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.