ISA & SA Guide to Reporting Hours

ISA's and SA's are paid on an hourly basis.

The first part of reporting your hours is in SJSU@Work. The department strongly recommends that you **report your hours on a daily basis in SJSU@Work**, as this will help you keep track of your hours and make sure you don't forget any hours.

1. To access SJSU@Work, visit one.sjsu.edu, sign in, and first check that you have properly selected the "Student" and "Staff" roles in the one.SJSU portal:



2. In the one.SJSU search bar, search for "SJSU@Work" and click on the "SJSU@Work" tile.

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3. Under "Employee Self-Service" select "Time Reporting."

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4. Click on "Report Time"

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5. Click on "Timesheet"

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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.	Report and View Absences Report new absences and review your absence history.	

6. This should lead you to SJSU@Work's timesheet*. Here, you can input hours worked on various days. It is strongly recommended to report your hours on a daily basis to keep an accurate record of the hours you've worked.

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*Upon clicking on "Timesheet," you may be led to an additional menu before the actual timesheet, showing a few options of jobs or record numbers. This occurs when you have multiple positions with the University. In these cases make sure to correctly report the hours for each position under the right timesheet. If you are unsure which option to pick in this menu, contact Doan Thoi (vinh-doan.thoi@sjsu.edu) with a screenshot of the menu you see, and he can clarify what you need to select.

7. Once you've entered the hours in the timesheet matrix, click on the "Time Reporting Code" dropdown menu and select "REG - Regular Hours Worked." Unless you are specifically told otherwise, the other options will not apply to you.

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8. Click on "Submit" to submit the hours you input in the timesheet matrix.

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Reporting Hours via DocuSign

You also need to report the hours you submitted in SJSU@Work in a timesheet in DocuSign to have the hours approved by your supervisor and Dr. Viswanathan, the department chair. The Docusign timesheet is submitted only once a month. Here's how to access DocuSign template for these timesheets.

1. Sign into one.SJSU.edu and search for DocuSign. Click on the DocuSign tile that appears.



2. This will lead you to the DocuSign homepage. Click on "Templates."

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3. Click on "All Templates" and search for the name of the template for that month's timesheet (a new template is created every month), and click on that template. Templates are named with the following convention: "ME_[month of pay period]_[year]_ISA/SA_TimeSheet". Be aware that DocuSign's limited search engine is very sensitive, so you must search for the title of the template exactly in order to find it.

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3 Professor/Supervisor:		🖉 Needs to Sign	
4 Department Chair: Vimal Viswanathan vimal.viswanathan@sjsu.edu		Needs to Sign	
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Message

Subject

[Please Enter: Last Name]_[Please Enter: First Name]_2023_January_ISA/SA Time Sheet

Dear ME Team, This is the timesheet for pay period 01/01/2023 to 01/31/2023. SAs and ISAs may report their hours until January 31st. Please make sure to simultaneously report your hours on SJSU@work. You can find further instructions on our web page :

https://www.sjsu.edu/me/studentresources/me-student-employees/index.html Do not hesitate to contact me if you have any questions. Thank you for your hard work! Kind regards, Doan 5. Fill in the information for the "Student Employee,"(your information) and "Professor/Supervisor," recipients. Enter your Last and First names in the subject line where indicated. When you have entered all of the needed information, click on "Send."

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6. After clicking "Send," remain in DocuSign. You will be prompted to "Sign Now."

7. This will lead you to the timesheet, where you can enter your personal information and enter the hours you worked throughout the month. When you have signed the document, click "Finish" and the timesheet will go to Doan, your supervisor, and Dr. Viswanathan for signature. You have now completed the DocuSign timesheet. If you have any questions about this process, please contact Doan Thoi.

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