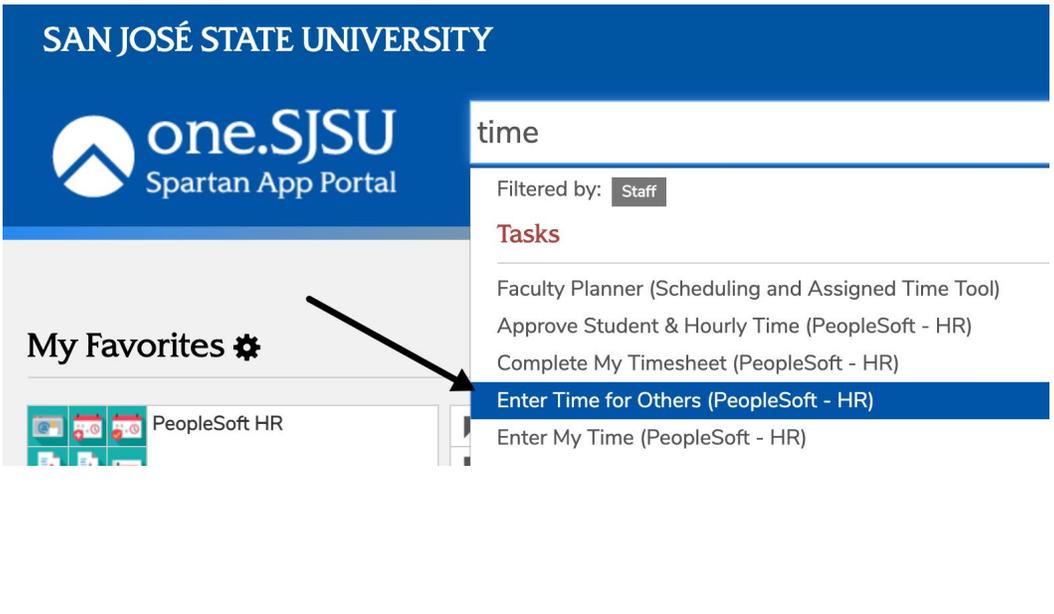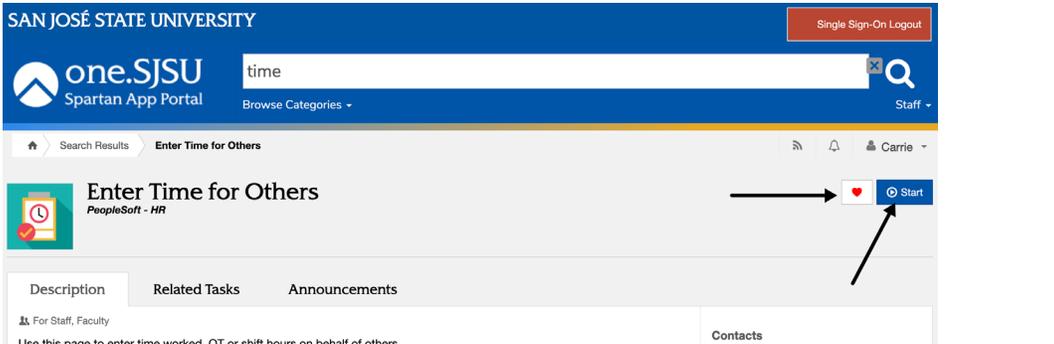## Introduction

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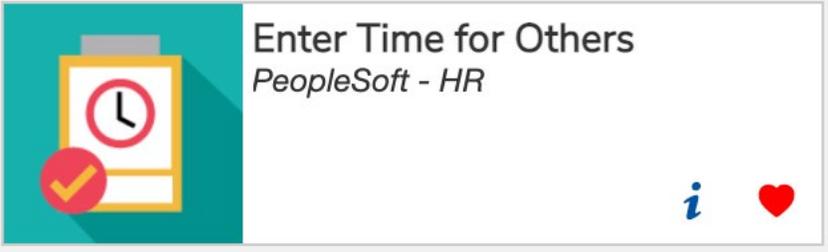
If your department will use a timekeeper to enter this information, please ensure that all impacted employees are aware. This guide reviews the steps a timekeeper will use to enter time on behalf of other employees.

- 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

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	

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Enter Time for Others
PeopleSoft - HR

i ♥

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)	Report Time **Timesheet Summary** ▼ **Employee Selection Criteria** **Description** — **Value** Group ID ⬜ 🔍 **A** Empl ID ⬜ 🔍 Empl Rcd Nbr ⬜ 🔍 Last Name ⬜ 🔍 First Name ⬜ 🔍 Job Code ⬜ 🔍 Job Description ⬜ 🔍 Department ⬜ 🔍 Supervisor ID ⬜ 🔍 Position Number ⬜ 🔍 [Clear Selection Criteria] [Save Selection Criteria] [Get Employees] **C** ☑ Show Schedule Information **B** View By: Week ◎ Date: 07/09/2021 📅 ↻ Refresh << Previous Week Next Week >>
Select the employee 8. Click the hyperlinked name of the employee (A)	☑ Show Schedule Information View By: Week ◎ Date: 07/09/2021 📅 ↻ Refresh << Previous Week Next Week >> **Employees For Carrie Medders, Totals From 07/05/2021 - 07/11/2021** | Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
---	---	---	---	---	---	---	---
Test,Mickey **A**	Police Officer	0.0	0.0	40.0		0.0	0.0	

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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)	Timesheet ① Select for Instructions View By: Week *Date: 06/28/2021 🗓 ⟳ Refresh << Previous Week Next Week >> **(A)** Reported Hours: 0.0 Hours Scheduled Hours: **From Monday 06/28/2021 to Sunday 07/04/2021** **(B)** Timesheet 📇▸ 	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		
2		1.5		1				▾		⊟	⊞
								▾		⊟	⊞
								▾		⊟	⊞ | ① Reported Time Status - select to hide **Reported Time Status** ┃⬈ First ◁ 1 of 1 ▷ Last | Date	Status	Total	Time Reporting Code	Comments
---	---	---	---	---
		0.000000			 ① Reported Hours Summary - select to view Submit
---	---
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		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
---	---	---	---	---	---	---	---	---	---
2		1.5		1				✓	
								CODAL - CO Designated Admin. Leave	
								DOCK - Informal Dock	| ① Reported Time Status - select to hide **Reported Time Status** | Date	Status	To
---	---	---
		0.00	➡ ① Reported Hours Summary - select to view Dropdown list: CODAL - CO Designated Admin. Leave DOCK - Informal Dock HG5 - Planned Holiday Pay @ 1.0 HG6 - Planned Holiday Pay @ 1.5 HT - Holiday Credit Taken ML - Military Leave **(A)** ODL - Organ Donor Leave OTPR - Overtime Paid @ 1.5 OTST - Overtime Paid @ 1.0 REG - Regular Hours Worked SHG99 - Shift - Graveyard Cadet (.28) SHS99 - Shift - Swing Cadet Diff (.23)

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).*	

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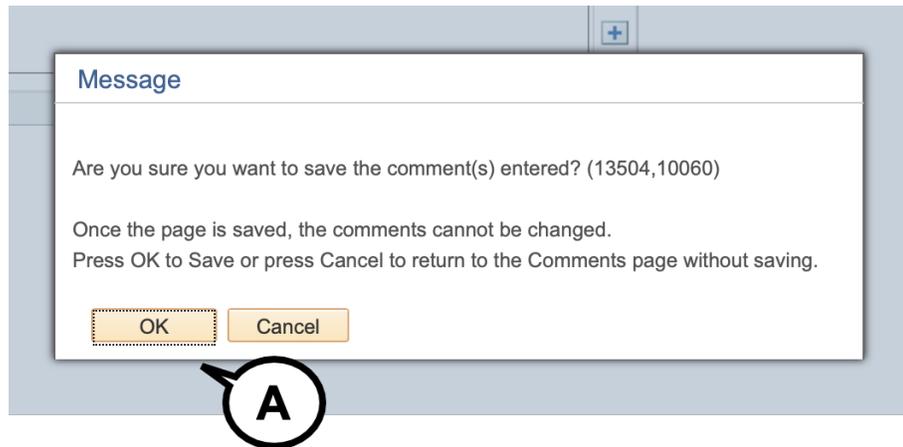|	
The Submit Confirmation displays 12. Click OK	**Timesheet** **Submit Confirmation** ✔ The Submit was successful. Time for the Week of 2021-06-28 to 2021-07-04 is submitted OK ⟶ **A**
You are returned to the Timesheet 13. The submitted hours show in the Reported Time Status section as Needs Approval (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)	**Timesheet** ⓘ Select for Instructions View By: Week *Date: 06/28/2021 🗓 ↻ Refresh << Previous Week Next Week >> Reported Hours: 4.5 Hours Scheduled Hours: **From Monday 06/28/2021 to Sunday 07/04/2021** [Timesheet] 	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		
---	---	---	---	---	---	---	---	---	---	---	---
2.0		1.5		1.0			4.5	OTPR - Overtime Paid @ 1.5 ⇕		−	+ | ⓘ Reported Time Status - select to hide **A** **Reported Time Status** First ◀ 1-3 of 3 ▶ L **B** | Date	Status	Total	Time Reporting Code	Comments
---	---	---	---	---
06/28/2021	Needs Approval	2.0	OTPR	💬
06/30/2021	Needs Approval	1.5	OTPR	💬
07/02/2021	Needs Approval	1.0	OTPR	💬	 ⓘ Reported Hours Summary - select to view Submit
Enter Comments 15. Enter the reason for the overtime in the Comment field (A) 16. Click Save (B)	**Comments** Date Under Report: 06/28/2021 Personalize | Find | View All | 🔲 | 📊 First ◀ 1 of 1 ▶ Last 		Operator Id	DateTime Created	Source	Comment
---	---	---	---	---
1	000012455	07/12/2021 8:14PM	Time Reporting	Completing a project **A** ➕	 **B** Save Cancel

Confirm your comments 17. Confirm that your comment has been entered correctly then click OK (A)	Message Are you sure you want to save the comment(s) entered? (13504,10060) Once the page is saved, the comments cannot be changed. Press OK to Save or press Cancel to return to the Comments page without saving. OK Cancel A
You are returned to the Timesheet 18. When comments have been entered the icon changes from open to filled with small lines (A)	**Reported Time Status** First ◄ **1-3 of 3** ► Last 	**Date**	**Status**	**Total**	**Time Reporting Code**	**Comments**
06/28/2021	Needs Approval	2.0	OTPR	💬
06/30/2021	Needs Approval	1.5	OTPR	💬	A | 07/02/2021	Needs Approval	1.0	OTPR	💬	

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Enter Shift Hours

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	SAN JOSÉ STATE UNIVERSITY one.SJSU Spartan App Portal time Filtered by: Staff **Tasks** Faculty Planner (Scheduling and Assigned Time Tool) Approve Student & Hourly Time (PeopleSoft - HR) Complete My Timesheet (PeopleSoft - HR) Enter Time for Others (PeopleSoft - HR) Enter My Time (PeopleSoft - HR) My Favorites ⚙ PeopleSoft HR
3. Make the tile a favorite by clicking the open heart 4. Click Start	SAN JOSÉ STATE UNIVERSITY Single Sign-On Logout one.SJSU Spartan App Portal time Browse Categories ▾ Staff ▾ 🏠 › Search Results › **Enter Time for Others** ♥ 👤 Carrie ▾ **Enter Time for Others** *PeopleSoft - HR* ♥ ⊙ Start Description Related Tasks Announcements 👥 For Staff, Faculty Use this page to enter time worked, OT or shift hours on behalf of others. Contacts **Enter Time for Others** *PeopleSoft - HR* *i* ♥

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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)	Report Time **Timesheet Summary** ▼ **Employee Selection Criteria** 	Description	Value
Group ID	🔍 (A)
Empl ID	🔍
Empl Rcd Nbr	🔍
Last Name	🔍
First Name	🔍
Job Code	🔍
Job Description	🔍
Department	🔍
Supervisor ID	🔍
Position Number	🔍 (C)	 Clear Selection Criteria	Save Selection Criteria	Get Employees ☑ Show Schedule Information **View By:** Week ▲▼ (B) **Date:** 07/09/2021 📅 ↻ Refresh << Previous Week Next Week >>
Select the employee 8. Click the hyperlinked name of the employee (A)	☑ Show Schedule Information **View By:** Week ▲▼ **Date:** 07/09/2021 📅 ↻ Refresh << Previous Week Next Week >> **Employees For Carrie Medders, Totals From 07/05/2021 - 07/11/2021** | Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
---	---	---	---	---	---	---	---
Test,Mickey (A)	Police Officer	0.0	0.0	40.0		0.0	0.0	

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.	

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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	**Timesheet** **Submit Confirmation** ✔ The Submit was successful. Time for the Week of 2021-07-05 to 2021-07-11 is submitted OK **A**
You are returned to the Timesheet 5. The submitted hours show in the Reported Time Status section as Needs Approval (A)	**Timesheet** ⓘ Select for Instructions View By: Week *Date: 07/05/2021 🗓 ↻ Refresh << Previous Week Next Week >> Reported Hours: 43.0 Hours Scheduled Hours: **From Monday 07/05/2021 to Sunday 07/11/2021** Timesheet 	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate	Task Profile ID				 |---|---|---|---|---|---|---|---|---|---|---|---|---|---|
						3.0	3.0	OTPR - Overtime Paid @ 1.5 ⇕			🔍	−	+
	8.0	8.0	8.0	8.0		8.0	40.0	SHN08 - Shift - Night R08 (2.: ⇕			🔍	−	+ | ⓘ Reported Time Status - select to hide **A** **Reported Time Status** First ◀ 1-6 of 6 ▶ Last | Date	Status	Total	Time Reporting Code	Comments | |---|---|---|---|---|
07/07/2021	Needs Approval	8.0	SHN08	💬
07/08/2021	Needs Approval	8.0	SHN08	💬
07/09/2021	Needs Approval	8.0	SHN08	💬
07/10/2021	Needs Approval	8.0	SHN08	💬
07/11/2021	Needs Approval	3.0	OTPR	💬
07/11/2021	Needs Approval	8.0	SHN08	💬	 ⓘ Reported Hours Summary - select to view