

## 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.

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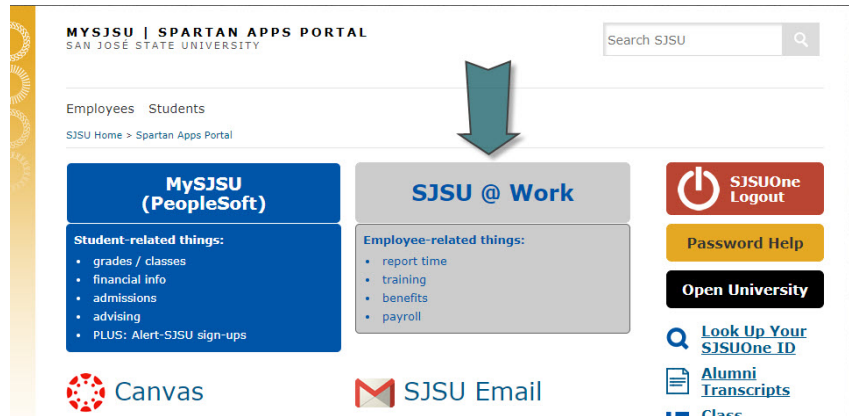
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# Accessing the Timesheet

This section shows how to access the Timesheet on MySJSU.

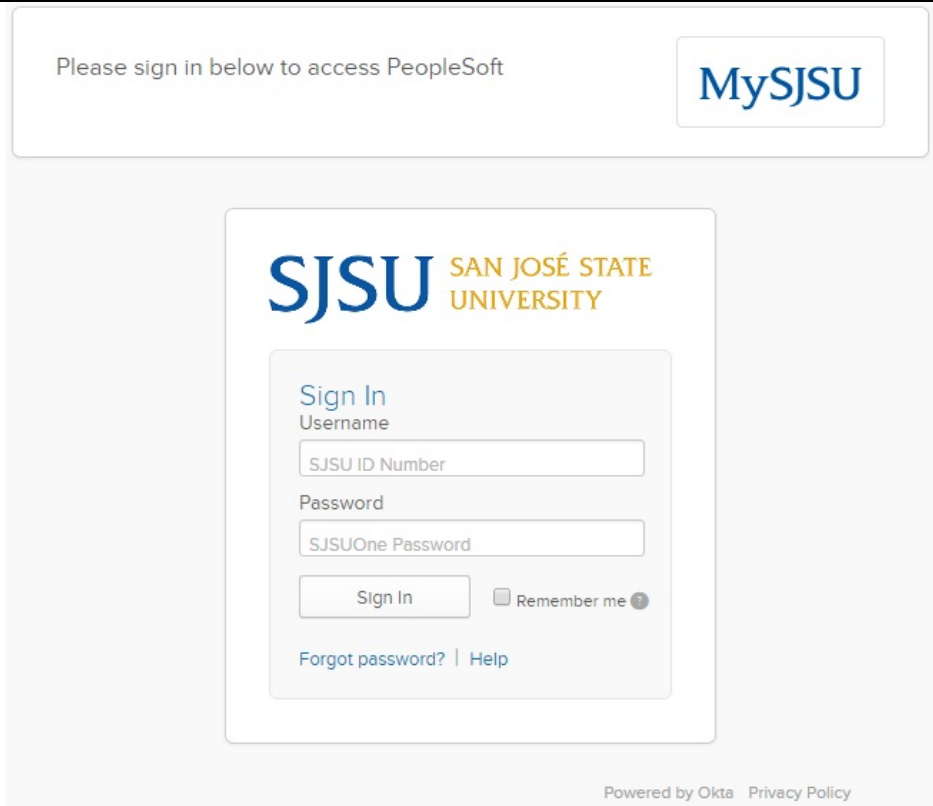
## To login to MySJSU:

1. Navigate to **MySJSU** (<http://my.sjsu.edu/>)
2. Click the grey **SJSU @ Work** (PeopleSoft) button.



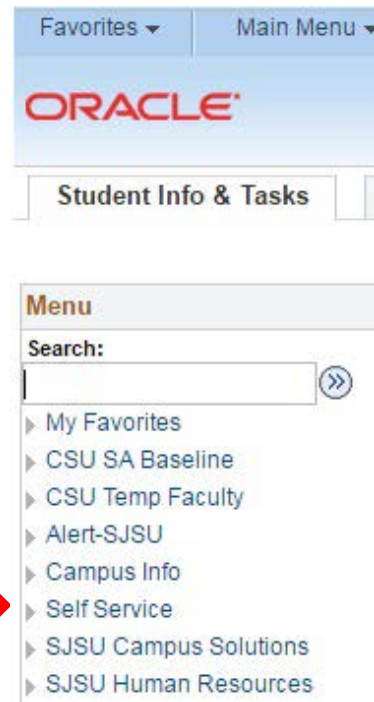
*The Oracle PeopleSoft Enterprise Sign In page is displayed.*

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



The Main Menu is displayed.

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



- Continue navigating by clicking on:

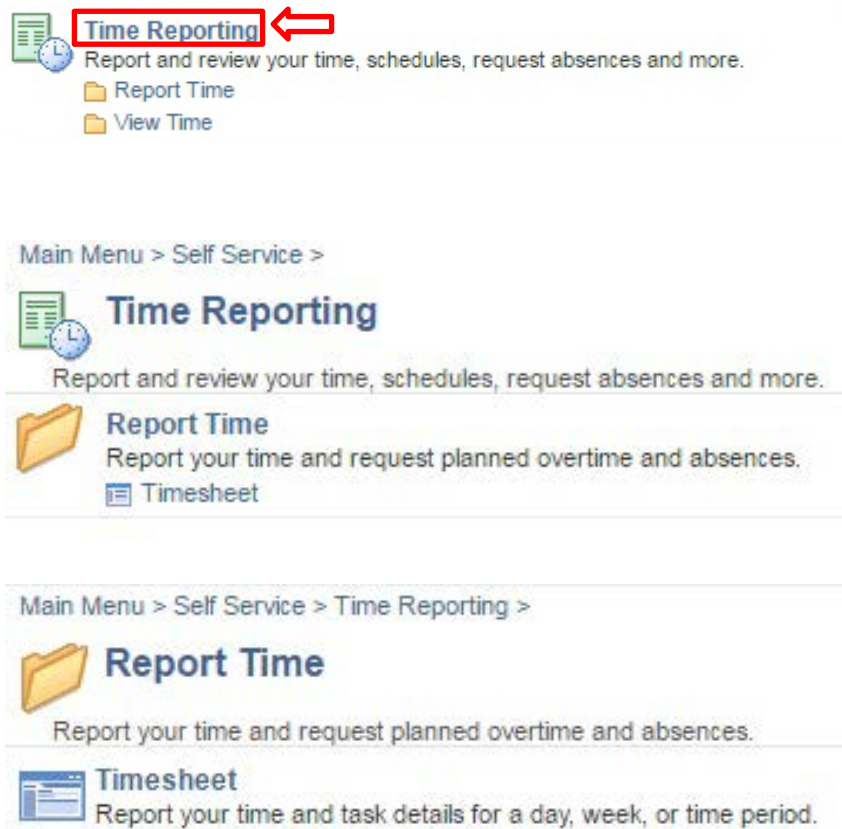
**Time Reporting**



**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
<a href="#">AY ADED Student Assistant</a>	0	1182	Housing Coordination
<a href="#">AY RAC Student Assistant</a>	1	1229	Housing Business Svcs
<a href="#">Student Assistant GFND</a>	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

 Empl Rcd Nbr: 0

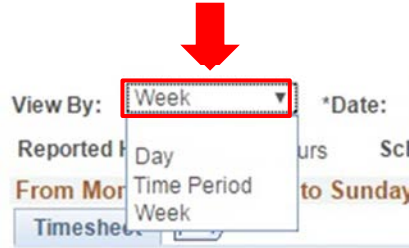
 Select for Instructions

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

Reported 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.*

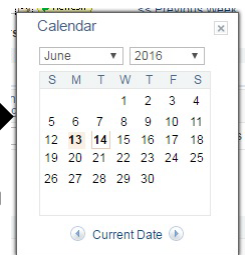
View By:  \*Date:   << Previous Day Next Day >>

Reported 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"/>

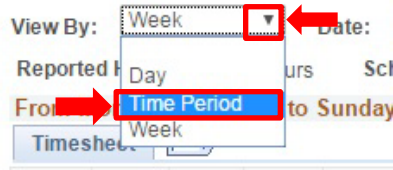
 Reported Time Status - select to hide



➤ **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.

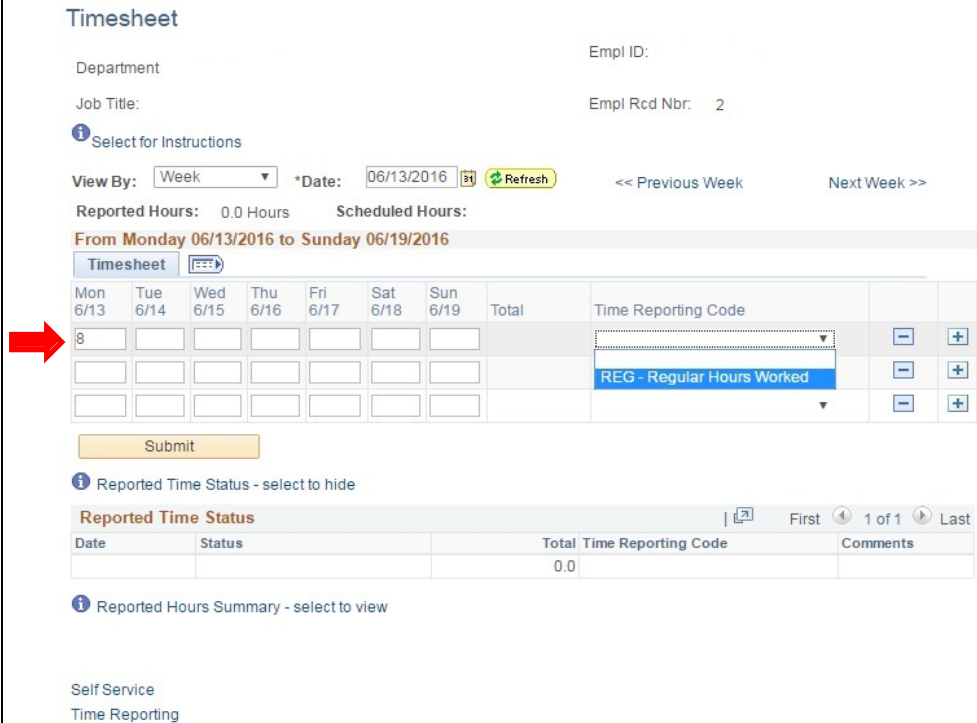
Your page will automatically refresh and change views.



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.*



The **Submit Confirmation** page is displayed.

6. Click **OK**.

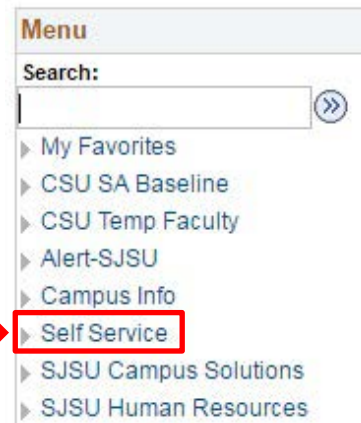
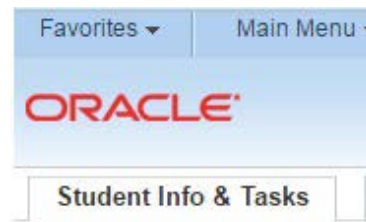


# View Previously Entered and Paid Time

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:

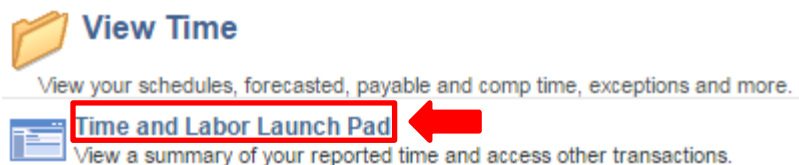
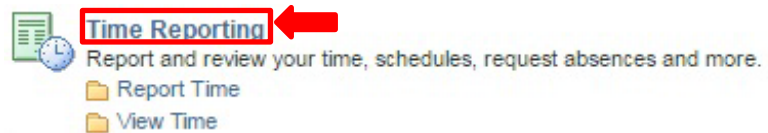
**Time Reporting**



**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.

3. To change the time period, use the dropdown menus to change the **month** and **year**.
  4. 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.

5. 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](#)