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 Authorization for Extra Hours form). All employees who work Shift time can also enter their Shift hours. 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.

- Enter Overtime Hours for Pay
- Enter Shift Hours

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

<table>
<thead>
<tr>
<th>In one.SJSU, click the Enter Time for Others tile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To find the tile from the one.SJSU homepage, enter the word “time” or “hours” in the search bar</td>
</tr>
<tr>
<td>2. Click on the Enter Time for Others task</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Make the tile a favorite by clicking the open heart</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Click Start</td>
</tr>
</tbody>
</table>

Timekeeper Entry of OT and Shift Hours 07/12/2021  Page 1 of 11
The Timesheet Summary is displayed

5. Enter the Group ID (DeptID) or Empl ID (A)
6. Update the time period by changing either the View By and/or Date (B)
7. Click Get Employees (C)

Select the employee

8. Click the hyperlinked name of the employee (A)
The Timesheet is displayed – Enter the employee’s hours

9. The page defaults to the current week; if necessary, change the View By and/or Date (A)

10. Enter the OT hours worked on the applicable days (B)

Select the Time Reporting Code (A)

OTPR – Overtime Premium
These are hours worked above 40 hours during the week; paid at 1.5 times the regular hourly rate

OTST – Overtime Straight
These are hours worked above a person’s scheduled hours but the total hours are less than 40 hours during the week; paid at 1.0 times the regularly hourly rate
Entering both OTPR and OTST

In the event that an employee works 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).

Submit the Hours

11. Once the hours have been entered and the Time Reporting Code selected, click Submit (B).

Please note, the Override Rate will only be used by UP Payroll Staff (A).
The Submit Confirmation displays

12. Click OK

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

13. The submitted hours show in the Reported Time Status section as Needs Approval (A)
14. On each row of OTPR or OTST entered, you must enter comments to indicate the reason for the overtime; click the Comments bubble (B)

Enter Comments

15. Enter the reason for the overtime in the Comment field (A)
16. Click Save (B)
Confirm your comments

17. Confirm that your comment has been entered correctly then click OK (A)

You are returned to the Timesheet

18. When comments have been entered the icon changes from open to filled with small lines (A)
In one.SJSU, click the Enter Time for Others tile

1. To find the tile from the one.SJSU homepage, enter the word “time” or “hours” in the search bar
2. Click on the Enter Time for Others task

3. Make the tile a favorite by clicking the open heart
4. Click Start
The Timesheet Summary is displayed

5. Enter the Group ID (DeptID) or Empl ID (A)
6. Update the time period by changing either the View By and/or Date (B)
7. Click Get Employees (C)

Select the employee

8. Click the hyperlinked name of the employee (A)
The Timesheet is displayed – Enter the employee’s hours

1. The page defaults to the current week; if necessary, change the View By and/or Date (A)
2. Enter the shift hours worked on the applicable days (B)

Select the Time Reporting Code (A)

Depending on the bargaining unit for the employee’s position, the shift labels will be different. In this example, a Unit 8 (R08) position was used. The values may look different for your employees.
Entering both Shift and OT (for pay)

In the event an employee works 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.

Submit the Hours

3. Once the hours have been entered and the Time Reporting Code selected, click Submit (C).

Please note, the Override Rate will only be used by UP Payroll Staff (A).

The Task Profile ID is only 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.
The Submit Confirmation displays

4. Click OK

You are returned to the Timesheet

5. The submitted hours show in the Reported Time Status section as Needs Approval (A)