SJSU | UNIVERSITY PERSONNEL

UNIVERSITY PERSONNEL 408-924-2250

Introduction

All non-exempt employees have access in PeopleSoft HR (SJSU @ Work) to enter their own Overtime (OT) hours for payment (CTO will continue to be submitted on the <u>Authorization for Extra Hours</u> form). All employees who work Shift time can also enter their Shift hours.

Some departments will use a Timekeeper to key this information on behalf of employees in their departments. Confirm the process for your department with your manager. This guide reviews the steps an employee can use to enter their own hours.

- Enter Overtime Hours for Pay
- Enter Shift Hours

Please note: All overtime hours must be approved by your appropriate administrator PRIOR to being worked. See your <u>Collective Bargaining Agreement</u> for more information.

Enter Overtime Hours for Pay

In one.SJSU, click the		
tile	SAN JOSË STATE UNIVERSITY	Single Sign-On Logout
	← one.SJSU timesheet	¤Q
1. To find the tile from	Spartan App Portal Filtered by: Staff	Staff ~
the one.SJSU	↑ Search Results Complete My Time	🕯 Carrie 👻
the word "time" or	Complete My Timesheet (PeopleSoft - HR)	
"timesheet" in the search bar		
2. Click on the	Description Related Tacks Announcements	
Complete My	L For Staff, Student	
3. Make the tile a	Complete my Timesheet. Use this page to enter hours worked.	Contacts
favorite by clicking	Latest release - 1.0.0	IT - Web & Campus Apps IT - Web & Campus Apps
the open heart		
4. Click Start		
	Complete My Timesheet	
	PeopleSoft - HR	

The Timesheet is displayed – Enter your hours	Time	sheet											
5. The page defaults to the current week: if necessary	Select for Instructions												
change the date (A)	View B Repor	By: We ted Hours	ek 6: 0.0	to Sur	ate: 06 Sched	/28/2021 Jled Hour	₿ ¢ R s:	efresh)	<< Previous	Week	Next Week >>		
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Reporting code (A)	2		1.5		1					V			
OTPR – Overtime Premium								-		CODAL - C	CO Designated Ad	min. Le	ave
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above 40 hours during the										HG5 - Plar	nned Holiday Pay	@ 1.0	-
the regular hourly rate	1 Re	eported	Time S	atus - s	elect to	_	HG6 - Plar HT - Holida	nned Holiday Pay (ay Credit Taken	@ 1.5				
OTST – Overtime Straight	Reported Time Status									ML - Militar	ry Leave	(A	,
These are hours worked	Date		St	atus					Тс	ODL - Orga	an Donor Leave		T
above a person's								5	0.00		vertime Paid @ 1.		
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40 hours during the week										SHG99 - S	Shift - Gravevard C	adet (.:	28)
paid at 1.0 times the										SHS99 - S	hift - Swing Cadet	Diff (<u>.2</u>	3)
regularly hourly rate													

Entering both OTPR and OTST	Times	sheet									
In the event that you work both OTST and OTPR hours, you will enter the two types on separate rows; in the example here, the individual worked 4.5 hours of OTST and 1.5 hours of OTPR (A)	Selection View E Report From Time	ct for Ins By: W ted Hou Monday sheet	veek rs: C y 06/28/	3 0 Hours 2021 to	*Date: s S o Sunday	06/2: Schedule y 07/04/	8/2021 ed Hours 2021	قَّالَ (<mark>\$Refresh</mark>)	<< Previous Week	Next Week >>	
	Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code	Override Rate	
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Submit the Hours 7. Once the hours have been entered and the Time Reporting Code selected, click Submit (B)	Time • • • • • • • • • • • • •	Subn shee' ect for In 3y: V	t struction Veek	is © 0.0 Hour	*Date	: 06/2 Schedul	8/2021 ed Hours	B) (# Refresh	-< Previous Week	Next Week >>	
Please note, the Override	From	Monda	y 06/28	/2021 to	o Sunda	y 07/04	/2021	•			(\mathbf{A})
<i>Rate will only be used by UP Payroll Staff (A).</i>	Time 6/28 2	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code	Override Rate	
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The Submit Confirmation displays 8. Click OK	Timesheet Submit Confirmation ✓ The Submit was successful. Time for the Week of 2021-06-28 to 2021-07-04 is submitted
You are returned to the Timesheet	Timesheet
 9. The submitted hours show in the Reported Time Status section as Needs Approval (A) 10. On each row of OTPR or OTST entered, you must enter comments to indicate the reason for the overtime; click the Comments bubble (B) 	• Celector Instructions Yere . • Date . Order Data (Data) Yere . • Date . Order Data) Total Total Total Total Code Override Rate Image: Code of Code (Code Code (Code Code (Code
Enter Comments	Comments
 11. Enter the reason for the overtime in the Comment field (A) 12. Click Save (B) 	Date Under Report: 06/28/2021 Operator Id DateTime Created Source Comment 1 000012455 07/12/2021 Time Reporting Completing a project Image: Completing a project Save Cancel Cancel Image: Cancel Ima

$SJSU \mid {\tt University personnel}$

SELF-SERVICE ENTRY OF OT AND SHIFT HOURS

Confirm your comments			+	
13. Confirm that your comment has been entered correctly then click OK (A)	Mess Are you Once th Press C	ment(s) entered? (13504,10060) cannot be changed. turn to the Comments page without savi	ng.	
You are returned to the				
Timesheet	Reported Til	ne Status	[<u>7</u>]	First 🕚 1-3 of 3 🕑 Last
	Date	Status	Total Time Reporting Code	Comments
14. When comments	06/28/2021	Needs Approval	2.0 OTPR	
have been entered	06/30/2021	Needs Approval	1.5 OTPR	○ (A)
the icon changes from open to filled with small lines (A)	07/02/2021	Needs Approval	1.0 OTPR	

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Enter Shift Hours



Select the Time Reporting Code (A) Depending on the bargaining unit for your position, the shift labels will be different. In this example, a Unit 8 (R08) position was used. The values may look different for your position.	Timesheet Time Mon Tru Fri Sat Sun 7/5 T/6 T/7 T/8 Fri Sat 8 8 8 8 CODAL - CO Designated Admin. Leave COCK - Informal Dock 0 CODAL - CO Designated Admin. Leave OCK - Informal Dock CODAL - CO Designated Admin. Leave 0 COCK - Informal Dock HG5 - Planned Holiday Pay @ 1.0 HG6 - Planned Holiday Pay @ 1.5 HT Holiday Credit Taken ML - Military Leave ODL - Organ Donor Leave ODL - Organ Donor Leave 0 Date Status Tor OF6 - Planned Holiday Pay @ 1.0 (OT) OF6 - Planned Holiday Pay @ 1.5 (OT) 0 OPF - Planned Holiday Pay @ 1.0 (OT) OF6 - Planned Holiday Pay @ 1.5 (OT) OTPR - Overtime Paid @ 1.0 REG - Regular Hours Summary - select to view OTF1 - Overtime Paid @ 1.0 REG - Regular Hours Worked SHE08 - Shift - Evening R08 (23) Submit Submit SHE08 - Shift - Night R08 (2.20) UTN - Union Time - Reimbursed UTR - Union Time - Reimbursed
Entering both Shift and OT (for pay) In the event you work both Shift and Overtime hours (for pay), you will enter the two types on separate rows; in the example here, the individual worked 8 hours of shift on July 11 and 3 hours of OT on the same day.	Image: Select for Instructions Verw By: Verw I Verw I

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SELF-SERVICE ENTRY OF OT AND SHIFT HOURS

Submit the Hours	Timesheet
 Once the hours have been entered and the Time Reporting Code selected, click Submit (C) 	Select for Instructions View By: Week *Date: 07/05/2021 If Previous Week Next Week >> Reported Hours: 0.0 Hours Scheduled Hours: From Meadran 07/05/2021 View By: Week Scheduled Hours: Compared to 100000000000000000000000000000000000
<i>Please note, the Override Rate will only be used by UP Payroll Staff (A).</i>	Mon Tue Timesheet Timesheet 17/5 7/7 7/8 7/9 7/11 Total Time Reporting Code Override Rate Task Profile ID 8 8 8 8 8 SHN08 - Shift - Night R08 (2.1 ¢ Image: Code Image: Code Image: Code 1 1 1 Time Reporting Code Image: Code Image: Code Image: Code Image: Code 1 1 1 1 Time Reporting Code Image: Code Image: Code Image: Code 1 1 1 1 1 1 Image: Code Image: Code Image: Code 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <
displayed for UPD employees and will not be seen for employees in other departments (B). This value will be entered by the UPD Timekeeper only.	 Reported Time Status - select to hide Reported Time Status First • 1 of 1 • Last Date Status Total Time Reporting Code Comments 0.000000 Reported Hours Summary - select to view Submit
The Submit Confirmation displays 8. Click OK	Timesheet Submit Confirmation ✓ The Submit was successful. Time for the Week of 2021-07-05 to 2021-07-11 is submitted ◯K ◯A

You are returned to the Timesheet	Timesheet							
9. The submitted hours show in the Reported Time Status section as Needs Approval (A)	©Select for Ins View By: W Reported Hour From Monday	ructions eek • Date: 07/05// s: 43.0 Hours Scheduled • 07/05/2021 to Sunday 07/11/2(2021 🕅 @Refresh) Hours: 121	<< Previous Week	Next Week >>			
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