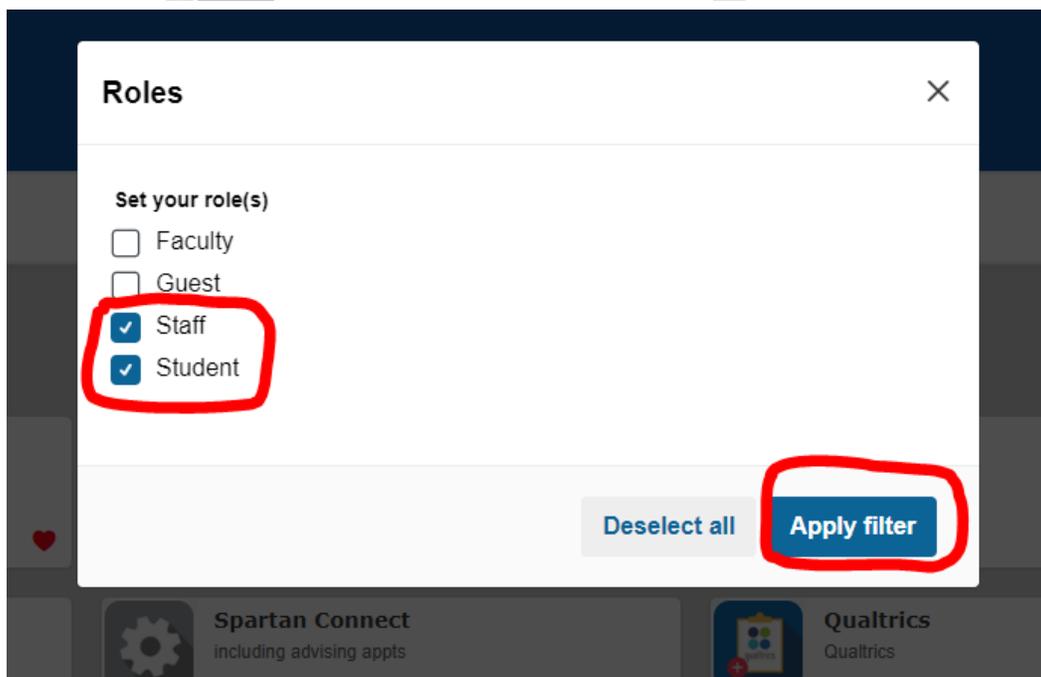
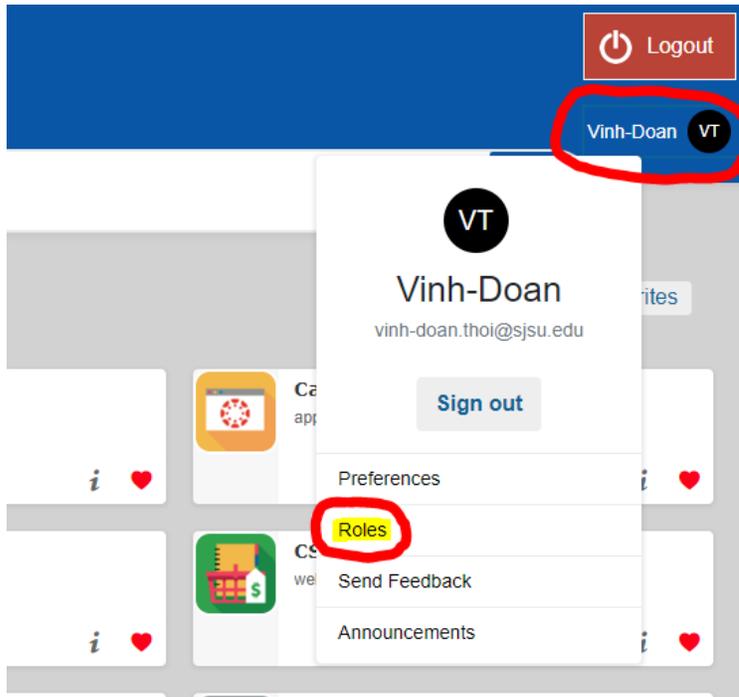


## ISA & SA Guide to Reporting Hours

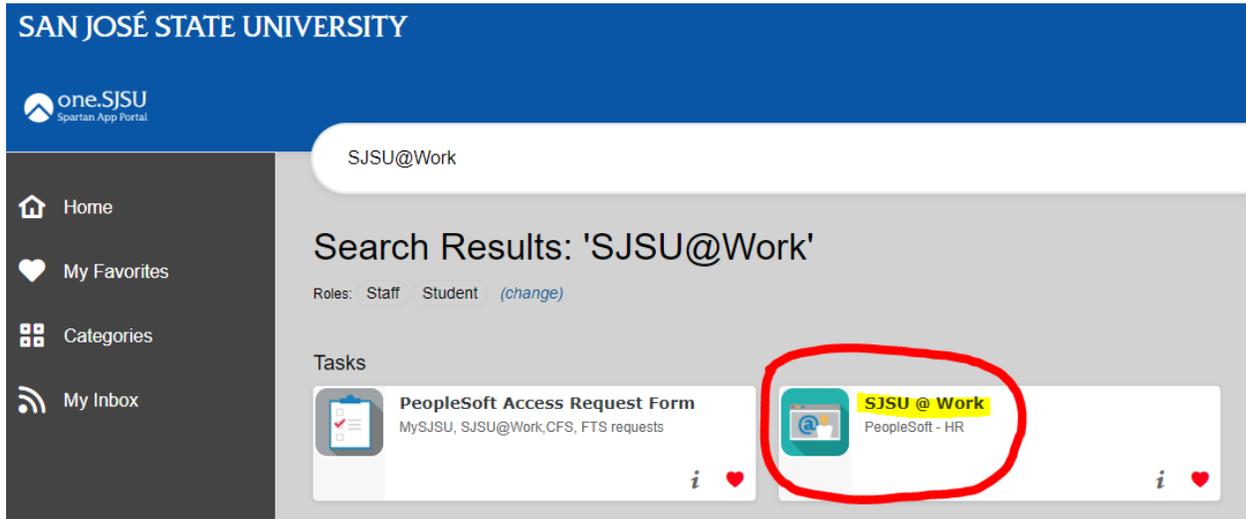
ISA's and SA's are paid on an hourly basis.

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.

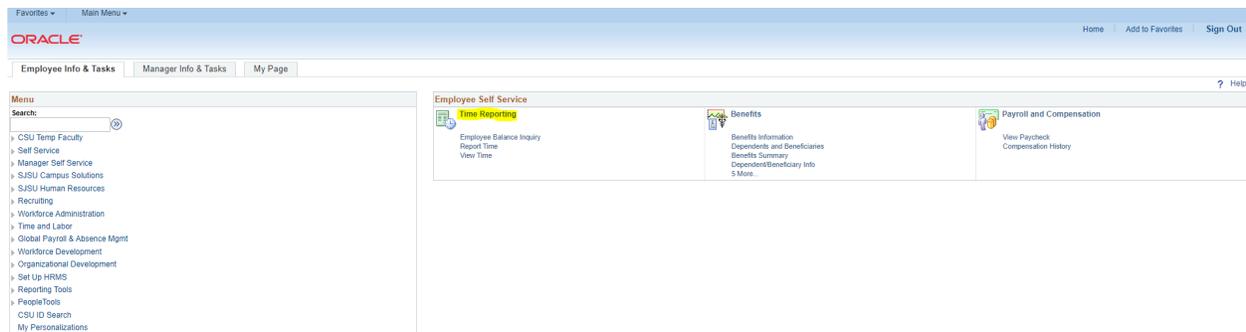
1. To access SJSU@Work, visit one.sjsu.edu, sign in, and first check that you have properly selected the "Student" and "Staff" roles in the one.SJSU portal:



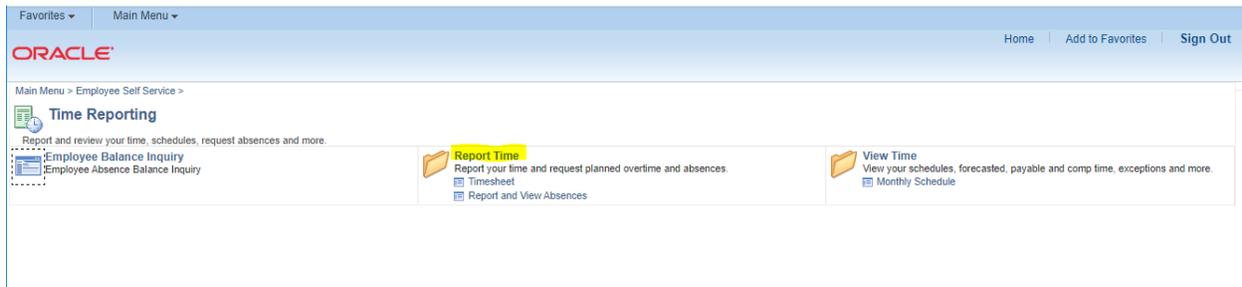
2. In the one.SJSU search bar, search for "SJSU@Work" and click on the "SJSU@Work" tile.



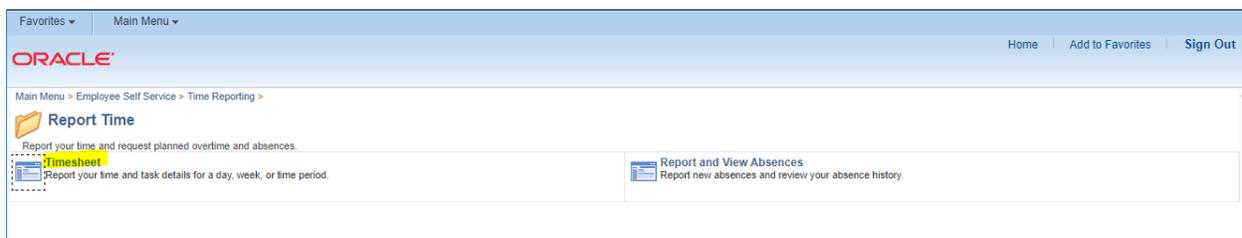
3. Under "Employee Self-Service" select "Time Reporting."



4. Click on "Report Time"



5. Click on "Timesheet"



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.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet

**ORACLE**

### Timesheet

Vinh-Doan Thoi  
Department

Empl ID: ██████████

Job Title: \_\_\_\_\_ Empl Rcd Nbr: █

**i** Select for Instructions

View By:  \*Date:   << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours:

**From Monday 01/30/2023 to Sunday 02/05/2023**

Mon 1/30	Tue 1/31	Wed 2/1	Thu 2/2	Fri 2/3	Sat 2/4	Sun 2/5	Total	Time Reporting Code	Override Rate
<input type="text"/>			<input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/>						
<input type="text"/>			<input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/>						
<input type="text"/>			<input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/>						

**i** Reported Time Status - select to hide

**Reported Time Status** |  First  1 of 1  Last

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

**i** Reported Hours Summary - select to view

Self Service  
Time Reporting

\*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](mailto:vinh-doan.thoi@sjsu.edu)) with a screenshot of the menu you see, and he can clarify what you need to select.

- 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.

Oracle Timesheet interface for user Vinh-Doan Thoi (Empl ID: 013169013). The interface shows a navigation bar, user information, and a timesheet matrix for the week of 01/30/2023 to 02/05/2023. The matrix shows 2 hours reported for Wednesday, 01/31/2023. A dropdown menu for "Time Reporting Code" is open, listing various codes, with "REG - Regular Hours Worked" selected. Below the matrix, there are sections for "Reported Time Status" and "Reported Hours Summary". A "Submit" button is visible at the bottom.

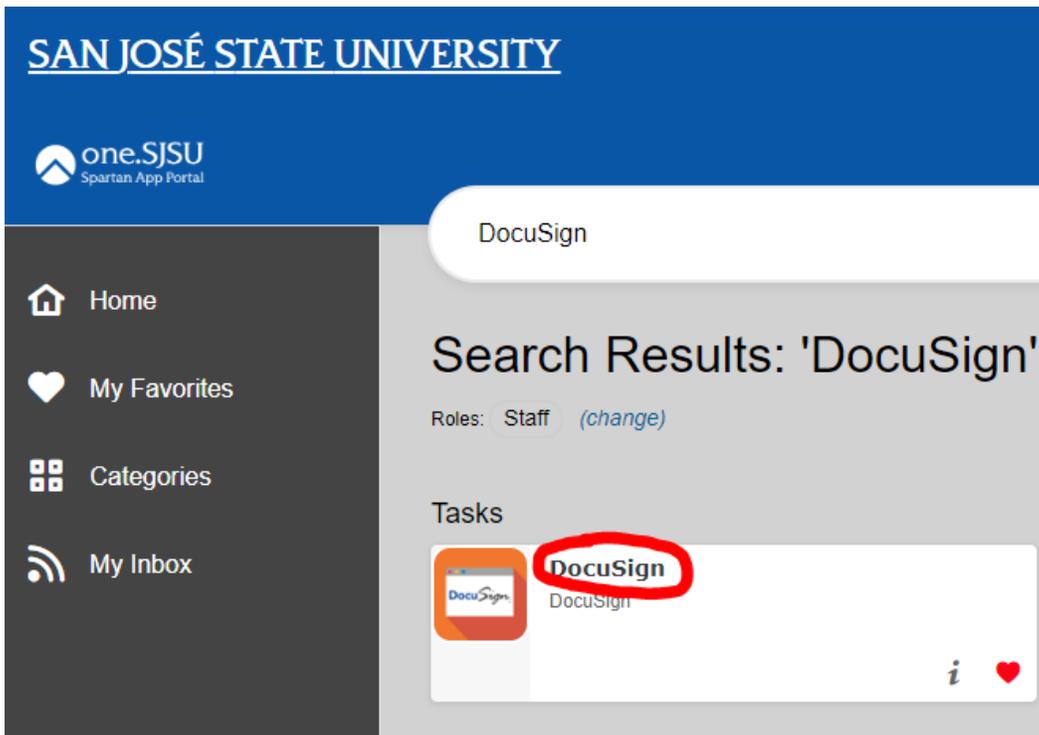
- Click on "Submit" to submit the hours you input in the timesheet matrix.

Oracle Timesheet interface for user Vinh-Doan Thoi (Empl ID: 013169013). The interface shows a navigation bar, user information, and a timesheet matrix for the week of 01/30/2023 to 02/05/2023. The matrix shows 2 hours reported for Wednesday, 01/31/2023, with the "Time Reporting Code" set to "REG - Regular Hours Worked". Below the matrix, there are sections for "Reported Time Status" and "Reported Hours Summary". A "Submit" button is highlighted with a red circle at the bottom.

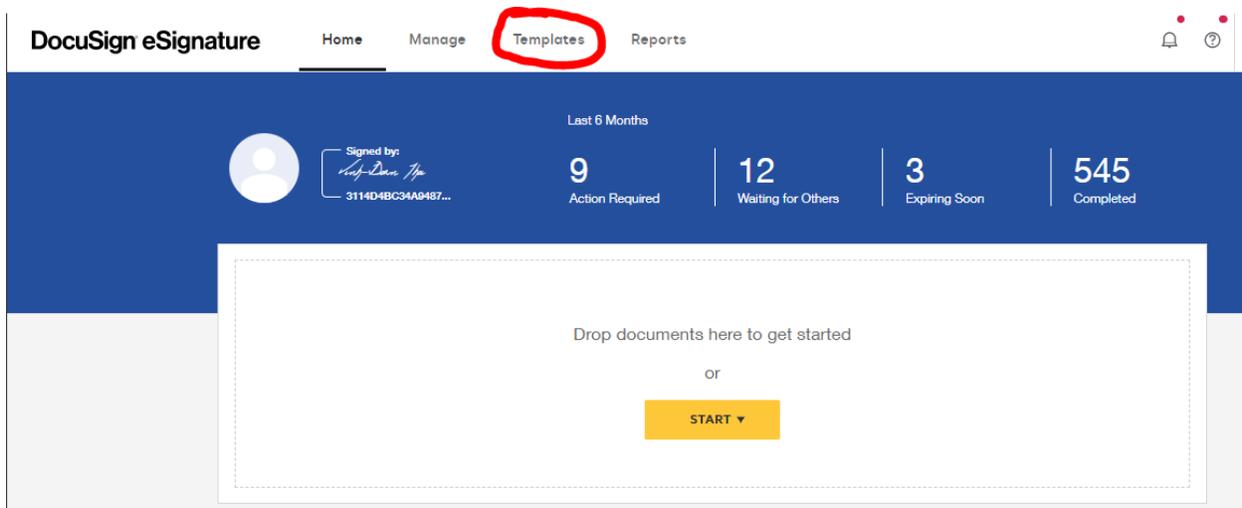
## Reporting Hours via DocuSign

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."



- 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.

DocuSign eSignature Home Manage Templates Reports

NEW ▾ All Templates

ME\_January\_2023\_ISA/SA\_TimeSheet x FILTERS

Name	Owner	PowerForms	Created Date	Last Change	Folders
ME_January_2023_ISA/SA_TimeSheet Eligible for matching	Vinh-Doan Thoi		1/27/2023 02:09:42 pm	1/27/2023 02:36:09 pm	USE ▾

TEMPLATES

- My Templates
- Shared with Me
- All Templates
- Favorites
- Deleted

FOLDERS +

SHARED FOLDERS +

- Click on “Use.”

DocuSign eSignature Home Manage Templates Reports

★ ME\_January\_2023\_ISA/SA\_TimeSheet ⓘ

Template ID

USE EDIT MOVE SHARED (4) MORE ▾

Recipients SIGNING ORDER

1	Student Employee:	Needs to Sign
2	Administrative Support Coordinator: Vinh-Doan Thoi vinh-doan.thoi@sjsu.edu	Needs to Sign
3	Professor/Supervisor:	Needs to Sign
4	Department Chair: Vimal Viswanathan vimal.viswanathan@sjsu.edu	Needs to Sign
6	Student Employee:	CC Receives a Copy

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

- 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.”

ME\_January\_2023\_ISA/SA\_TimeSheet
ADVANCED OPTIONS

## Add recipients

Student Employee
NEEDS TO SIGN
CUSTOMIZE

1 **Name \***

**Email \***

Administrative Support Coordinator
NEEDS TO SIGN
CUSTOMIZE

2 **Name \***

**Email \***

Professor/Supervisor
NEEDS TO SIGN
CUSTOMIZE

3 **Name \***

**Email \***

Department Chair
NEEDS TO SIGN
CUSTOMIZE

4 **Name \***

**Email \***

Student Employee
CC RECEIVES A COPY
CUSTOMIZE

6 **Name \***

**Email \***

## Add envelope custom fields

## Add message

Custom email and language for each recipient

**Email Subject \***

[Please Enter: Last Name\_] [Please Enter: First Name\_] 2023\_January\_ISA/SA Time Sheet

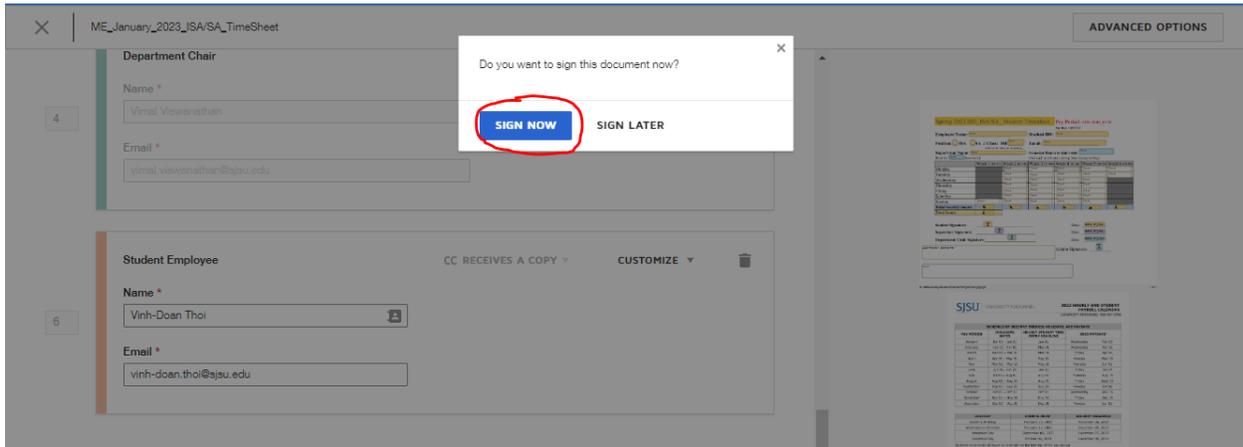
Characters remaining: 17

**Email Message**

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

ADVANCED EDIT
SEND

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.

Please review the documents below. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 85AAFE1A-BAA4-4311-8F9D-FC74E23CAA6A

**Spring 2023 ME\_ISA/SA\_ Student Timesheet** Pay Period: JAN: 01/01\_01/31  
Pay Date : 02/15/23

Employee Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Position:  ISA  SA // Class: ME \_\_\_\_\_ Email: \_\_\_\_\_  
Indicate the class you are grading

Supervisor Name: \_\_\_\_\_ Semester Hours to date total: \_\_\_\_  
Hired for: \_\_\_\_\_/hours/week (Add each month total starting from January to May)

	Week 1 (01/01)	Week 2 (01/02)	Week 3 (01/09)	Week 4 (01/16)	Week 5 (01/23)	Week 6 (01/30)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>Total weekly hours</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	0.00					

Student Signature: \_\_\_\_\_ Date: 2/3/2023  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_ Admin Signature: \_\_\_\_\_

Powered by DocuSign | Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2023 DocuSign Inc. | 1/28