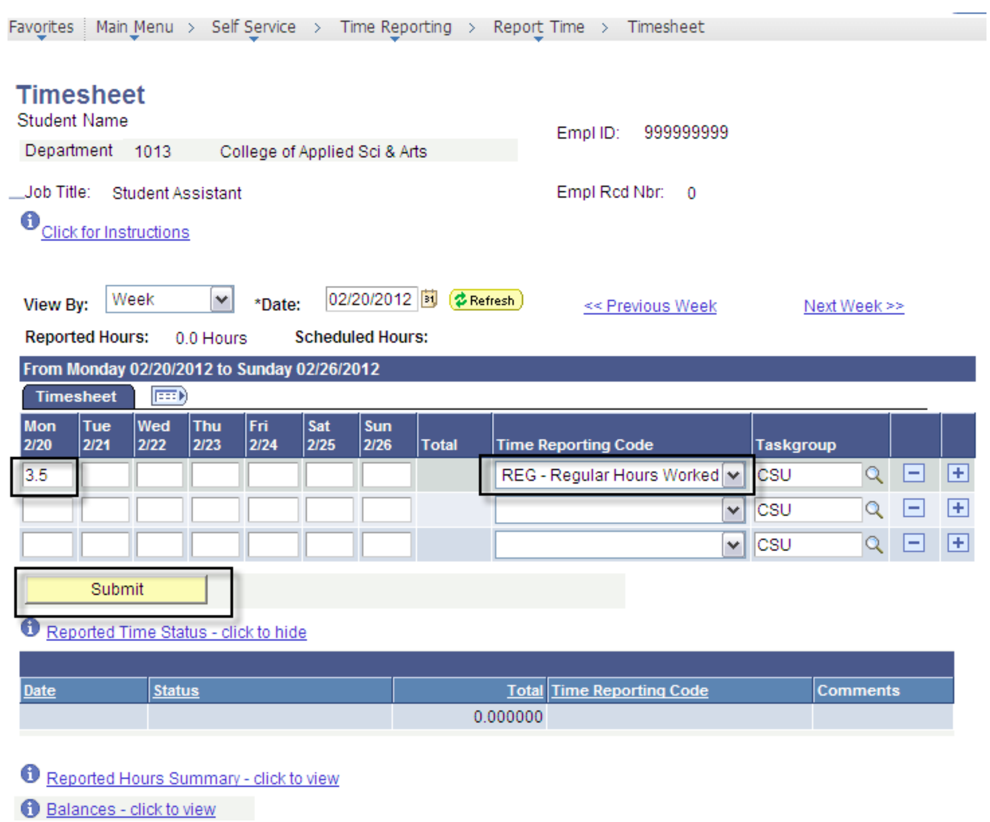
8. Enter a date in the **Date** box, or click the **Refresh** button to refresh the date.
9. Select time period from the **View By** dropdown menu to by day, week or by time period for all of the days in the current period.

Note: Enter time each day you work. Do not wait until the end of the month.



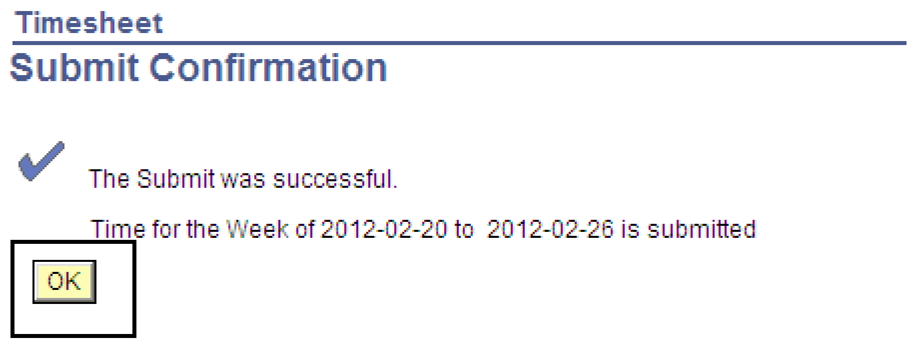
10. Enter the total hours worked that day.
11. Select **REG - Regular Hours Worked** from the **Time Reporting Code** dropdown menu.
12. Click the **Submit** button.

Note: The Reported Time Status section displays the time submitted for the period.



The Submit Confirmation page displays.

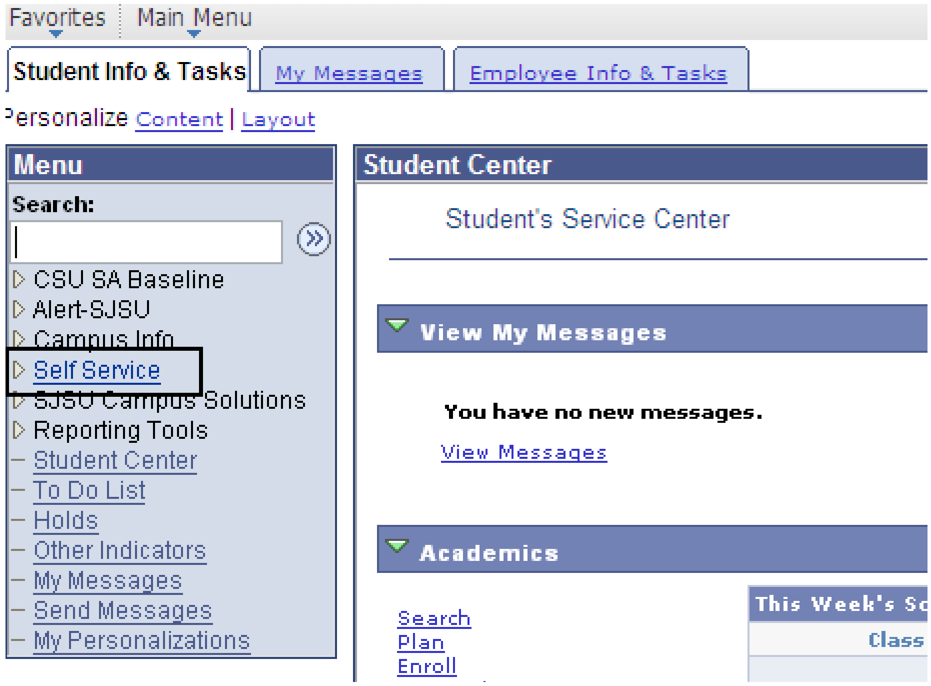
13. Click **OK**.



View Previously Entered and Paid Time

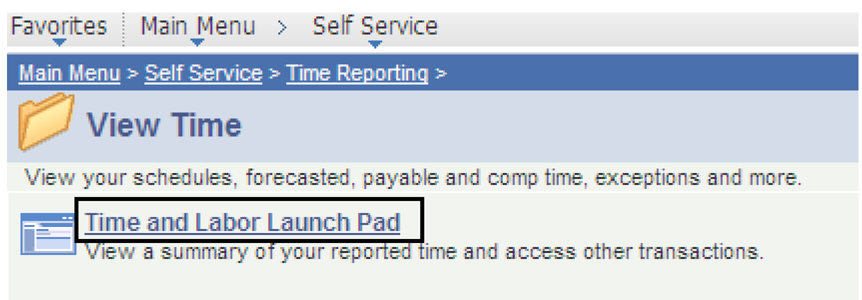
This section demonstrates how to use the Time and Labor Launch pad to view time entered by month.

The Main Menu displays.



1. From the **Main Menu**, click **Self Service.**

2. Continue navigating: **Time Reporting > View Time > Time and Labor Launch Pad**

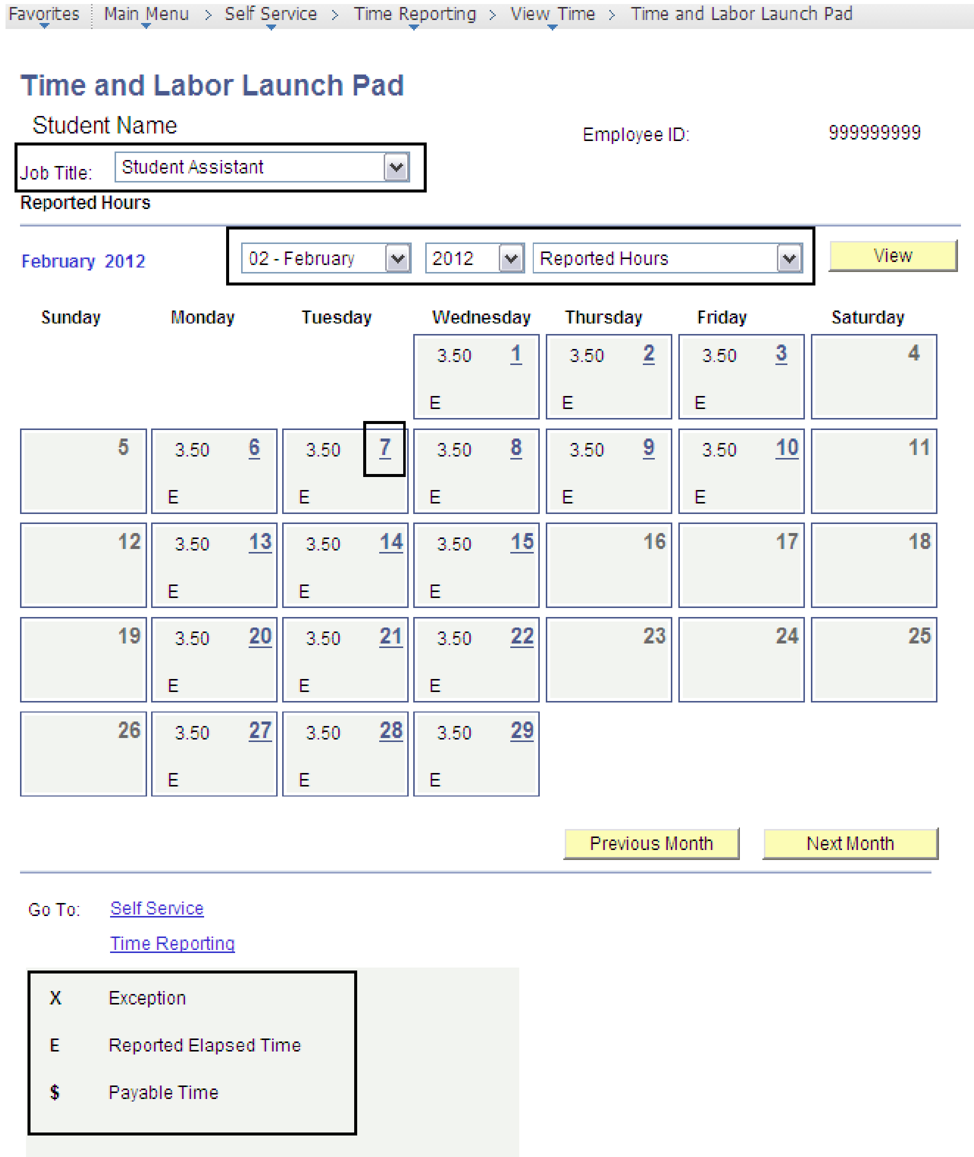


The Time and Labor Launch Pad displays, showing the current month.

Note: If you have multiple active jobs, a Job Title: dropdown menu will display.

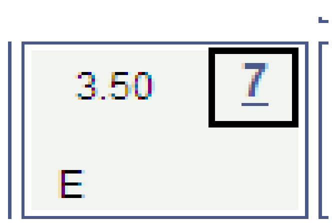
3. To change the time period, use the dropdown menus, and then click the **View** button.
   - **Reported Hours**: time submitted
   - **Payable Hours**: time that has been approved
4. Click linked dates for more information about the time (see following).

Note: The legend at the bottom explains the values that appear in the calendar.



A Date Details box (from above screenshot) displays.

5. Click the linked date.



Details about reported time displays.

- If **Status** is blank, then the time is not approvable by your supervisor.
- If **Status** is **Needs Approval,** your supervisor needs to approve time.
- If **Status** is **Approved**, your supervisor approved the time.
- If **Status** is **Transmitted – Sent to PIP**, information has been sent to the State Controller's Office for processing

Details for: 02/07/2012

Student Name Employee ID: 999999999

Job Title: Student Assistant

Reported Elapsed Time

Quantity	Type	Time Reporting Code
3.500000	Hours	Regular Hours Worked

Exceptions

Exception ID	Description	Status	Severity	Resolved by

Payable Time

Quantity	Type	Time Reporting Code	Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
3.500000	Hours	REG	Approved		38.500000		

Return to Calendar