

Subject: **How to use STRATUSTIME, electronic time reporting**

Dear STRATUSTIME Users,

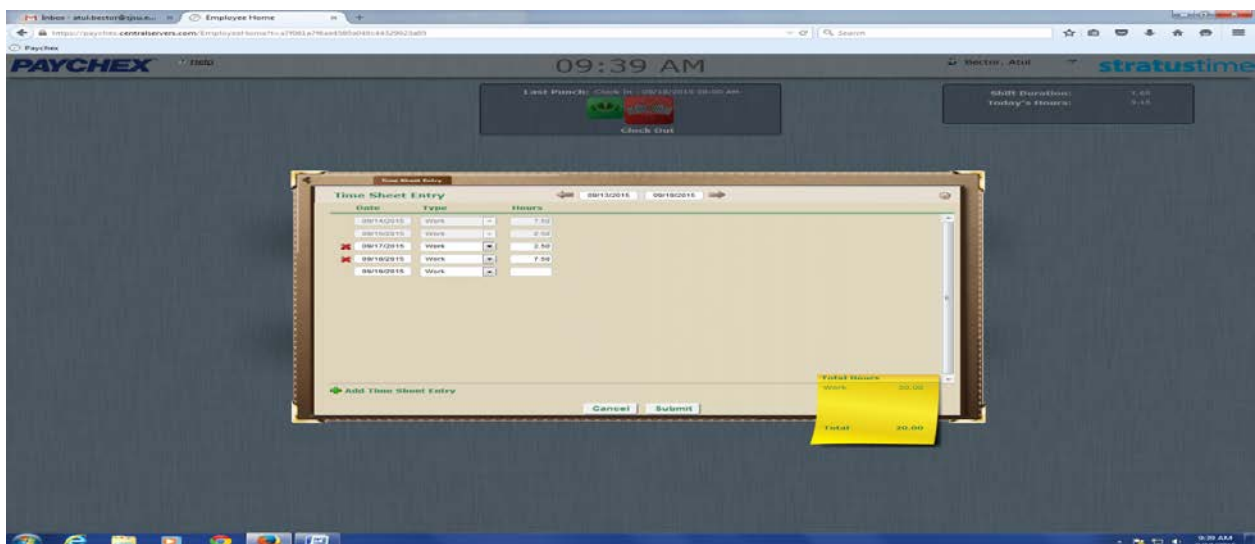
The only browsers this will work with are: Firefox, Chrome and Internet Explorer.

Steps to enter and approve your hours

- Go to <https://paychex.central servers.com>
- Login by entering
 - Client ID **(04006816)**
 - Login ID **(e.g. KSmith)**
 - Password **(e.g. KSmith)**



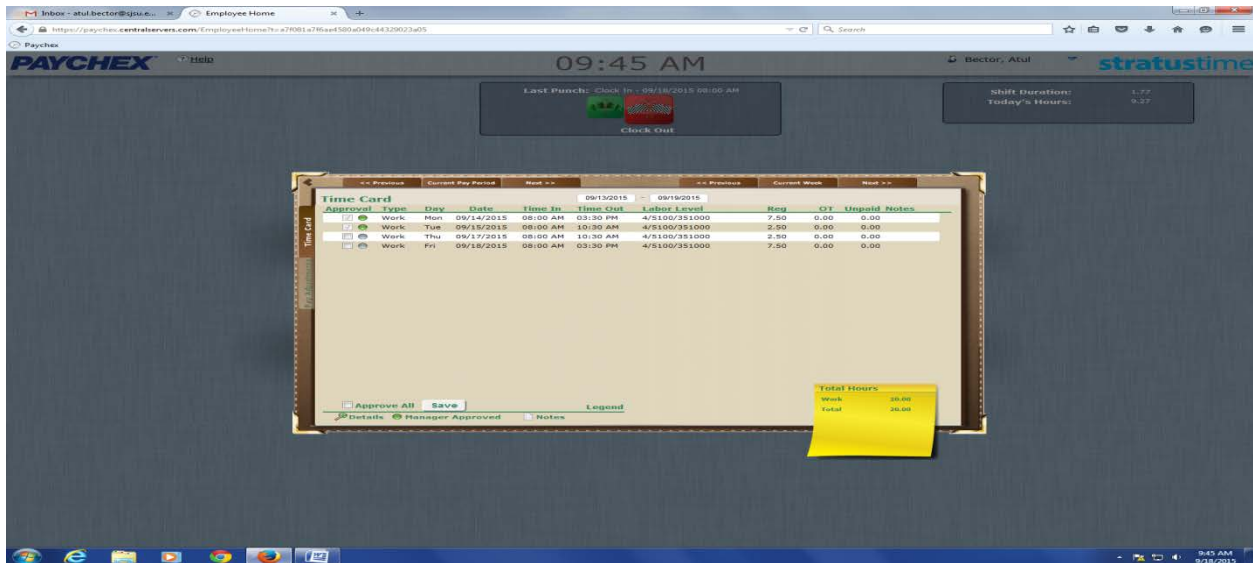
- On the main screen, Click Actions



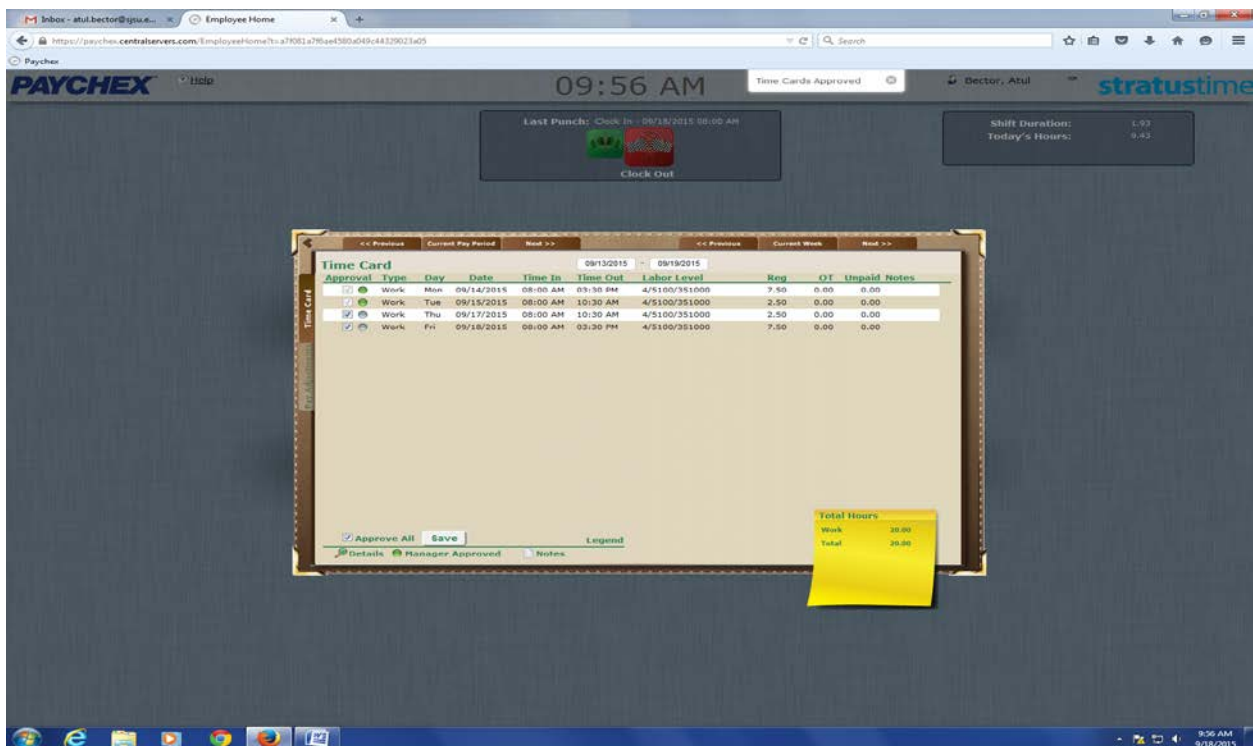
- Check the date boxes at the top to ensure the current pay period dates.
 - See Tower Payroll Calendar for the pay period dates.
- Click on Date box to select a date that you worked and in Hours section [Record your total hours worked each date (e.g. 08/03/2015 4 hours)]
 - You can add more rows by clicking on Green plus sign (Add Time Sheet Entry) at the bottom left corner.
 - Once you enter your daily hours click submit.
 - If you enter extra hours, you could change your hours or delete your hours by clicking the Red Cross sign at the front of each entry.
- Click on back arrow at the top left corner or anywhere on the screen to go back to the main screen.



- Go to Time Card now to verify the hours, you entered.



- Verify your daily hours to make sure you entered them correctly. If you made any error, go back to Action tab to fix your entry.
- Green dot next to the checked square box means your supervisor approved your daily hours.
 - You won't be able to make any changes once your daily entry is approved. Only your supervisor or Judy Kass can make changes.
- At the end of each pay period, double check your hours to ensure that you didn't make any mistake and click on Approve All Box and save.



If you have any questions or your login does not work, contact Judy Kass immediately for assistance at: Judy.kass@sjsu.edu