

Overview

This user’s guide shows student assistants how to use SJSU @ Work (PeopleSoft) to enter time worked. Be sure to check with your department first to ensure this is the appropriate process to enter your time. Regardless of the method to enter your time, you should be tracking the hours worked during each shift. Your supervisor will monitor your time throughout the month and must be able to see the hours as you accumulate them. Do not enter time on SJSU holidays unless your supervisor has given you approval.

Note: Some pay periods overlap a new month. View the appropriate Pay Period Calendar on the [Calendars](https://www.sjsu.edu/up/resources/calendars.php) page (<https://www.sjsu.edu/up/resources/calendars.php>) for more information.

Table of Contents

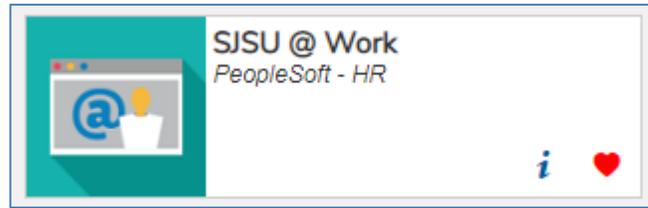
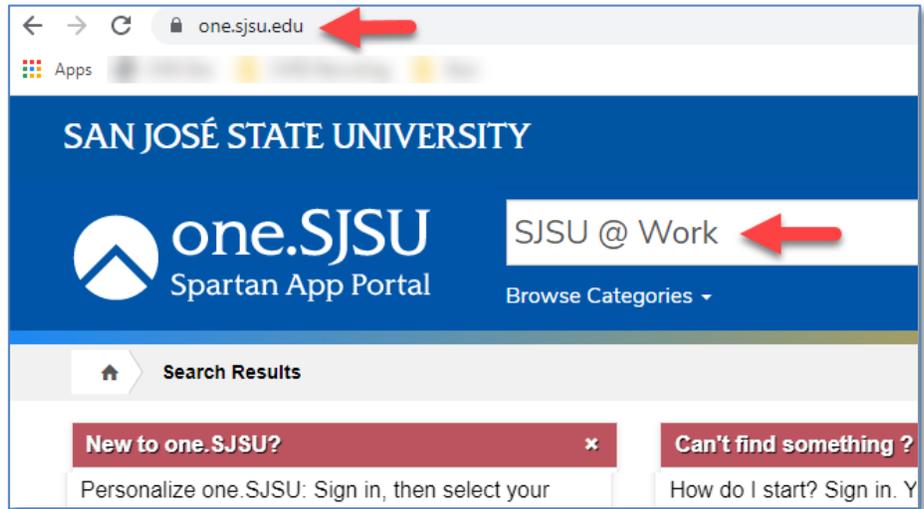
Accessing the Timesheet..... 2
Entering Time..... 5
View Previously Entered and Paid Time 7

Accessing the Timesheet

This section shows how to access the Timesheet on SJSU @ Work.

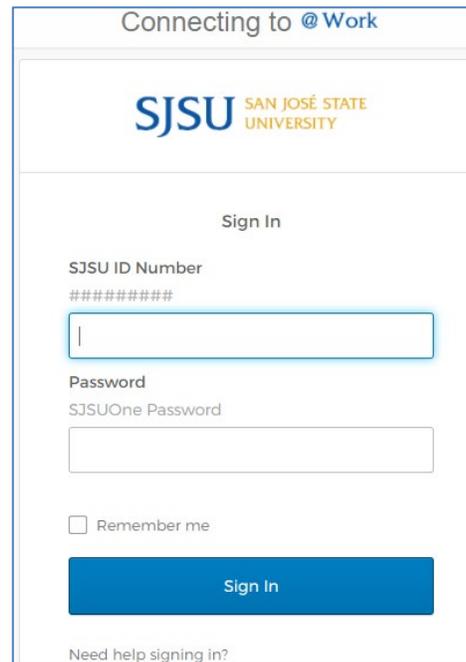
In one.SJSU, click the SJSU @ Work tile

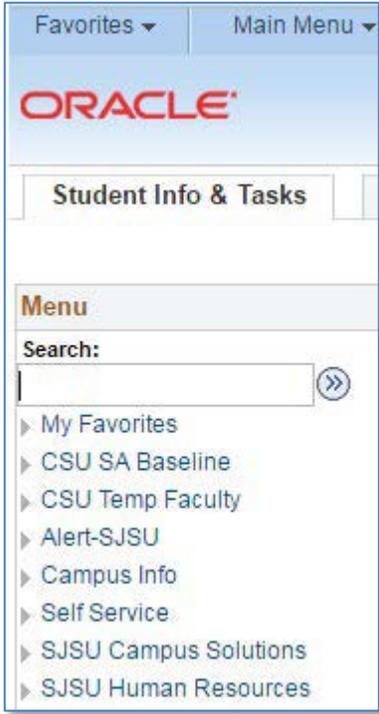
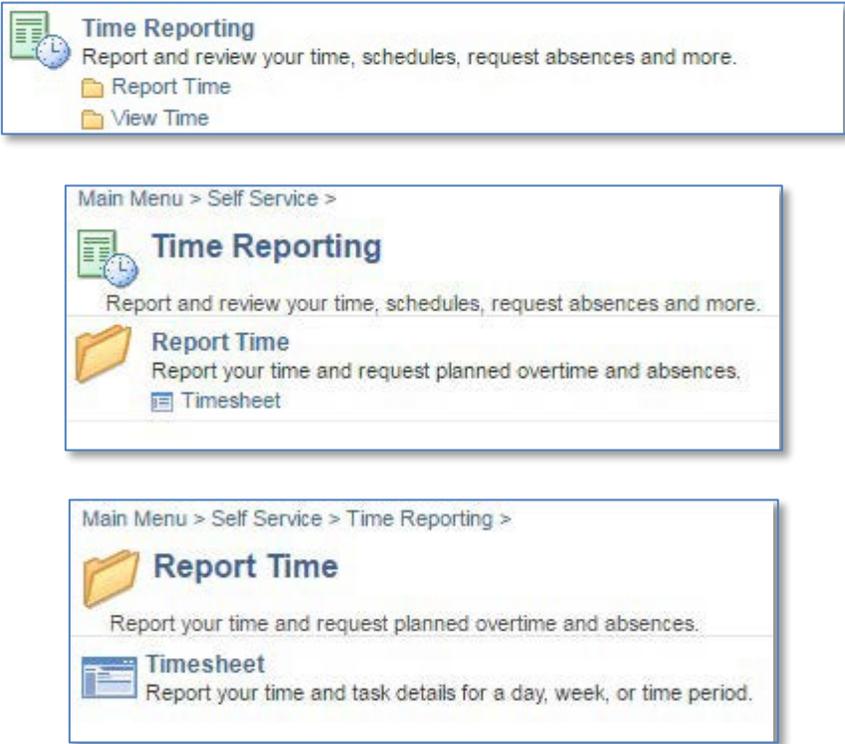
1. To find the tile from one.SJSU homepage, enter the word "SJSU @ Work" in the search bar
2. Click on the SJSU @ Work tile



The Oracle PeopleSoft Enterprise Sign In page is displayed.

3. Enter your SJSU ID and password.
4. Click the Sign In button.



<p>The Main Menu is displayed.</p> <p>5. From the main menu, click Self Service on the left hand side.</p>	
<p>6. Continue navigating by clicking on:</p> <p style="text-align: center;">Time Reporting ↓ Report Time ↓ Timesheet</p>	

If you have multiple jobs, they will all display.
Note: Be sure to select the appropriate job description / record number / department when reporting time.

Report Time

Timesheet

[Click to View Additional Information](#)

Customize | Find | First 1-3 of 3 Last

Job Description	Empl Rcd Nbr	Department	Department Description
AY ADED Student Assistant	0	1182	Housing Coordination
AY RAC Student Assistant	1	1229	Housing Business Svcs
Student Assistant GFND	4	1201	Educ Opportunity Program

Go To: [Self Service](#)
[Time Reporting](#)

If you only have one job, then you will be taken to the timesheet directly.

Timesheet

Department: _____ Empl ID: _____

Job Title: _____ Empl Rcd Nbr: 0

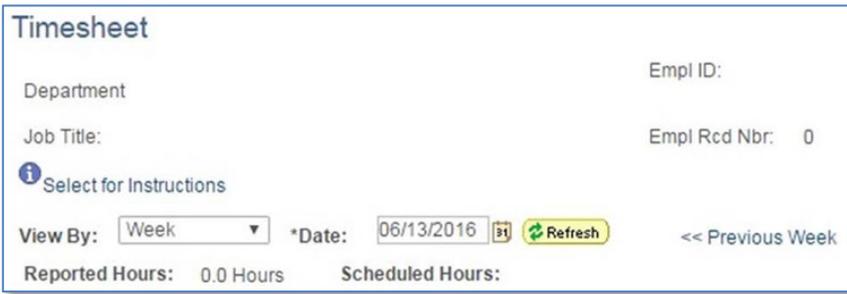
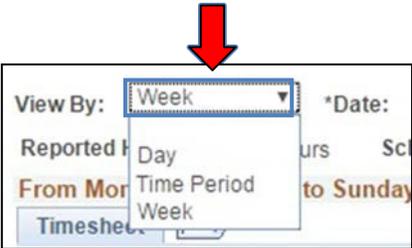
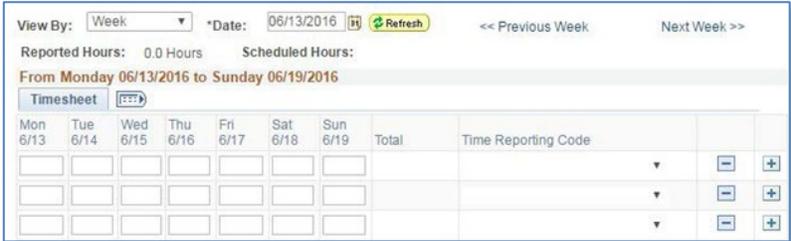
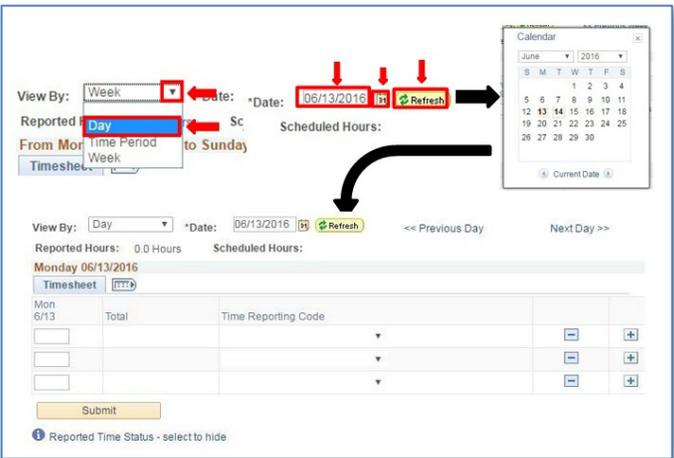
[Select for Instructions](#)

View By: *Date: [Refresh](#) << Previous Week

Reported Hours: 0.0 Hours Scheduled Hours: _____

Entering Time

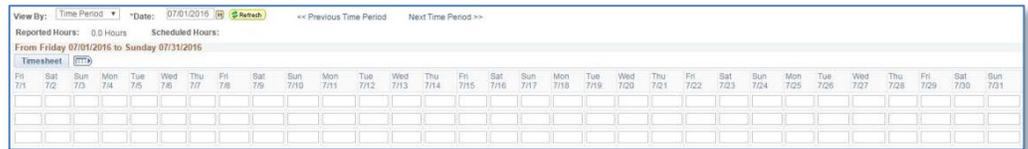
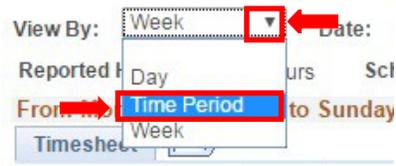
This section shows how to enter your time on the Timesheet.

<p>Timesheet is displayed.</p> <p>1. Verify that the Employee record number (Empl Rcd Nbr) is correct to ensure you have selected the correct job.</p>	
<p>2. From the View By drop down menu, select Week, Day, or Time Period to report your hours on the Timesheet.</p> <p>Use the following procedures below to select your preference.</p>	
<p>View By Week</p> <p>By default, Week is automatically selected. From here, enter your hours within the selected week.</p>	
<p>View By Day</p> <ul style="list-style-type: none"> Click the arrow of the drop down box next to View By. Click on Day within the selections in the drop box. Type the desired date or use the calendar icon then click Refresh. <p>Your page will automatically refresh and change views.</p>	

View By Time Period

- Click the arrow of the drop down box next to View By.
- Click on Time Period within the selections in the drop box.

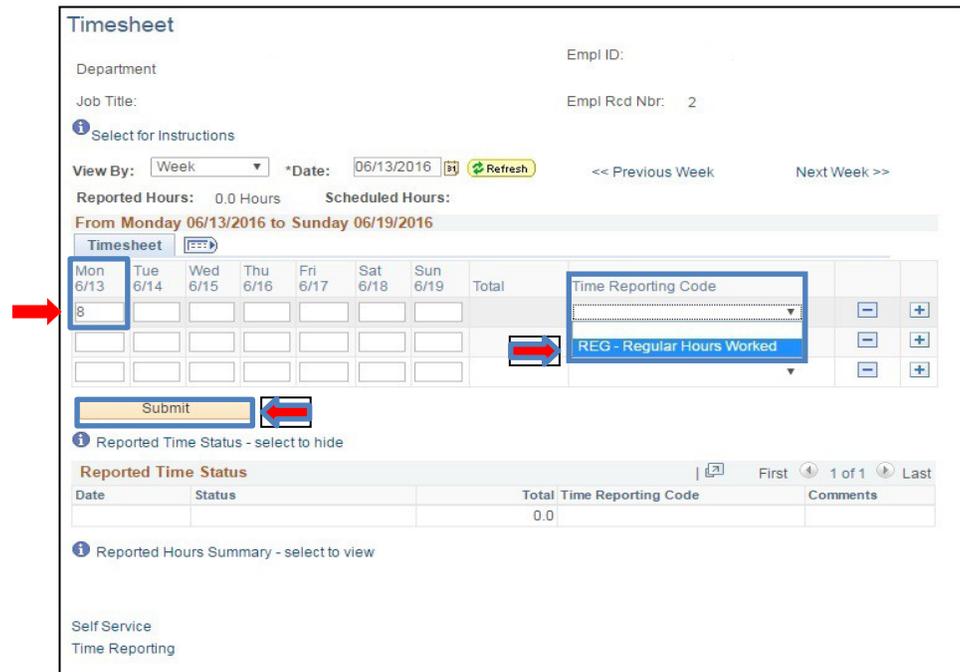
Your page will automatically refresh and change views.



Once you've selected your View By preference, follow these next steps.

3. Enter the total hours worked for that day.
4. Under the Time Reporting Code, select REG – Regular Hours Worked.
5. Click the Submit button.

Note: Enter your hours each day you work. Do not wait until the end of the month to report your time.



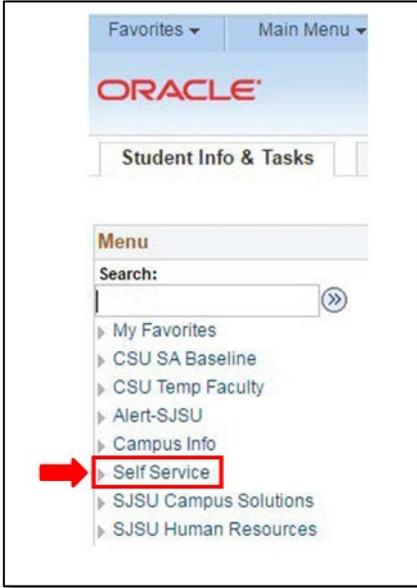
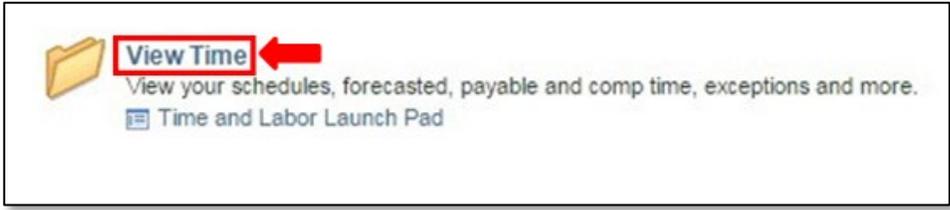
The Submit Confirmation page is displayed.

6. Click OK.



View Previously Entered and Paid Time

This section demonstrates how to use the Time and Labor Launch Pad to view time entered by month.

<p>The Main Menu displays.</p> <ol style="list-style-type: none"> From the Main Menu, click Self Service. 	
<ol style="list-style-type: none"> Continue navigating by clicking on: <ul style="list-style-type: none"> <li style="text-align: center;">Time Reporting <li style="text-align: center;">↓ <li style="text-align: center;">View Time <li style="text-align: center;">↓ <li style="text-align: center;">Time and Labor Launch Pad 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 5px;">  </div>

The Time and Labor Launch Pad displays, showing the current month.

Note: If you have multiple active jobs, a Job Title dropdown menu will display.

- To change the time period, use the dropdown menus to change the month and year.
- Afterwards, choose whether to view Reported Hours or Payable Hours (if available) and click the View button.

- Reported Hours: time submitted
- Payable Hours: time that has been approved

Note: The legend at the bottom explains the values that appear in the calendar.

Time and Labor Launch Pad

Employee ID: _____

Job Title: Student Assistant

May 2016 05 - May 2016 Reported Hours View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	4.00 2 E\$	4.00 3 E\$	4.00 4 E\$	2.00 5 E\$	6	7
8	4.00 9 E\$	4.00 10 E\$	4.00 11 E\$	4.00 12 E\$	4.00 13 E\$	14
15	4.00 16 E\$	4.00 17 E\$	4.00 18 E\$	4.00 19 E\$	4.00 20 E\$	21
22	4.00 23 E\$	4.00 24 E\$	4.00 25 E\$	4.00 26 E\$	4.00 27 E\$	28
29	30 Memorial D	4.00 31 E\$				

Previous Month Next Month

Self Service
Time Reporting

Legend

X	Exception
E	Reported Elapsed Time
\$	Payable Time

A Date Details box (from above screenshot) is displayed.

- Click the linked date for more information about the time.



Details about reported time are displayed.

- If Status is blank, then the time is not approvable by your supervisor.
- If Status states Needs Approval, your supervisor needs to approve the time.
- If Status states Transmitted – Sent to PIP, information has been sent to the State Controller’s Office for processing.

Details for: 05/18/2016

Employee ID: _____
Employee Record Number: 0

Job Title: Student Assistant

Reported Elapsed Time Personalize | Find | 

Quantity	Type	Time Reporting Code
4.000000	Hours	Regular Hours Worked

Reported Punch Time Personalize | Find | 

Date Under Report	Punch Type	Punch Time	Time Zone	Quantity	Time Reporting Code

Exceptions Personalize | Find | 

Exception ID	Description	Status	Severity	Resolved by

Payable Time Personalize | Find | 

Quantity	Type	Time Reporting Code	Payable Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
4.000000	Hours	Regular Hours Worked	Transmitted - Sent to PIP		48.000000		

Forecasted Payable Time Personalize | Find | 

Quantity	Type	Time Reporting Code	Estimated Gross

[Return to Calendar](#)