Timesheets

San José State University uses the Absence Management module of CMS/PeopleSoft for reporting monthly time and attendance. This system allows university employees to enter/approve absence information online.

To Enter Your Time in MySJSU:

1. Log into MySJSU
2. Select Self Service on the left side of the screen
3. Select Time Reporting
4. Select Report Time
5. Select Report and View Absences
6. Enter any dates and hours where time was missed and select appropriate option for given month.