

Timecard Submission User Help

Welcome to the Research Foundation Online Timecard system. In order to use the employee online timecard link below, please make sure you are using one of these browsers:

PC: Chrome, Firefox, IE

Mac: Chrome, Safari, IE

Employee Online Log-In

<https://sjs-online-prod.aspgov.com/Finance/Edge>

Online Reporting Users, Central Office Users, and Timecard Signers/Reviewers, follow the instructions below:

- A. Log in using the text "SJSUAD\" followed by your nine-digit SJSU One ID (your SJSU ID number).
- B. Enter your password and click **Submit**. (Your password is your SJSU One password).



The screenshot shows a 'Sign In' form with a light blue background. The title 'Sign In' is in red. There are two input fields: 'Username' containing 'sjsuad\123456789' and 'Password' containing a series of dots. Below the fields are two buttons: 'Sign In' (orange) and 'Forgot Login' (red text).

All Other Employees, follow the instructions below:

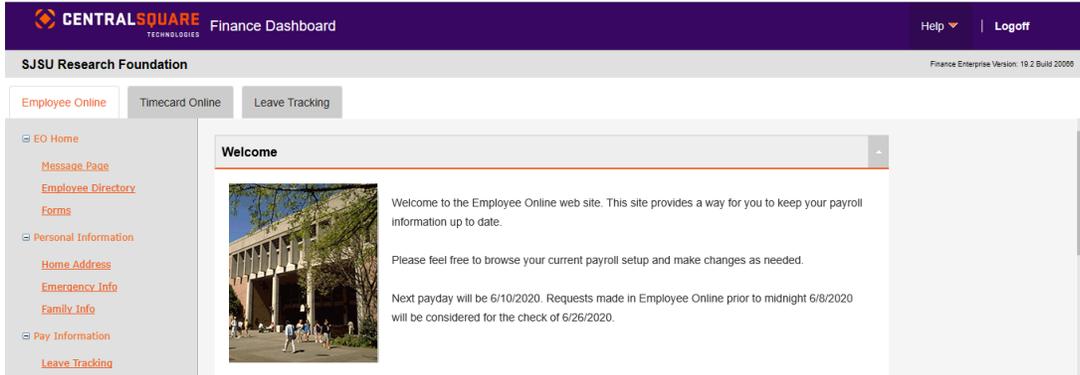
1. Log in using your Research Foundation system ID (Initial and last name e.g. Jsmith).
2. Enter your password and click **Submit**.



The screenshot shows a 'Sign In' form with a light blue background. The title 'Sign In' is in red. There are two input fields: 'Username' containing 'jsmith' and 'Password' containing a series of dots. Below the fields are two buttons: 'Sign In' (orange) and 'Forgot Login' (red text).

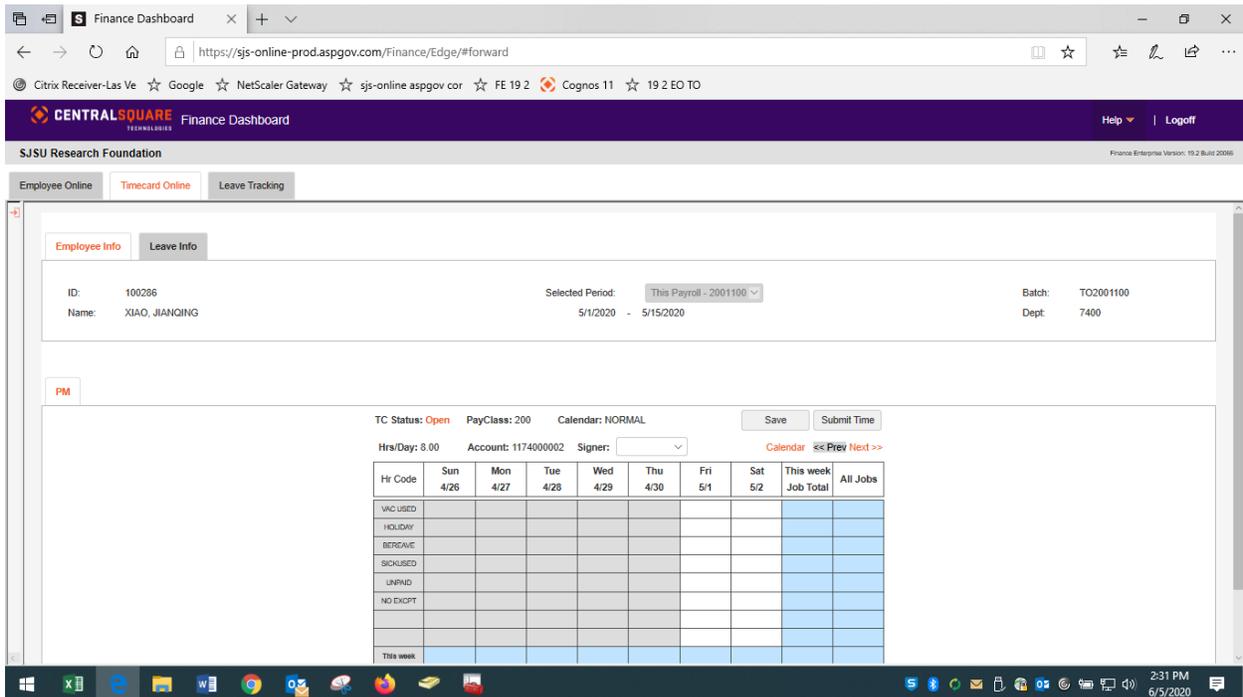
Timecard Online Tab

When this screen appears, click the **Timecard Online** tab on the top menu bar.



The following screen appears:

Enter Your Hours



Faculty and Hourly Employees

1. Select your supervisor's name from the signer drop-down menu.
2. Enter the number of hours you worked for the first week, click Save, and then click Next to move the calendar forward to the next week.
Please Note: If entering a fraction of an hour, be sure to enter minutes as a fraction of one hundred. Example: 15 minutes = 0.25, 30 minutes = 0.50, 45 minutes = 0.75.
3. Enter the number of hours you worked in the second week click Save.
4. Make sure all the hours you have worked for all assignments are entered and then click Submit Time.

Exempt Employees

1. Select your supervisor's name from the signer drop-down menu.
2. Enter exceptions only. If you have taken no time off during the reporting period click **Submit Time** to submit your timecard.
3. If you have more than one assignment and you have taken no time off during the reporting period enter the number "1" for the hour code (**NO EXCPT**) to create a no-time-off timecard for each of your assignments.
4. If you have taken time off during the reporting period, enter the number of hours in your normal work day for each of the days you were off work, click **Save** and then click **Next** to move the calendar forward to the next week.
5. Make sure all the hours you have worked for all assignments are entered and then click **Submit Time**.

If you need assistance, please contact the Research Foundation IT team: fdn-it-group@sjsu.edu