

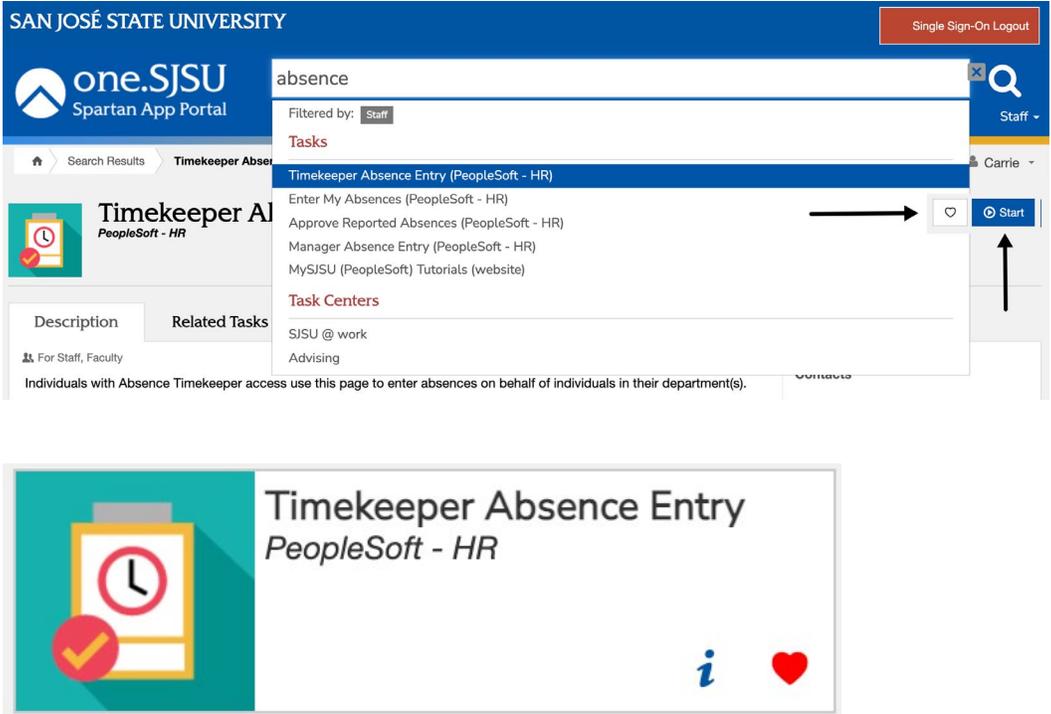
**Introduction**

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**

<p><b>In one.SJSU, click the Timekeeper Absence Entry tile</b></p> <ol style="list-style-type: none"> <li>1. To find the tile from the one.SJSU homepage, enter the word “absence” or “timekeeper” in the search bar</li> <li>2. Click on the Timekeeper Absence Entry task</li> <li>3. Make the tile a favorite by clicking the open heart</li> <li>4. Click Start</li> </ol>	 <p>The screenshot shows the one.SJSU search interface. A search bar contains the word 'absence'. Below the search bar, a list of tasks is displayed, with 'Timekeeper Absence Entry (PeopleSoft - HR)' highlighted. To the right of this task, there is a heart icon and a 'Start' button. Below the search results, a 'Timekeeper Absence Entry' tile is shown, featuring a clock icon and a red checkmark. The tile includes the text 'Timekeeper Absence Entry' and 'PeopleSoft - HR', along with an information icon and a heart icon.</p>
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**The Timekeeper Absence Entry page is displayed**

- 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)
- Click the Name column header to sort by Name to make it easier to find the person (B)
- Once you see the person, click the hyperlinked EmplID (C) to enter the absence

### Timekeeper Absence Entry

[Click for Instructions](#)

**Employees** Personalize | Find | View 100 | Fin

EmplID	Empl	Current Period Absence	Name	Status	Dept ID	Dept Name
<a href="#">000</a>		Sub		Active	1237	University Personnel
000		Appr		Active	1073	Counseling&Psychological Svcs
000		Appr		Active	1229	Housing Business Svcs
000		Appr		Active	1078	Housing Building Maintenance
000		None		Active	1095	Chemistry
012		None		Active	1095	Chemistry
000		None		Active	1097	Public Health & Recreation
012		None		Active	1060	Chicana and Chicano Studies
000		Sub		Active	1140	CPGE Central Administration

**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.

- 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](#).

### Report and View Employee Absences

[Click for Instructions](#)

From  Through

**Existing Absence Events** Personalize | Find | First 1-3 of 3 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
CTO Premium Earn	09/14/2021	09/14/2021	1.50 Hours		Submitted	
CTO Premium Earn	09/15/2021	09/15/2021	2.25 Hours		Submitted	
CTO Premium Earn	09/16/2021	09/17/2021	6.00 Hours		Submitted	

**Enter New Absence Events**

Absence Name	Start Date	*End Date	Absence Duration	Unit Type
No Leave Taken	<input type="text" value="09/01/2021"/>	<input type="text" value="09/30/2021"/>		

**Absence Name Selection:**

- Bereavement/Funeral
- CTO Premium Earn
- CTO Straight Earn
- CTO Take
- Holiday ADO Expiring Take
- Holiday CTO Take
- Jury Duty
- No Leave Taken
- Personal Holiday
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Vacation

**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 New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	C	
CTO Premium Earn	09/20/2021	09/20/2021	9.75	Partial Hours	1.00		Hours	Add Comments	+ -
CTO Premium Earn	09/21/2021	09/21/2021	9.75	Partial Hours	1.50		Hours	Add Comments	+ -
CTO Premium Earn	09/22/2021	09/23/2021	9.75	Partial Hours	0.50		Hours	Add Comments	+ -

**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.

**Absence Event Comments**

Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.

Event support|

Save Comments

**Ensure Comments are Entered**

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

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	A	
CTO Premium Earn	09/20/2021	09/20/2021	9.75	Partial Hours	1.00		Hours	Edit Comments	+ -
CTO Premium Earn	09/21/2021	09/21/2021	9.75	Partial Hours	1.50		Hours	Edit Comments	+ -
CTO Premium Earn	09/22/2021	09/23/2021	9.75	Partial Hours	0.50		Hours	Edit Comments	+ -

**Submit the Absences**

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

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
CTO Premium Earn	09/20/2021	09/20/2021	9.75	Partial Hours	1.00		Hours	Edit Comments	+ -
CTO Premium Earn	09/21/2021	09/21/2021	9.75	Partial Hours	1.50		Hours	Edit Comments	+ -
CTO Premium Earn	09/22/2021	09/23/2021	9.75	Partial Hours	0.50		Hours	Edit Comments	+ -

Calculate Duration

Timesheet

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

Submit

**Submit Confirmation**

✓ The Absence(s) were submitted successfully.

OK

**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.

**Report and View Employee Absences**

[Click for Instructions](#)

From 09/01/2021 Through 09/30/2021

**Existing Absence Events**

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
CTO Premium Earn	09/14/2021	09/14/2021	1.50	Hours	Submitted		
CTO Premium Earn	09/15/2021	09/15/2021	2.25	Hours	Submitted		
CTO Premium Earn	09/16/2021	09/17/2021	6.00	Hours	Submitted		
CTO Premium Earn	09/20/2021	09/20/2021	1.50	Hours	Reviewed		
CTO Premium Earn	09/21/2021	09/21/2021	2.25	Hours	Reviewed		
CTO Premium Earn	09/22/2021	09/23/2021	1.50	Hours	Reviewed		

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	09/01/2021	09/30/2021			Add Comments	+ -