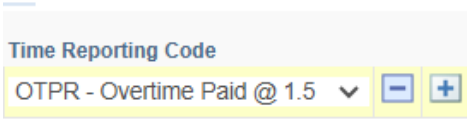
California State University
SAN MARCOS
PAYROLL SERVICES

How to Report Overtime

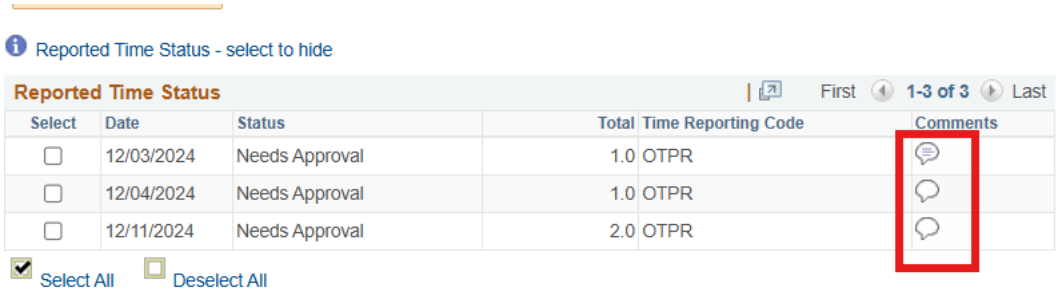
1. From the MyHR Resources Page, select **Timesheet:**



2. Enter actual OT hours worked per day and select OTPR from the Time Reporting Code Drop Down, then click Submit.



Once submitted, under Reported Time Status, enter the reason for the overtime in the comment bubble for each OT instance:



Additional questions can be directed to payroll@csusm.edu

Revised 2/23/25 CC