### **myTime** Professional Hourly (Biweekly)

#### Log on to myTime.

- 1. Open your web browser, navigate to **CSUOHIO.EDU**, and click the MYCSU tab.
- Click on Employee Self-Service in the blue column and select myTime.
- 3. Enter your CSU ID and password, then click the Sign In box.



limited to authorized support staff. All data within this
environment is classified as Confidential. When
accessing this information, you are required to maintai the security, availability and confidentiality of this
information and system. In the event you identify an
the system, please notify your System Administrator.
Thank you.



1. From your Home tab click the Self-Service tab

# Record your hours worked / non-worked time (sick, vacation, etc.)

1. From the **Self-Service** tab, select **View my timesheet** in the Clock Tile.

- You are now in your timesheet and should look like the image. Ensure you are editing the correct pay period by verifying the correct dates. If you need to change the pay period, click the left arrow before the dates to return to the previous pay period or the right arrow to advance to the next pay period.
- 3. The initial row on your time sheet is Regular hours tab to each day and add the total amount of hours worked that day. To Add non-worked time select + Add Rows, which will populate a new row. Click the drop down in the new row and select browse, which will open the Browse and Select menu. Select the applicable Pay Code from the list (Sick, Vacation, etc.).
- 4. Tab across the row to the correct day of the week and enter the hours for the **Pay Code**.



Pa	ge 1 of 1 > 1 · 5 of 5 Rows		٩
	Name	Full Path	
0	Comp Used	Comp Used	
0	Holiday	Holiday	
0	Jury Duty	Jury Duty	
0	Sick	Sick	
0	Vacation	Vacation	

Continued on next page

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### Record your hours worked / non-worked time (continued from prior page).

6. 7. 8.	Repeat steps 3 through 4 to enter another Pay Code or different week. If you need to delete a row, click the <b>trash can</b> at the end of the row. Press <b>Save</b> in the top right corner once all rows are added Remember: DO NOT record any hours in the <b>BLANK timeoff</b> row. University holidays will be listed but do not require hours to be entered.	i D Save Submit
Ар	prove your time at the end of the pay period.	
1. 2.	Select the correct pay period. Select <b>Submit,</b> in the top right hand corner.	
	My Time > Timesheet > Current Timesheet ← Timesheet Edit 《 December 01, 2023 - December 15, 2023 》 Open ■ Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day	③ ① I Save Submit ···
	0.00 hrs 0.00 hrs Worked Hours Time Off Hours	
	Time Off    Cost Center    FRI Dec 1    SAT Dec 2    SUN Dec 3    MON Dec 4    TUE Dec 5    WED Dec 6    TH      ▼    PARKING/2590776-ASSI<	U Dec 7    FRI Dec 8    SAT Dec 9    SUN Dec 10    MON Dec 11    TUE Dec 12    WED Dec 13    TI    Raw Total      IIII    IIIII    IIIIII    IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	+ Add Rows 1	
3.	+ Add Rows 1 The <b>Submit for approval</b> box will appear. Type any comments applicable to the pay period, if necessary. Click <b>Submit</b> in the bottom right hand corner.	Submit for approval      Once timesheet is submitted for approval, any further modification would not be allowed. Do you want to continue?      Comment
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3. E yo aı <b>F</b> ¥	+ Add Rows  1    The Submit for approval box will appear. Type any comments applicable to the pay period, if necessary. Click Submit in the bottom right hand corner.    mployees are the first level of approval. Once you have approved our timecard, your Supervisor applies the next level of approval. Your pproval deadline is determined by your Supervisor.    Tit mvTime.	Submit for approval    Once timesheet is submitted for approval, any further modification would not be allowed. Do you want to continue?    Comment