

How to Use STRATUSTIME, Electronic Time Reporting

Dear Tower Employees,

As an employee, you are required to record and approve hours by type in the StratusTime application for electronic time reporting. This application is accessible from any electronic device with internet access. Suggested browser types are Firefox and Chrome.

An email will be sent to you by Tower HR confirming your unique login information.

First time login general instructions:

1. Go to <https://paychex.centralservers.com/>
2. Login by entering:
Client ID = 04006816 [Tower's portal number]
Login ID = e.g. KSmith [emailed to you]
Password = e.g. KSmith [emailed to you]
3. The Password Expired window will pop-up, now enter your unique password (note: case sensitive and no special characters)
4. Submitting your time sheet
 - a. Review the process on the next page
 - b. Record hours worked each day (e.g. 08/03/2015 4 hours)
5. Approving your time card
 - a. Required to be completed every pay period by the 15th and last day of the month.

For assistance, questions about the application, or to reset your password email TowerHR-group@sjsu.edu.

The image shows a screenshot of a web browser displaying the Paychex Stratustime login page. The browser's address bar shows the URL <https://paychex.centralservers.com>. The page features the Paychex logo on the left and the Stratustime logo on the right. Below the logos is a language dropdown menu set to "English (United States)".

The main content area contains a login form with the following fields and options:

- Client ID: 04006816
- Login ID: KSmith
- Password: [masked with dots]
- Remember Client ID
- Remember Login ID
- Login button
- Forgot your password? link

Annotations on the page include:

- A yellow callout box on the left pointing to the login fields with the text: "Your Login and Temporary Password will be emailed to you by Tower HR."
- A yellow callout box at the bottom pointing to the "Forgot your password?" link with the text: "Email TowerHR-group@sjsu.edu"

On the right side of the page, there is a promotional banner for the "Skylight® PayOptions™ Program" featuring a credit card and the text: "Make Payday Even Better with the Skylight® PayOptions™ Program". Below the banner, it says "Simplicity. Flexibility. Reliability. Learn more by calling us at 855-648-4722".