

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.



Quick Links

- [Class Search](#)
- [Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN



ABOUT MYSJSU

MySJSU is for current and former students, applicants for admission, [job applicants](#) and all SJSU employees.

NEWS, EVENTS & ANNOUNCEMENTS

Contact Us

MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

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.

ORACLE®
PEOPLESOFT ENTERPRISE

SJSU ID:

Password:

Sign In

The Main Menu displays.

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

Favorites Main Menu

Student Info & Tasks My Messages Employee Info & Tasks

Personalize Content Layout

Menu

Search:

- CSU SA Baseline
- Alert-SJSU
- Campus Info
- Self Service**
- SJSU Campus Solutions
- Reporting Tools
- Student Center
- To Do List
- Holds
- Other Indicators
- My Messages
- Send Messages
- My Personalizations

Student Center

Student's Service Center

View My Messages

You have no new messages.

[View Messages](#)

Academics

[Search](#)
[Plan](#)
[Enroll](#)

This Week's Schedule

Class

The Self Service page displays.

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

Favorites Main Menu > Self Service

Main Menu > Self Service > Time Reporting >

Report Time

Report your time and request planned overtime and absences.

Timesheet

Report your time and task details for a day, week, or time period.

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

Report Time

Timesheet

[Click to View Additional Information](#)

Zahra Aziz			
Job Description	Empl Rcd Nbr	Department	Department Description
AY ADED Student Assistant	0	1182	Housing Coordination
AY RAC Student Assistant	1	1229	Housing Business Svcs
Student Assistant GFND	4	1201	Educ Opportunity Program

Go To: [Self Service](#)
[Time Reporting](#)

Timesheet

Student Name: _____ Empl ID: 999999999

Department: 1013

Job Title: Empl Rcd Nbr:

[Click for Instructions](#)

View By: *Date: [Refresh](#) << [Previous Week](#) [Next Week](#) >>

Reported Hours: 0.0 Hours Scheduled Hours:

From Monday 02/20/2012 to Sunday 02/26/2012

Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Sun 2/26	Total	Time Reporting Code	Taskgroup
									CSU
									CSU
									CSU

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Self Service](#)
[Time Reporting](#)

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.

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Student Name: _____ Empl ID: 99999999
 Department: 1013 College of Applied Sci & Arts
 Job Title: Student Assistant Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week *Date: 02/20/2012 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours: _____

From Monday 02/20/2012 to Sunday 02/26/2012

Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Sun 2/26	Total	Time Reporting Code	Taskgroup
									CSU
									CSU
									CSU

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Self Service](#)
[Time Reporting](#)

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Student Name: _____ Empl ID: 99999999
 Department: 1013 College of Applied Sci & Arts
 Job Title: Student Assistant Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week *Date: 02/20/2012 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours: _____

From Monday 02/20/2012 to Sunday 02/26/2012

Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Sun 2/26	Total	Time Reporting Code	Taskgroup
3.5								REG - Regular Hours Worked	CSU
									CSU
									CSU

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

The Submit Confirmation page displays.

13. Click **OK**.

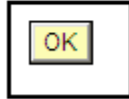
Timesheet

Submit Confirmation



The Submit was successful.

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

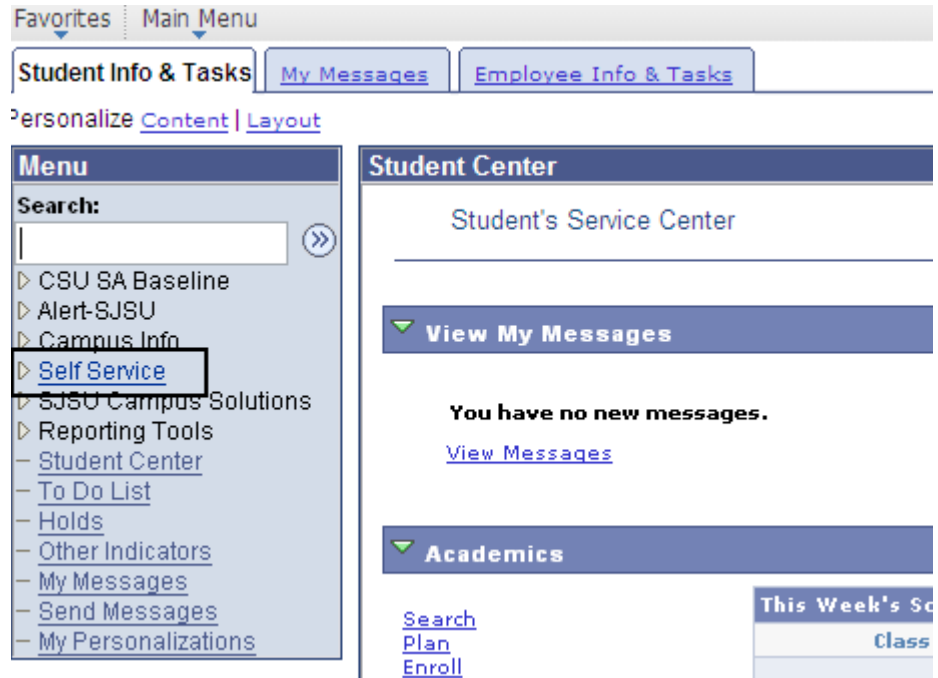


View Previously Entered and Paid Time

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

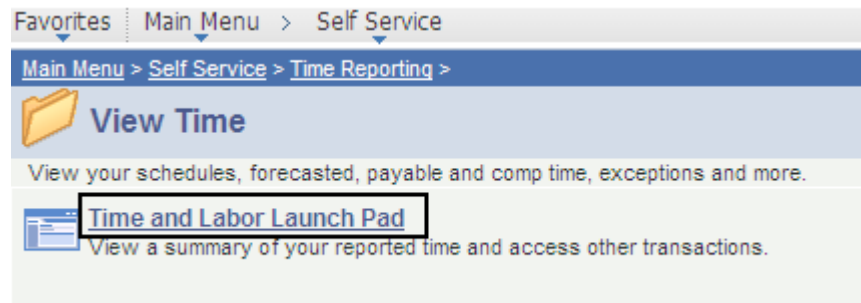
The Main Menu displays.

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



The screenshot shows the 'Main Menu' interface. At the top, there are tabs for 'Student Info & Tasks', 'My Messages', and 'Employee Info & Tasks'. Below these is a search bar and a 'Personalize Content | Layout' link. The 'Menu' sidebar on the left contains a list of options: CSU SA Baseline, Alert-SJSU, Campus Info, **Self Service** (highlighted with a red box), SJSU Campus Solutions, Reporting Tools, Student Center, To Do List, Holds, Other Indicators, My Messages, Send Messages, and My Personalizations. The main content area on the right is titled 'Student Center' and includes sections for 'Student's Service Center', 'View My Messages' (with a message 'You have no new messages.' and a 'View Messages' link), and 'Academics'. There are also links for 'Search', 'Plan', and 'Enroll'.

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



The screenshot shows the 'View Time' interface. At the top, there are tabs for 'Favorites', 'Main Menu', and 'Self Service'. Below these is a breadcrumb trail: 'Main Menu > Self Service > Time Reporting >'. The main content area is titled 'View Time' and includes a description: 'View your schedules, forecasted, payable and comp time, exceptions and more.' Below this is a section titled 'Time and Labor Launch Pad' (highlighted with a red box) with a description: 'View a summary of your reported time and access other transactions.'

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.

Favorites | Main Menu > Self Service > Time Reporting > View Time > Time and Labor Launch Pad

Time and Labor Launch Pad

Student Name: _____ Employee ID: 999999999

Job Title: Student Assistant

Reported Hours

February 2012 | 02 - February | 2012 | Reported Hours | View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			3.50 <u>1</u> E	3.50 <u>2</u> E	3.50 <u>3</u> E	4
5	3.50 <u>6</u> E	3.50 <u>7</u> E	3.50 <u>8</u> E	3.50 <u>9</u> E	3.50 <u>10</u> E	11
12	3.50 <u>13</u> E	3.50 <u>14</u> E	3.50 <u>15</u> E	16	17	18
19	3.50 <u>20</u> E	3.50 <u>21</u> E	3.50 <u>22</u> E	23	24	25
26	3.50 <u>27</u> E	3.50 <u>28</u> E	3.50 <u>29</u> E			

Previous Month | Next Month

Go To: [Self Service](#)
[Time Reporting](#)

X Exception

E Reported Elapsed Time

\$ Payable Time

3.50 7

E

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](#)