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.

Table of Contents
Enter Time............................................................................................................................................................................ 2
View Previously Entered and Paid Time.................................................................................................................................. 7
Enter Time
This section shows how to enter time worked.

To login to MySJSU:

1. Navigate to MySJSU (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.

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

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Dept Rcd Nbr</th>
<th>Dept Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY ACED Student Assistant</td>
<td>01182</td>
<td>Housing Coordination</td>
</tr>
<tr>
<td>AY RAC Student Assistant</td>
<td>11220</td>
<td>Housing Business Svcs</td>
</tr>
<tr>
<td>Student Assistant GENQ</td>
<td>41201</td>
<td>Educ Opportunity Program</td>
</tr>
</tbody>
</table>

Go To: Self Service
       Time Reporting

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**.

Timesheet
Submit Confirmation

The Submit was successful.

Time for the Week of 2012-02-20 to 2012-02-26 is submitted

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**

**Job Title:** Student Assistant

**Employee ID:** 9999999

### Reported Elapsed Time

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Type</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.500000</td>
<td>Hours</td>
<td>Regular Hours Worked</td>
</tr>
</tbody>
</table>

### Exceptions

<table>
<thead>
<tr>
<th>Exception ID</th>
<th>Description</th>
<th>Status</th>
<th>Severity</th>
<th>Resolved by</th>
</tr>
</thead>
</table>

### Payable Time

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Type</th>
<th>Time Reporting Code</th>
<th>Status</th>
<th>Reason Code</th>
<th>Estimated Hours</th>
<th>Distributed Pay</th>
<th>Deducted Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.500000</td>
<td>Hours</td>
<td>REG</td>
<td>Approved</td>
<td></td>
<td>38.500000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Return to Calendar]