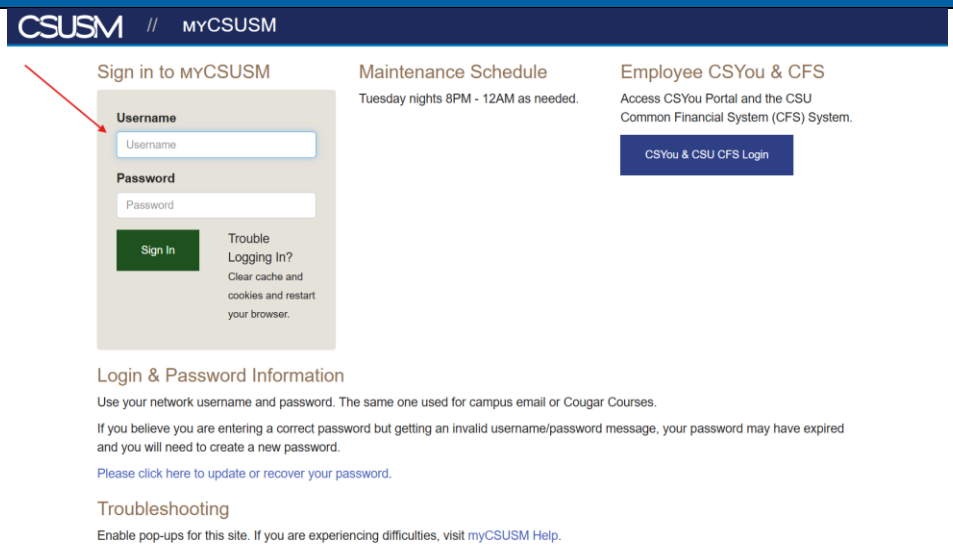
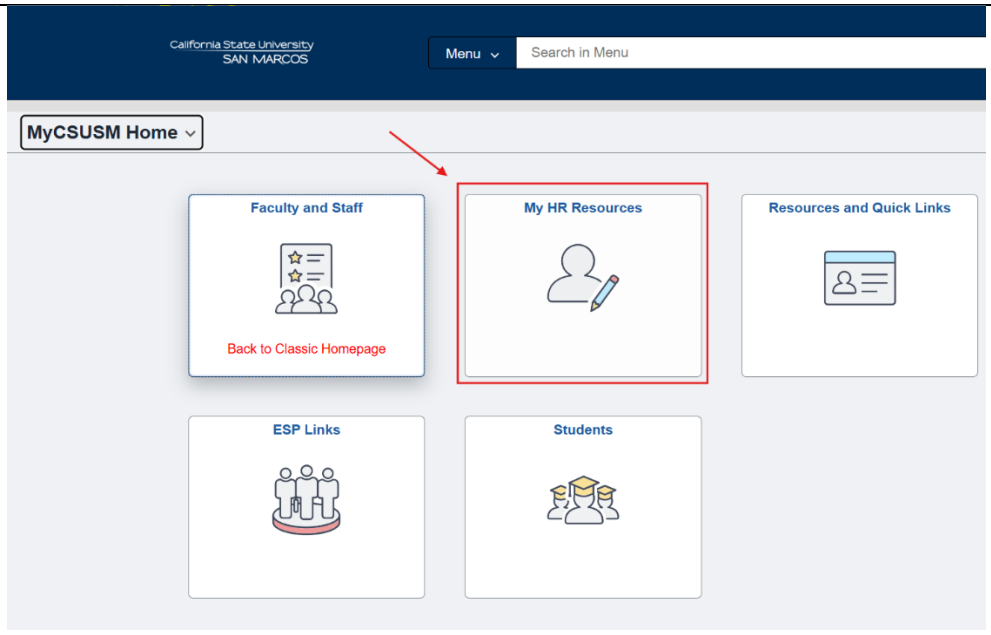
How To Report Time Online

You will need PeopleSoft Human Resources access to enter your hours online. PeopleSoft is accessed through the campus portal at the following address: https://my.csusm.edu

*If you do not have a PeopleSoft access, please verify that your department has submitted an ESP and send an email to helpdesk@csusm.edu for assistance.

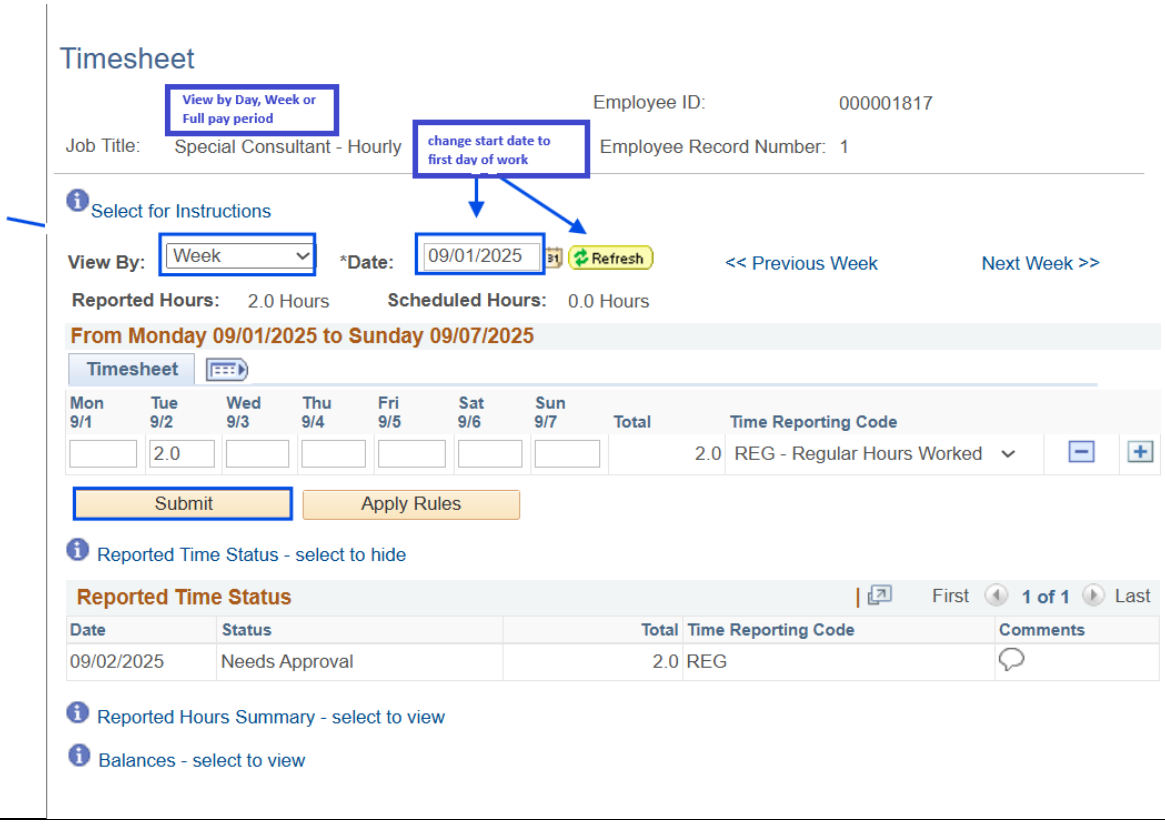
Processing Steps	Screenshot
1. Use your web browser to sign into PeopleSoft Human Resources through the campus portal at https://my.csusm.edu	
2. Click on My HR Resources	

3. Under My HR Resources select "Timesheet"



4. If you have only one active job, you will immediately be taken to the time entry page. If you have multiple active jobs, you will be presented a list to choose from.

5. Enter the total number of hours worked on each calendar day. Payroll recommends entering time at the end of every day that you work:
   - You can view by Day, Week or Time Period
   - If your appointment begins in the middle of the pay period and part of your timesheet is greyed out, select view by Day or Week and then update the Date to the day you started and hit Refresh
   - Click Submit to submit your hours by the end of pay period deadline
   -



- ⚠ Any hours after midnight should be entered on the following day.
- Fractions of hours reported for Regular time worked must be reported in tenths. Use the following chart to convert minutes worked to tenths.

Minutes	10ths
1 – 6	0.1
7 – 12	0.2
13 – 18	0.3
19 – 24	0.4
25 – 30	0.5
31 – 36	0.6
37 - 42	0.7
43 – 48	0.8
49 – 54	0.9
55 – 60	1.0

DEADLINES

- Time must be submitted by 5:00 PM on the last day of the pay period.
- If you fail to submit your time by the last day of the pay period, payment may be delayed.
- Should you need to make any adjustments to a prior month's time, you will need to submit an Adjustment Timesheet.
- Consult your Department Timekeeper for your own Department deadlines
- PAYDAY is by the 15th of the following month upon completion of the work. Example: Work completed in August pay period is paid by September 15th payday