

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](http://www.sjsu.edu/hr/calendars/index.html) page (<http://www.sjsu.edu/hr/calendars/index.html>) for more information.

Table of Contents

Accessing the Timesheet.....	2
Entering Time.....	5
View Previously Entered and Paid Time	7

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 screenshot shows the 'MYSJSU | SPARTAN APPS PORTAL' for San José State University. At the top right is a search bar labeled 'Search SJSU'. Below the header, there are links for 'Employees' and 'Students', and a breadcrumb trail 'SJSU Home > Spartan Apps Portal'. The main content area features a grid of application icons: Canvas, SJSU Email, MySJSU (PeopleSoft) (highlighted with a red box and a red arrow), Password Help, SpartaJobs, Event Calendar, FTS, Software Downloads, WebEx Faculty/Staff, CFS, Spartan Success Portal, Blogs, Finance Data Warehouse, WebEx Student, Qualtrics, Skillport, iSupport, Video Conference Scheduler, and Google Analytics. On the right side, there are several links: Look Up Your SJSUOne ID, Alumni Transcripts, Class Search, Browse Catalog, Admissions Info, and Canvas Support.

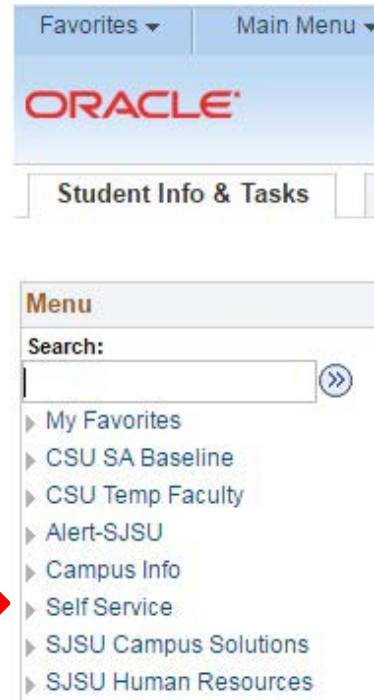
The Oracle PeopleSoft Enterprise Sign In page is displayed.

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

The screenshot shows the 'Please sign in below to access PeopleSoft' page. At the top right is the 'MySJSU' logo. The main content area features the SJSU San José State University logo. Below the logo is a 'Sign In' form with the following fields: 'Username' (containing 'SJSU ID Number'), 'Password' (containing 'SJSUOne Password'), and a 'Sign In' button. There is also a 'Remember me' checkbox and links for 'Forgot password?' and 'Help'. At the bottom right, it says 'Powered by Okta Privacy Policy'.

The Main Menu is displayed.

- From the main menu, click **Self Service** on the left hand side.



- Continue navigating by clicking on:

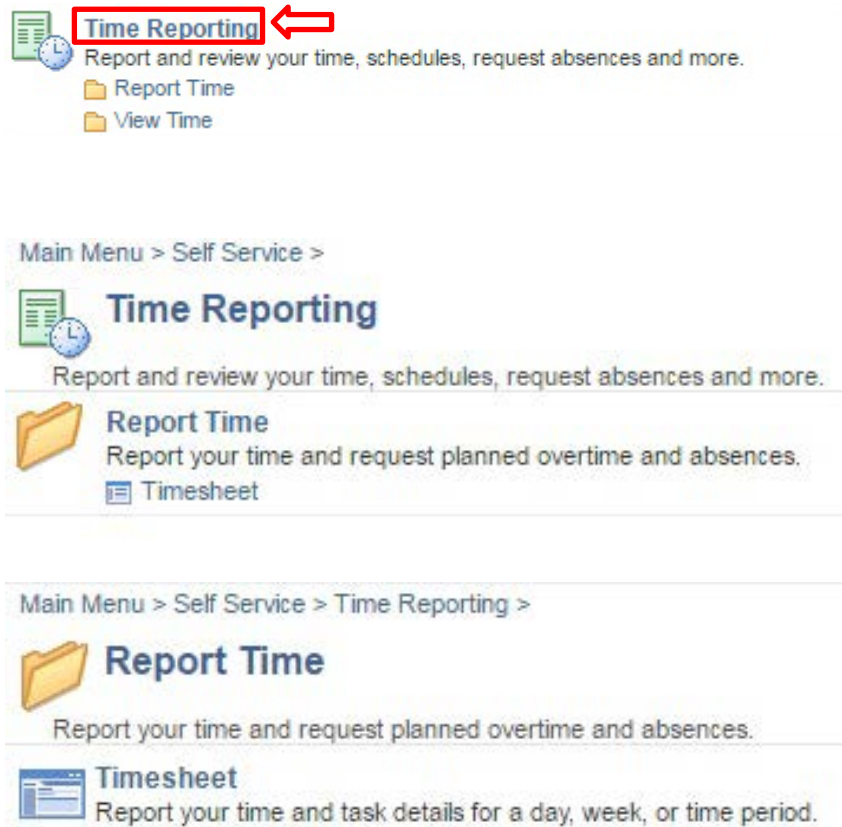
Time Reporting



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.

Report Time

Timesheet

 [Click to View Additional Information](#)

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

Department

Empl ID:

Job Title:

Empl Rcd Nbr: 0

 [Select for Instructions](#)

View By:

*Date:



<< Previous Week

Reported Hours: 0.0 Hours

Scheduled Hours:

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.

Timesheet

Department _____ Empl ID: _____

Job Title: _____ Empl Rcd Nbr: 0

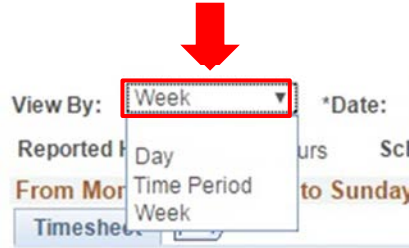
Select for Instructions

View By: *Date: Refresh << Previous Week

Reported Hours: 0.0 Hours Scheduled Hours: _____

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: *Date: Refresh << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours: _____

From Monday 06/13/2016 to Sunday 06/19/2016

Mon 6/13	Tue 6/14	Wed 6/15	Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

➤ 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: *Date: Refresh

Reported Hours: 0.0 Hours Scheduled Hours: _____

From Monday 06/13/2016 to Sunday 06/19/2016

Calendar

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

View By: *Date: Refresh << Previous Day Next Day >>

Reported Hours: 0.0 Hours Scheduled Hours: _____

Monday 06/13/2016

Mon 6/13	Total	Time Reporting Code
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

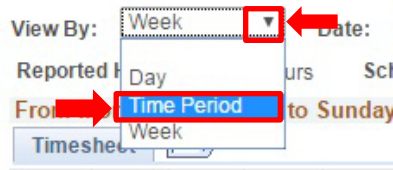
Submit

Reported Time Status - select to hide

➤ **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.



View By: Time Period *Date: 07/01/2016 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 0.0 Hours Scheduled Hours:

From Friday 07/01/2016 to Sunday 07/03/2016

Time Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Time Reporting Code
7/1									
7/2									
7/3									

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.

Timesheet

Department: _____ Empl ID: _____

Job Title: _____ Empl Rcd Nbr: 2

Select for instructions

View By: Week *Date: 06/13/2016 Refresh << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours:

From Monday 06/13/2016 to Sunday 06/19/2016

Timesheet

Mon 6/13	Tue 6/14	Wed 6/15	Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Total	Time Reporting Code
8								REG - Regular Hours Worked

Submit

Reported Time Status - select to hide

Reported Time Status

Date	Status	Total Time Reporting Code	Comments
		0.0	

Reported Hours Summary - select to view

Self Service Time Reporting

The Submit Confirmation page is displayed.

6. Click **OK**.

Timesheet

Submit Confirmation

✓ The Submit was successful.

Time for the Week of 2016-06-13 to 2016-06-19 is submitted

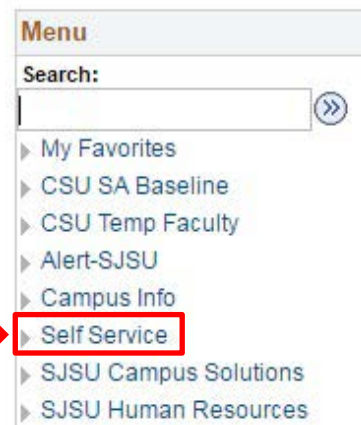
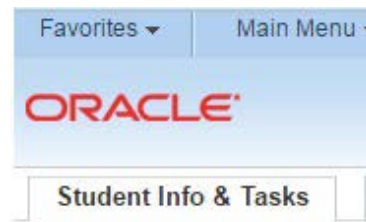
OK

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 by clicking on:

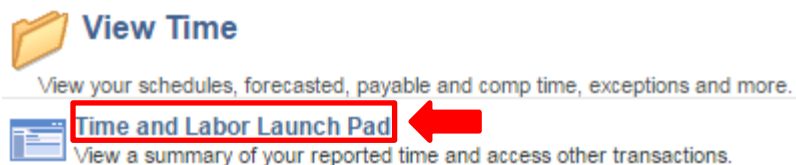
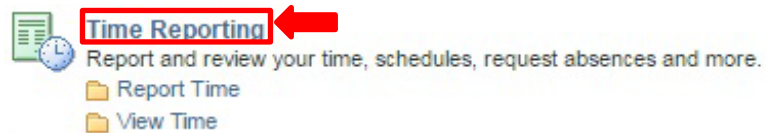
Time Reporting



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.

- To change the time period, use the dropdown menus to change the **month** and **year**.
 - 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.

Time and Labor Launch Pad

Employee ID: _____

Job Title: Student Assistant

May 2016 05 - May 2016 Reported Hours View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	4.00 <u>2</u> E\$	4.00 <u>3</u> E\$	4.00 <u>4</u> E\$	2.00 <u>5</u> E\$	6	7
8	4.00 <u>9</u> E\$	4.00 <u>10</u> E\$	4.00 <u>11</u> E\$	4.00 <u>12</u> E\$	4.00 <u>13</u> E\$	14
15	4.00 <u>16</u> E\$	4.00 <u>17</u> E\$	4.00 <u>18</u> E\$	4.00 <u>19</u> E\$	4.00 <u>20</u> E\$	21
22	4.00 <u>23</u> E\$	4.00 <u>24</u> E\$	4.00 <u>25</u> E\$	4.00 <u>26</u> E\$	4.00 <u>27</u> E\$	28
29	30 Memorial D	4.00 <u>31</u> E\$				

Previous Month
Next Month

Self Service
Time Reporting

Legend	
X	Exception
E	Reported Elapsed Time
\$	Payable Time

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

- Click the linked date for more information about the time.

4.00 18 ←

E\$

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.

Details for: 05/18/2016

Employee ID:
Employee Record Number: 0

Job Title: Student Assistant

Reported Elapsed Time			Personalize	Find		
Quantity	Type	Time Reporting Code				
4.000000	Hours	Regular Hours Worked				

Reported Punch Time					Personalize	Find		
Date Under Report	Punch Type	Punch Time	Time Zone	Quantity	Time Reporting Code			

Exceptions					Personalize	Find		
Exception ID	Description	Status	Severity	Resolved by				

Payable Time								Personalize	Find		
Quantity	Type	Time Reporting Code	Payable Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt				
4.000000	Hours	Regular Hours Worked	Transmitted - Sent to PIP		48.000000						

Forecasted Payable Time				Personalize	Find		
Quantity	Type	Time Reporting Code	Estimated Gross				

[Return to Calendar](#)