Introduction
All non-exempt employees have access in PeopleSoft HR (SJSU @ Work) to enter their own hours for overtime they work and for which they would like to earn Compensatory Time Off (CTO) instead of getting paid. Timekeepers with appropriate access have the ability to enter these hours on behalf of other employees.

If your department will use a timekeeper to enter this information, please ensure that all impacted employees are aware. This guide reviews the steps a timekeeper will use to enter time on behalf of other employees.

Please note: All overtime hours must be approved by the employee’s appropriate administrator PRIOR to being worked. See the Collective Bargaining Agreement for more information.

Enter Overtime Hours for Pay

In one.SJSU, click the Timekeeper Absence Entry tile

1. To find the tile from the one.SJSU homepage, enter the word “absence” or “timekeeper” in the search bar
2. Click on the Timekeeper Absence Entry task
3. Make the tile a favorite by clicking the open heart
4. Click Start
The Timekeeper Absence Entry page is displayed

5. If you have a large group of employees, use the Find link to look for the person for which you wish to enter absences (A).

6. Click the Name column header to sort by Name to make it easier to find the person (B).

7. Once you see the person, click the hyperlinked EmpID (C) to enter the absence.

The Report and View Employee Absences page is displayed

Absences already entered for the current pay period are displayed in the Existing Absence Events section.

8. Select the Absence Name for either CTO Premium Earn or CTO Straight Earn* (B).

*CTO Premium Earn should be used for hours worked above 40 hours in a week; CTO Straight Earn should be used for callback time and other applicable entries. For more information, please contact your Payroll Representative.
Enter the Date, Hours and Reason for the CTO

9. Enter the date(s) the overtime was worked (A)
10. Enter the hours worked (B)
11. Click Add Comments (C) to enter the reason for the CTO

Please note, if hours differ by date, each date must be entered separately by inserting a new row.

Enter the Comments

12. Enter a reason for the OT (A)
13. Click Save Comments (B)

Please note, this must be done for each CTO Earn entry.

Ensure Comments are Entered

14. The Add Comments hyperlink will change to Edit Comments once a comment has been entered (A)
Submit the Absences

15. Click Submit (A)
16. If everything was entered correctly, you will receive a confirmation; click OK to continue (B)

The Report and View Employee Absences page is displayed

17. The hours submitted are displayed in the Existing Absence Events Section (A)
18. To delete a Submitted entry prior to Approval, click the trash icon (B)

Please note, entries made by Timekeepers will show a status of Reviewed. Timekeepers have the ability to delete Submitted and Reviewed entries.