Overview

This user’s guide shows student assistants how to use MySJSU (PeopleSoft) to enter time worked. Be sure to check with your department first to ensure this is the appropriate process to enter your time. Regardless of the method to enter your time, you should be tracking the hours worked during each shift. 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.

Note: Some pay periods overlap a new month. View the appropriate Pay Period Calendar on the Calendars page (http://www.sjsu.edu/hr/calendars/index.html) for more information.

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Accessing the Timesheet
This section shows how to access the Timesheet on MySJSU.

To login to MySJSU:

1. Navigate to MySJSU (http://my.sjsu.edu/)

2. Click the blue MySJSU (PeopleSoft) button.

The Oracle PeopleSoft Enterprise Sign In page is displayed.

3. Enter your SJSU ID and password.

4. Click the Sign In button.
5. From the main menu, click **Self Service** on the left hand side.

6. Continue navigating by clicking on:

   Time Reporting
   
   Report Time
   
   Timesheet
If you have multiple jobs, they will all display.

Note: Be sure to select the appropriate job description / record number / department when reporting time.

If you only have one job, then you will be taken to the timesheet directly.
Entering Time
This section shows how to enter your time on the Timesheet.

*Timesheet is displayed.*

1. Verify that the **Employee record number (Empl Rcd Nbr)** is correct to ensure you have selected the correct job.

2. From the **View By** drop down menu, select **Week, Day, or Time Period** to report your hours on the Timesheet.

*Use the following procedures below to select your preference.*

- **View By Week**

  By default, **Week** is automatically selected. From here, enter your hours within the selected week.

- **View By Day**

  - Click the arrow of the drop down box next to **View By**.
  
  - Click on **Day** within the selections in the drop box.
  
  - Type the desired date or use the calendar icon then click **Refresh**.

*Your page will automatically refresh and change views.*
**View By Time Period**

- Click the arrow of the drop down box next to **View By**.
- Click on **Time Period** within the selections in the drop box.

Your page will automatically refresh and change views.

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Once you’ve selected your **View By** preference, follow these next steps.

3. Enter the total hours worked for that day.

4. Under the Time Reporting Code, select **REG – Regular Hours Worked**.

5. Click the **Submit** button.

**Note:** Enter your hours each day you work. Do not wait until the end of the month to report your time.

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The Submit Confirmation page is displayed.

6. 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 by clicking on:
   - Time Reporting
     - Report and review your time, schedules, request absences and more.
     - Report Time
     - View Time
   - View Time
     - View your schedules, forecasted, payable and comp time, exceptions and more.
     - Time and Labor Launch Pad
   - Time and Labor Launch Pad
     - 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 to change the month and year.

4. Afterwards, choose whether to view Reported Hours or Payable Hours (if available) and click the View button.

- **Reported Hours**: time submitted
- **Payable Hours**: time that has been approved

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

A Date Details box (from above screenshot) is displayed.

5. Click the linked date for more information about the time.
Details about reported time are displayed.

- If **Status** is blank, then the time is not approvable by your supervisor.

- If **Status** states **Needs Approval**, your supervisor needs to approve the time.

- If **Status** states **Transmitted – Sent to PIP**, information has been sent to the State Controller’s Office for processing.