

HOW TO REPORT YOUR HOURS ON DOCUSIGN AND SJSU@WORK

Instructions:

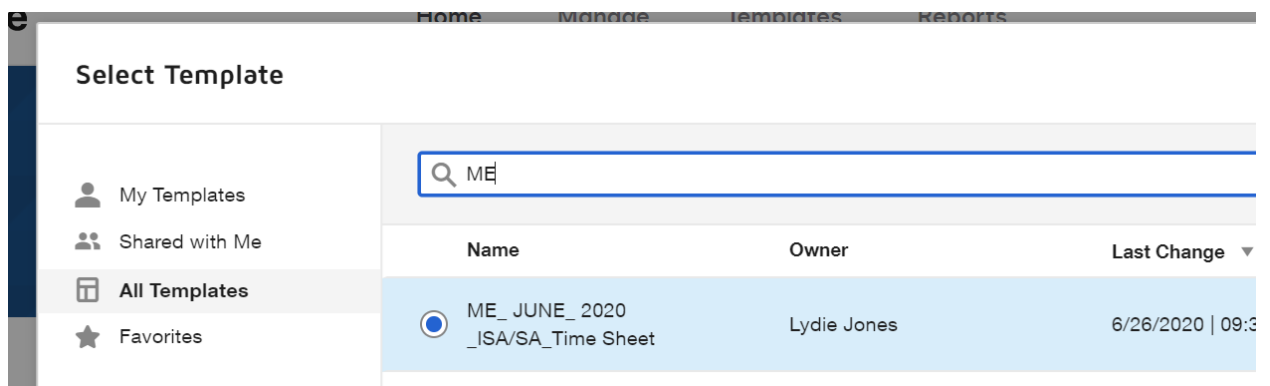
1. If you are a new student you need to **check that you have access to SJSU@work**. You should see your name with your position. (Instructional Student Assistant or Student Assistant). Please let me know if you don't.
2. You must also have access to Duo Two Factor Authentication in order to report your hours. If not, please follow the instructions listed here: <https://www.sjsu.edu/it/services/computer-security/duo/>
3. Please keep in mind that the hours we assigned you are a high estimate. Report what you **actually** work. You are not allowed to work more than the time we allocated to your section. If you need more hours due to a special request (i.e. proctoring) you will need special approval from Dr. Okamoto.
4. Be aware of your starting date. You cannot enter any hours prior to the date listed on your signed contract.
5. The student Payroll calendar can be found here <https://www.sjsu.edu/up/docs/hourly-and-student-payroll-calendar.pdf>. Be sure to turn in your timesheet by the last day of each pay period. Please be aware that late timesheets will result in delayed payments of a full pay period.

When logging your hours you need to do two things:

1. **Enter your hours into a Mechanical Engineering DocuSign Timesheet.**
2. **Enter your hours in SJSU@work**

ENTERING YOUR HOURS ON ME DOCUSIGN SHEET

1. Go to DocuSign → New → Use a Template → All Templates → in the search bar enter ME → Select **ME_(month)_2021_ISA/SA_Timesheet**. → Add selected



2. Enter your name and your professor/supervisor names. **Click Advanced Edit**

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ME_ JUNE_ 2020 _ISA/SA_Time Sheet

Recipients

- 1 Student Employee ✍️ NEEDS TO SIGN MORE ▾

Name *

Email *
- 2 Administrative Analyst ✍️ NEEDS TO SIGN MORE ▾

Name *

Email *
- 3 Professor/Supervisor ✍️ NEEDS TO SIGN MORE ▾

Name *

Email *

[SEND](#) [ADVANCED EDIT](#) [DISCARD](#)

3. Click "Next" on the top right corner.
4. All the fields have been prefilled for you. You simply need to enter your student ID number, your position, the class you are grading /watching, your supervisor's name and your hours. Notes:
 - The timesheet will do the math for you. You will see the total when you sign.
 - If you did not work that month, please enter N/A in the indicated box or email me to let me know.
 - The red box is to mark the last day of the Pay Period.
 - The gray boxes indicate days that do not belong to the current pay period.
 - Your timesheet must match the hours you report on SJSU@work.
 - You will be able to sign after you click **SEND** at the top right corner

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2020 JUNE_ISA/SA Time Sheet [[Student Employee_UserName]]

Vinh Doan Thoi

Spring 2020 ME_ISA_ Student Timesheet Pay Period: June: 06/01_06/30
Pay Date : 07/15/20

Employee Name: Full Name Student ID#: Text

Position: ISA SA // Class: ME Text Email: Email

Supervisor Name: Text Semester Hours to date total: Text
Indicate the class you are grading

Hired for: Text /hours/week (Add each month total starting from January to May)

	Week 1 (06/01)	Week 2 (06/08)	Week 3 (06/15)	Week 4 (06/22)	Week 5 (06/29)
Monday	Text	Text	Text	Text	Text
Tuesday	Text	Text	Text	Text	Text
Wednesday	Text	Text	Text	Text	Text
Thursday	Text	Text	Text	Text	Text
Friday	Text	Text	Text	Text	Text
Saturday	Text	Text	Text	Text	Text
Sunday	Text	Text	Text	Text	Text
Total weekly hours	fx	fx	fx	fx	fx
Total hours	fx				

If you have no hours to report this month, please mark N/A Text

Student Signature: Sign Date: Date Signed

Supervisor Signature: Sign Full Name Date: Date Signed

Department Chair Signature: Sign Full Name Date: Date Signed

5. Click Sign Now → Continue → Sign

Note: The form will be forward to me first. If I see any errors, I will not sign the form in order to give you a chance to correct it.

Once your timesheet is approved and signed by all parties, I will use it to approve the hours you enter on SJSU@work.

ENTERING YOUR HOURS ON SJSU@work

To enter your hours on SJSU@work please follow this instructions listed on the **TIME ENTRY GUIDE FOR STUDENT ASSISTANTS (THIS INCLUDES ISA)** which can be found here:

<https://www.sjsu.edu/up/docs/personnel/forms/Time%20Entry%20Guide%20for%20Student%20Assistants.pdf>

Please note: You will not be able to enter your hours after the last day of the pay period. For instance, if the last day to report is June 30, and you decide to enter your hours on 07/01 the system will lock you out. You will not be able to enter hours for June in July. This will result in a delayed payment.

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