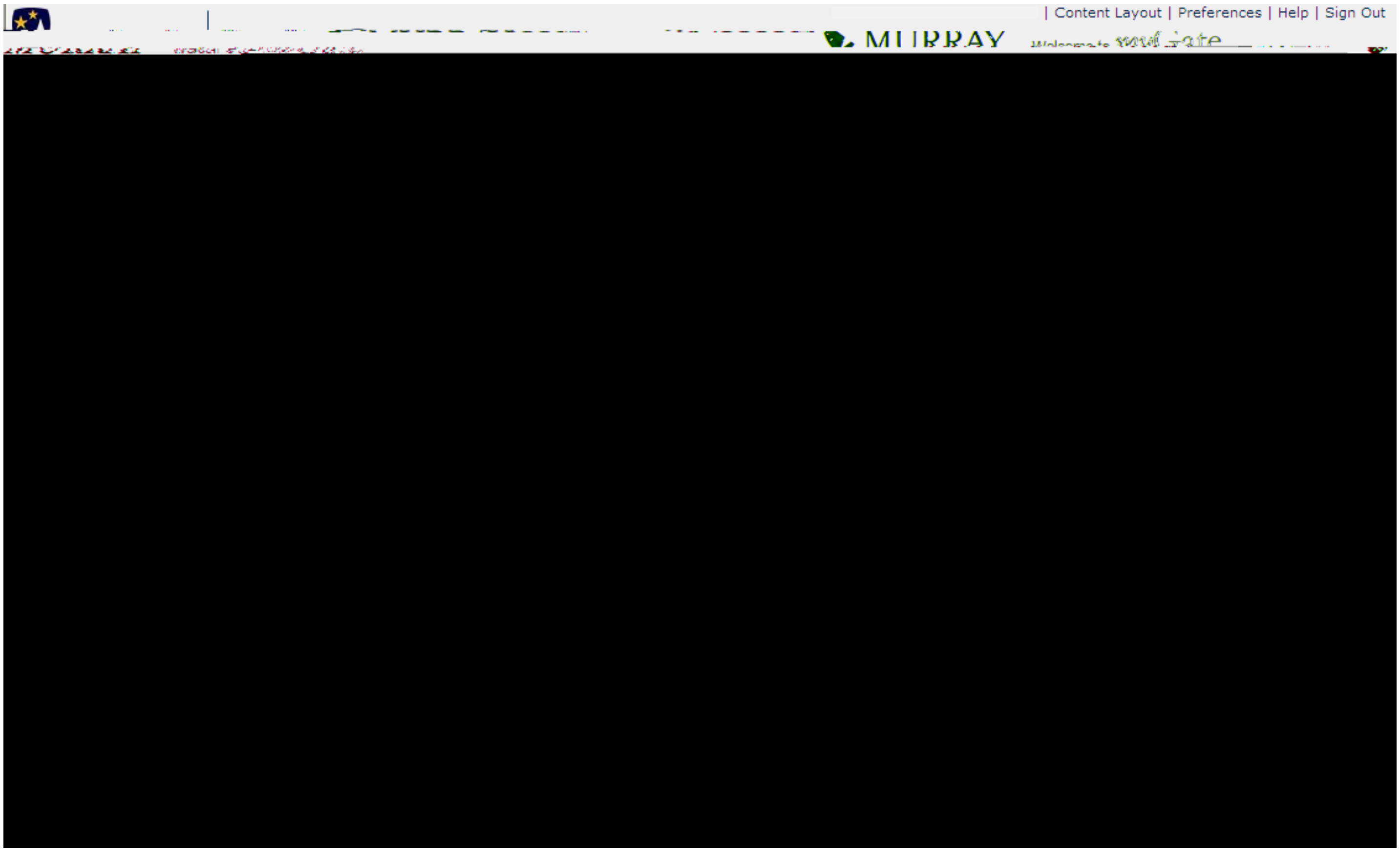
$FFRXQWLQJ)LQDQFLDO 6HUYLFH
3D\UROO 2IILFH

:(% 7,0((175<
+285/< 7,0(6+((76
,16758&7,21 0$18$/

,QWURGXFWLRQ

:HE 7LPH (QWU\ LV WKH PHWKRG RI UHSRUWLQJ WLPH IRU E
KRXUO\ HPSOR\HHV VWXGHQWV DQG KRXUO\ VWDII ZLOO E
KRXUV ZRUNHG HYHU\ SD\ SHULRG)URP¶WKDW USYRLVQRW ZLK
UHVSRQVLEOH IRU DSSURYLQJ WKH KRXUV ZRUNHG 2QFH V
WKH\ FDQ WKHQ EH SURFHVVUV Z0`H ZRp U‡a8Đ 0ÜD‡a8Đ 0

,Q WKH 7LPH 5HSRUWLQJ ER[FOLFN RQ WKH FXUUHQW SD\ S



| Content Layout | Preferences | Help | Sign Out
MURRAY

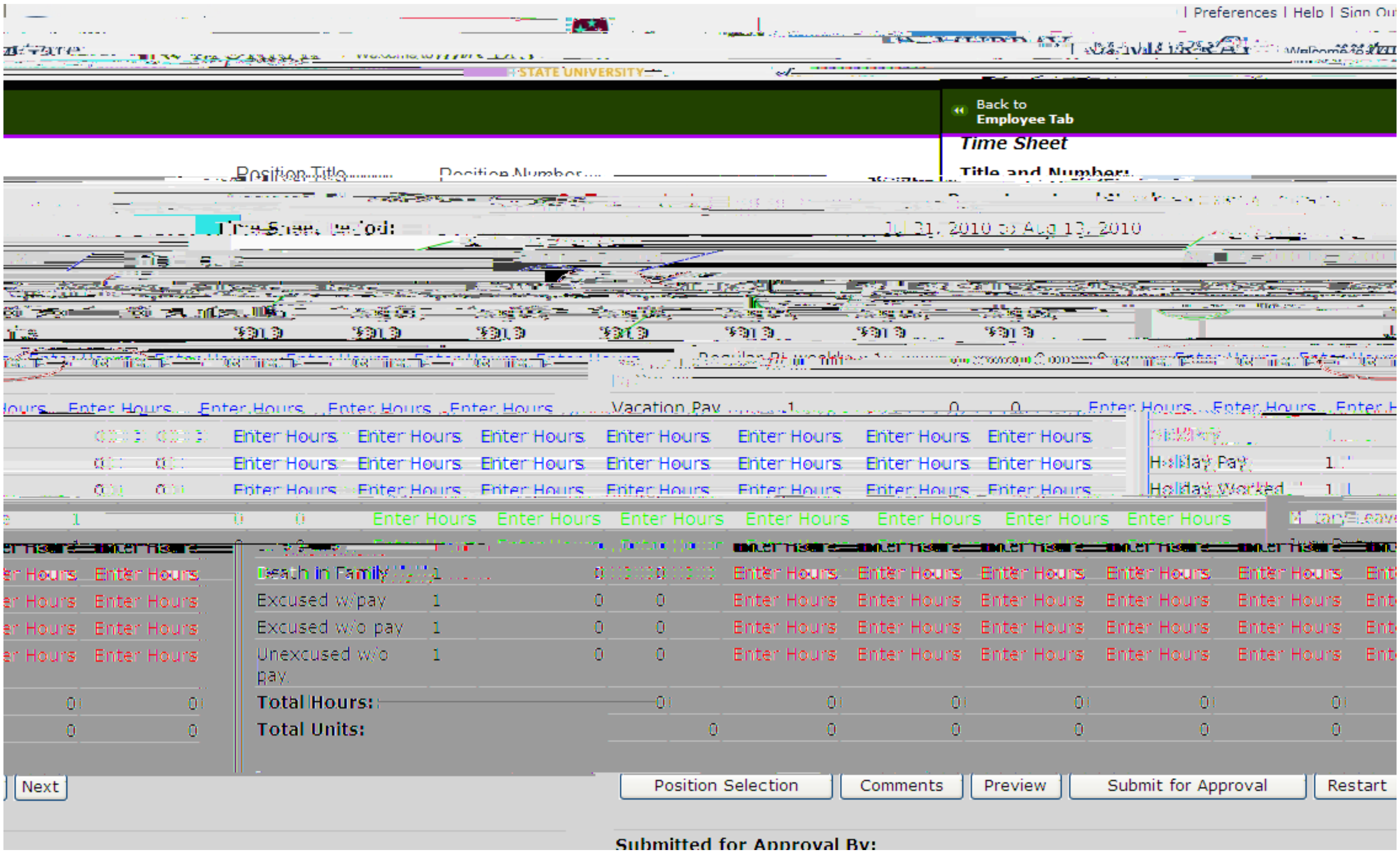
(QWHULQJ KRXUV RQ \RXU 7LPH 6KHHW

1RWH <RX PXVW HQWHU DOO KRXUV ZRUNHG DQG VXEPLW D W

$ 9HULI\ WKH IROORZLQJ LQIRUPDWLRQ LV FRUUHFW EHIRU
- ‡ 7LWOH DQG 3RVLWLRQ 1XPEHU
- ‡ 'HSDUWPHQW DQG 'HSDUWPHQW 1XPEHU
- ‡ 7LPH 6KHHW 3HULRG

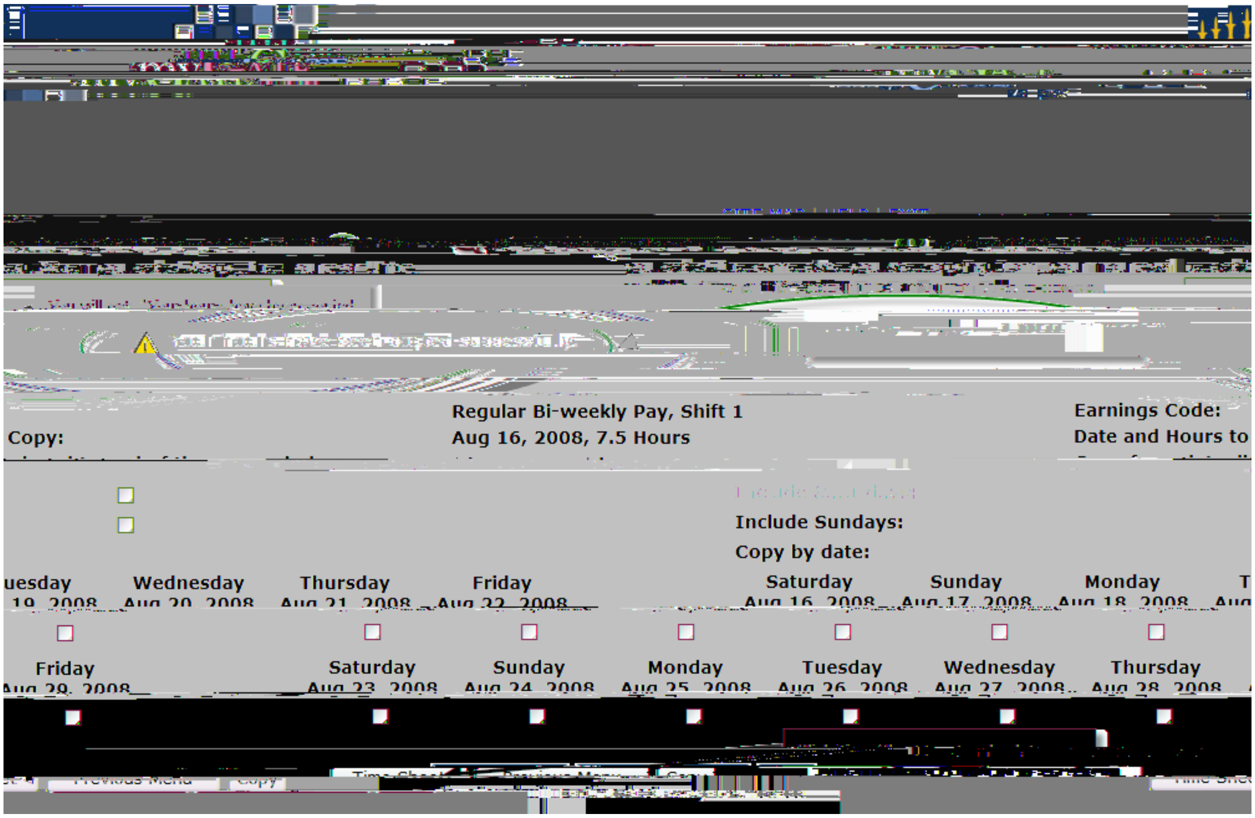
%)RU ILUVW ZHHN RI SD\ SHULRG LGHQWLI\ FRUUHFW HDU
9DFDWLRQ 3D\ 6LFN 3D\ HWF

&)RU HDFK GD\ WKDW **Enter Hours** ZRUNHG FOLFN RQ DSSURSULDWH HDUQ



| Preferences | Help | Sign Ou
STATE UNIVERSITY
Back to Employee Tab
Time Sheet
Position Title
Position Number
Title and Number:
Time Sheet Period:
Jul 31, 2010 to Aug 13, 2010
Vacation Pay
Enter Hours
Holiday Pay
Holiday Worked
Death in Family
Excused w/pay
Excused w/o pay
Unexcused w/o pay
Total Hours:
Total Units:
Next
Position Selection
Comments
Preview
Submit for Approval
Restart
Submitted for Approval By:

)LJXUH &



Copy: Regular Bi-weekly Pay, Shift 1

Aug 16, 2008, 7.5 Hours

Earnings Code:

Date and Hours to

☐

☐ Include Sundays:

Copy by date:

uesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
19, 2008	Aug 20, 2008	Aug 21, 2008	Aug 22, 2008	Aug 16, 2008	Aug 17, 2008	Aug 18, 2008
☐		☐	☐	☐	☐	☐

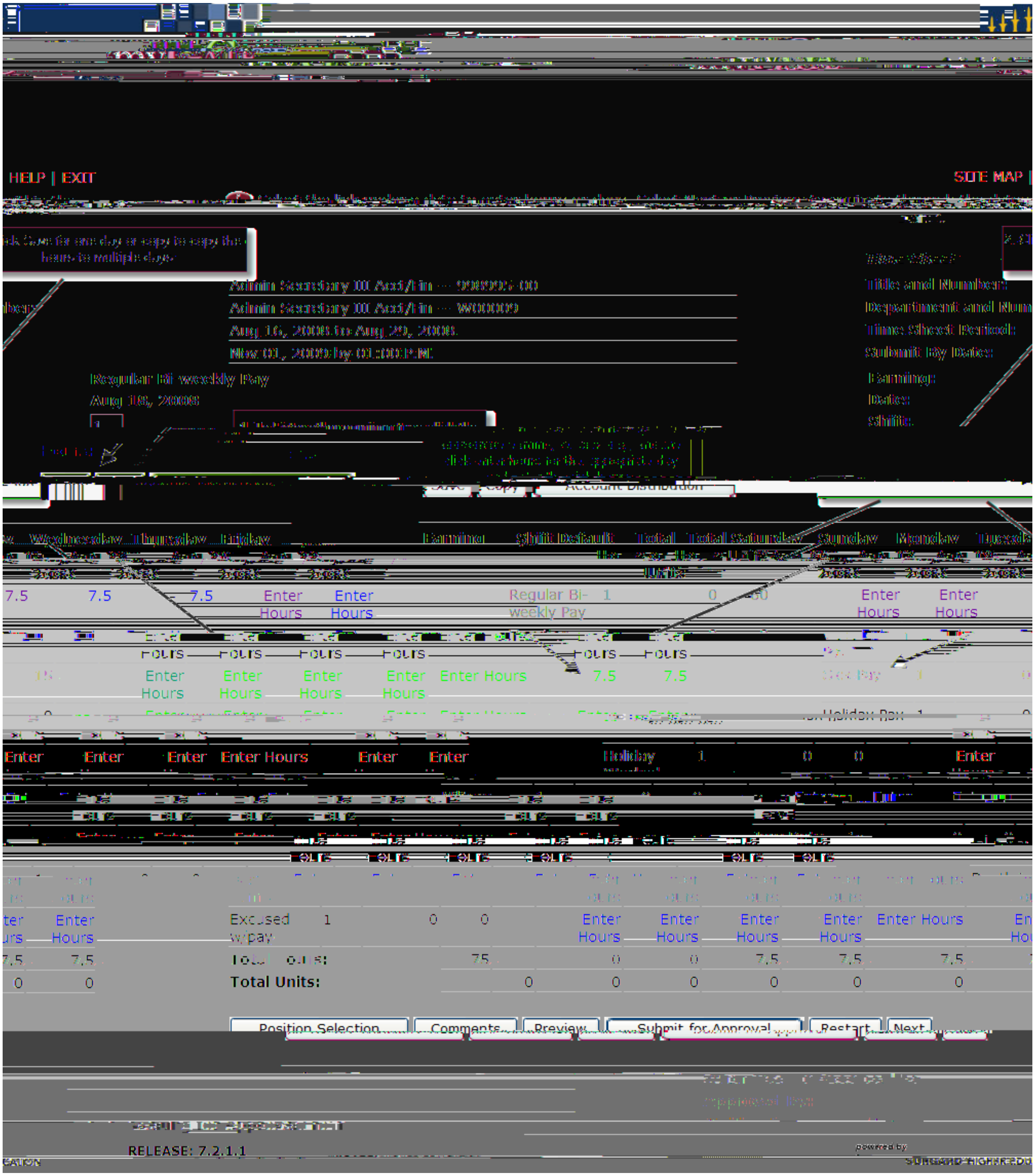
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Aug 29, 2008	Aug 23, 2008	Aug 24, 2008	Aug 25, 2008	Aug 26, 2008	Aug 27, 2008	Aug 28, 2008
☐	☐	☐	☐	☐	☐	☐

To continue entering additional time or to submit your timesheet, click Time Sheet

F. Enter additional earnings if applicable i.e

Identify Earnings Code

Click on Enter Hours in the correct day



HELP | EXIT
SITE MAP
Regular Bi-weekly Pay
Aug 18, 2008
Save
Copy
Account Distribution
Position Selection
Comments
Preview
Submit for Approval
Restart
Next
RELEASE: 7.2.1.1

Title and Number: Admin Secretary III Acct/Fin -- 999999-00

Department and Number: Admin Secretary III Acct/Fin -- W00000

Time Sheet Period: Aug 16, 2008 to Aug 29, 2008

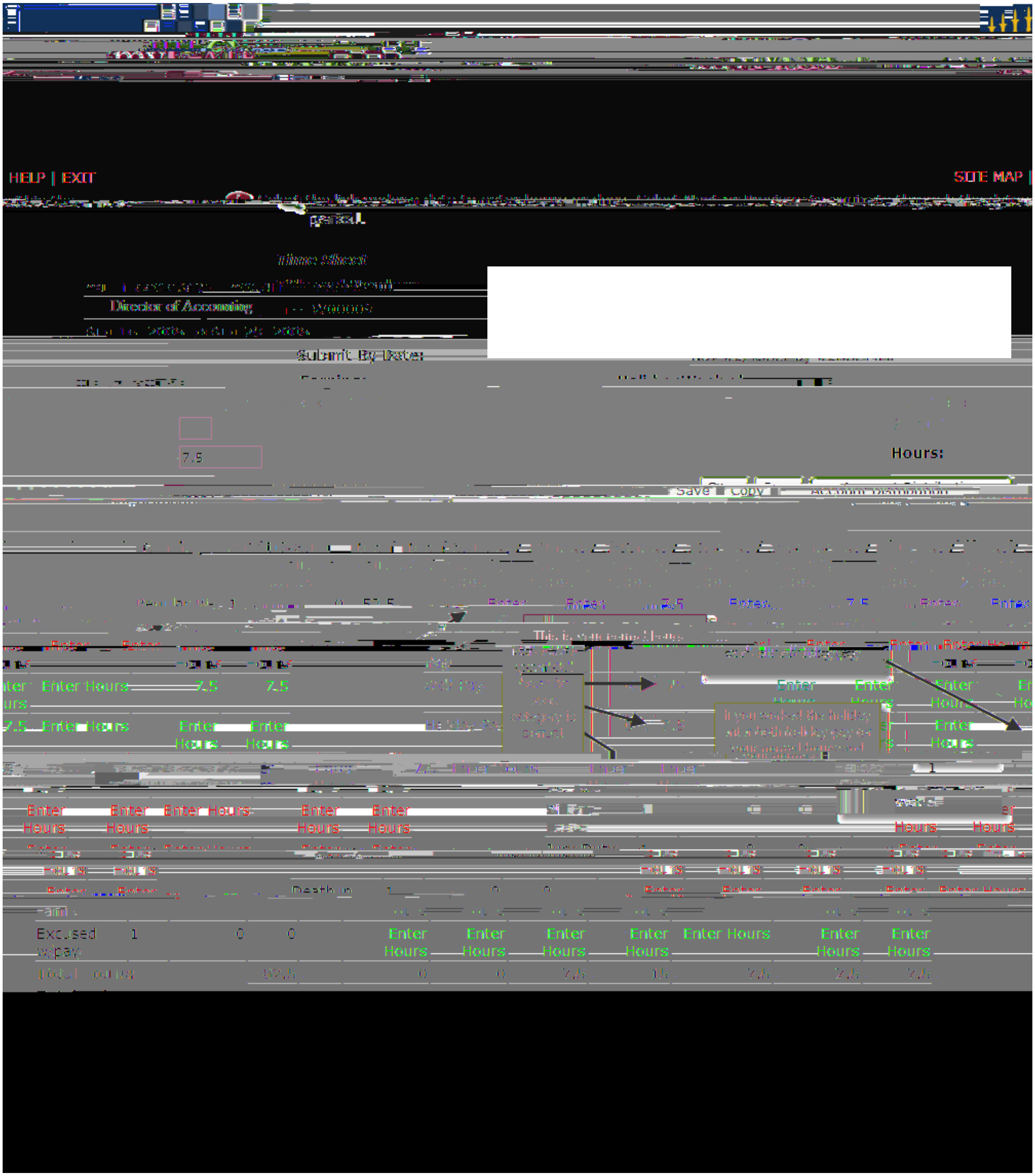
Submit By Date: Nov 01, 2009 by 01:00 PM

Earning | Shift | Default | Total Hours | Total Units
Regular Bi-weekly Pay | 1 | | 0 | 0
Holiday | 1 | | 0 | 0
Excused w/pay | 1 | | 0 | 0

Total Hours: 75

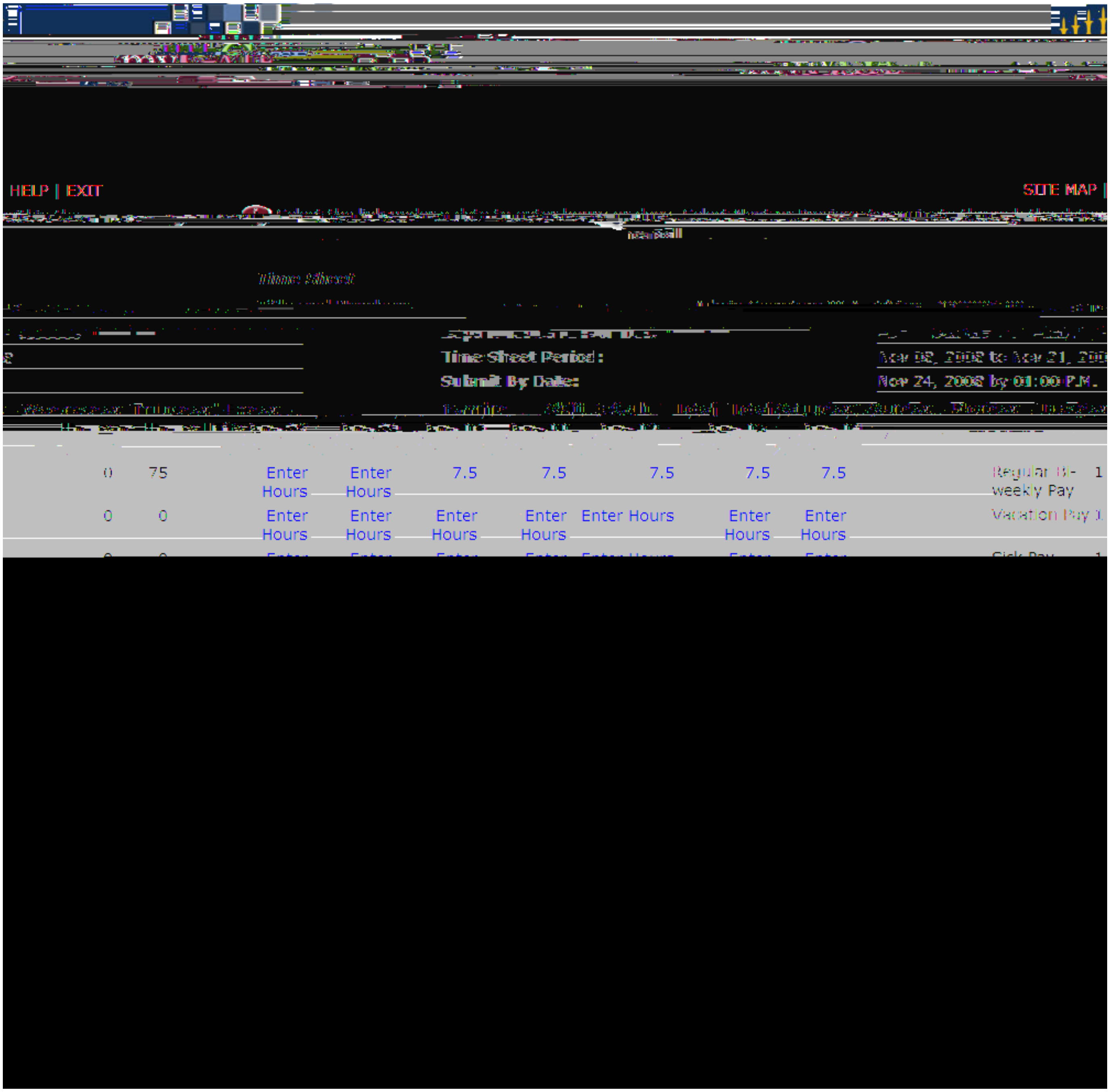
Total Units: 0

* &OLFNNW QH[WLRHZ WKH VHFRQG ZHHN ,I \RX XVHG WKH FF
PD\ DOUHDG\ KDYH HQWHUHG KRXUV RQ WKH VHFRQG
KDYH DOO KRXUV ZRUNHG HQWHUHG FRUUHFWO\


HELP | EXIT
SITE MAP
Time Sheet
Director of Accounting
Submit By Date:
7.5
Hours:
Save
Copy
Account Distribution
This is your regular hours
Enter Hours
7.5
Holiday Pay
Death in
Excused w/pay
1
0
Total Hours

Ÿ

Other components on the time on your Timecard:



Time Sheet Period: Nov 08, 2008 to Nov 21, 200

Submit By Date: Nov 24, 2008 by 01:00 P.M.

0	75	Enter Hours	Enter Hours	7.5	7.5	7.5	7.5	7.5	Regular Bi-weekly Pay	1
0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Vacation Pay	1
									Sick Pay	1

Using the Restart Button:

D &OLFN 5HVWDUW (QWU\

E 7KH 5HVWDUW &RQILUPDWLRQ SDJH LV GLVSOD\HG ZKHQ W

F &OLFN RQ 2. WR UHWXUQ WKH HPSOR\HH WR WKH 7LPH 6K
WKDW SDJH $OO GDWD HQWHUHG IRU WKH HQWLUH SD\

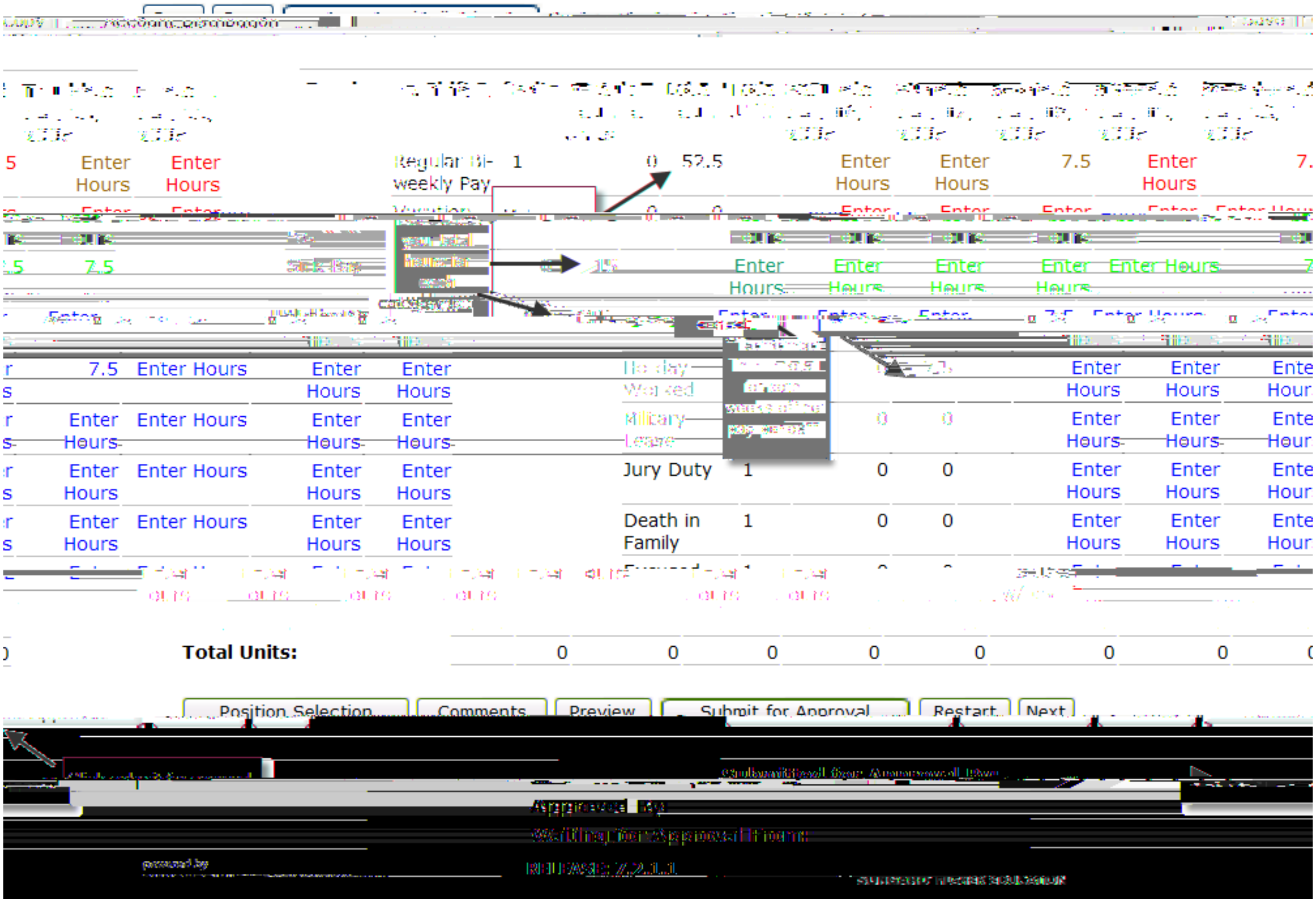
G &OLFN RQ &DQFHO WR UHWXUQ WR WKH 7LPH 6KHHW SDJH
ZLOO QRW EH GHOHWHG

Submitting Time:

Verify all hours are correct

Click Save

Click Submit for Approval


Regular Bi-weekly Pay
Holiday Worked
Military Leave
Jury Duty
Death in Family
Enter Hours
Total Units:
Position Selection
Comments
Preview
Submit for Approval
Restart
Next
Approved By
Waiting For Approval From

You will see "Your time sheet was successfully submitted."

Revised 11.2.16

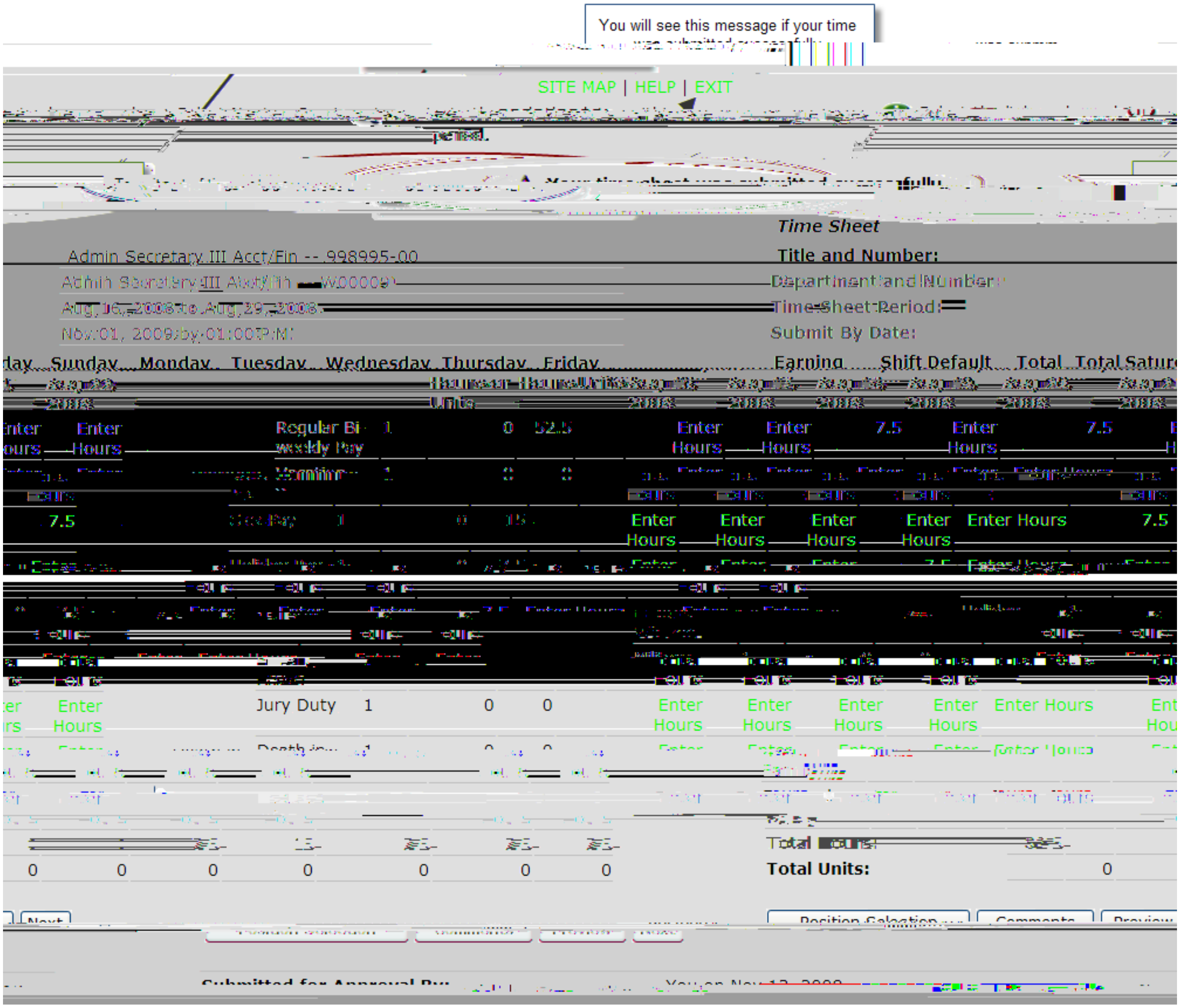
Entering Second Position:

Select Position Selection on the screen that shows your first time card was submitted successfully

Follow the same directions as entering your first position

Logging Out:

Click exit at top right of the screen



You will see this message if your time was submitted successfully.

Your time sheet was submitted successfully.

Time Sheet

Title and Number: Admin Secretary III Acct/Fin -- 998995-00

Department and Number: Admin Secretary III Acct/Fin -- W00009

Time Sheet Period: Aug 16, 2008 to Aug 29, 2008

Submit By Date: Nov 01, 2009 by 01:00 PM

Total Hours: 82.5

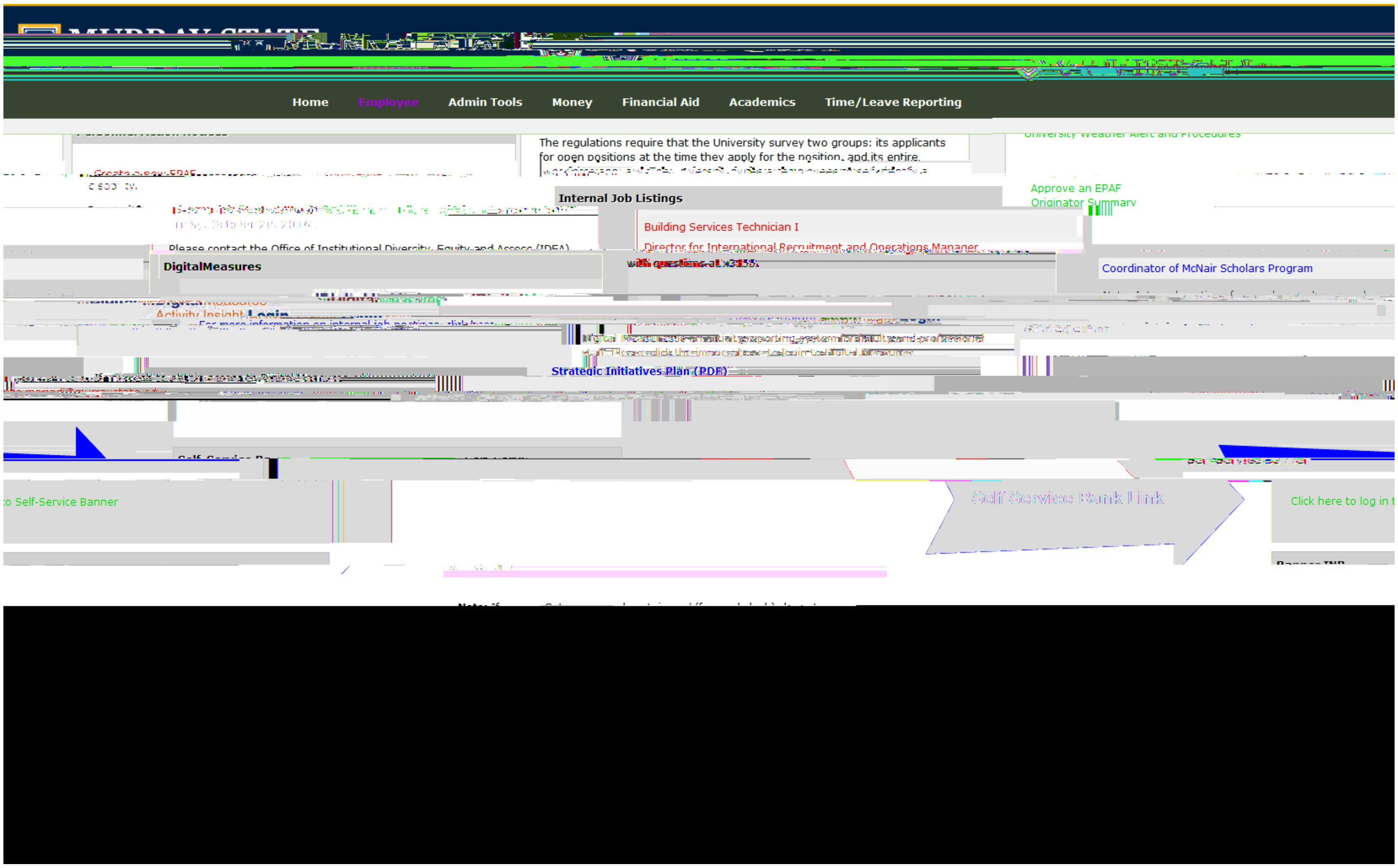
Total Units: 0

Submitted for Approval By: You on Nov 12, 2008

SITE MAP | HELP | EXIT
Earning
Shift Default
Total
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Regular Bi-weekly Pay
Jury Duty
Enter Hours
Next
Position Selection
Comments
Preview

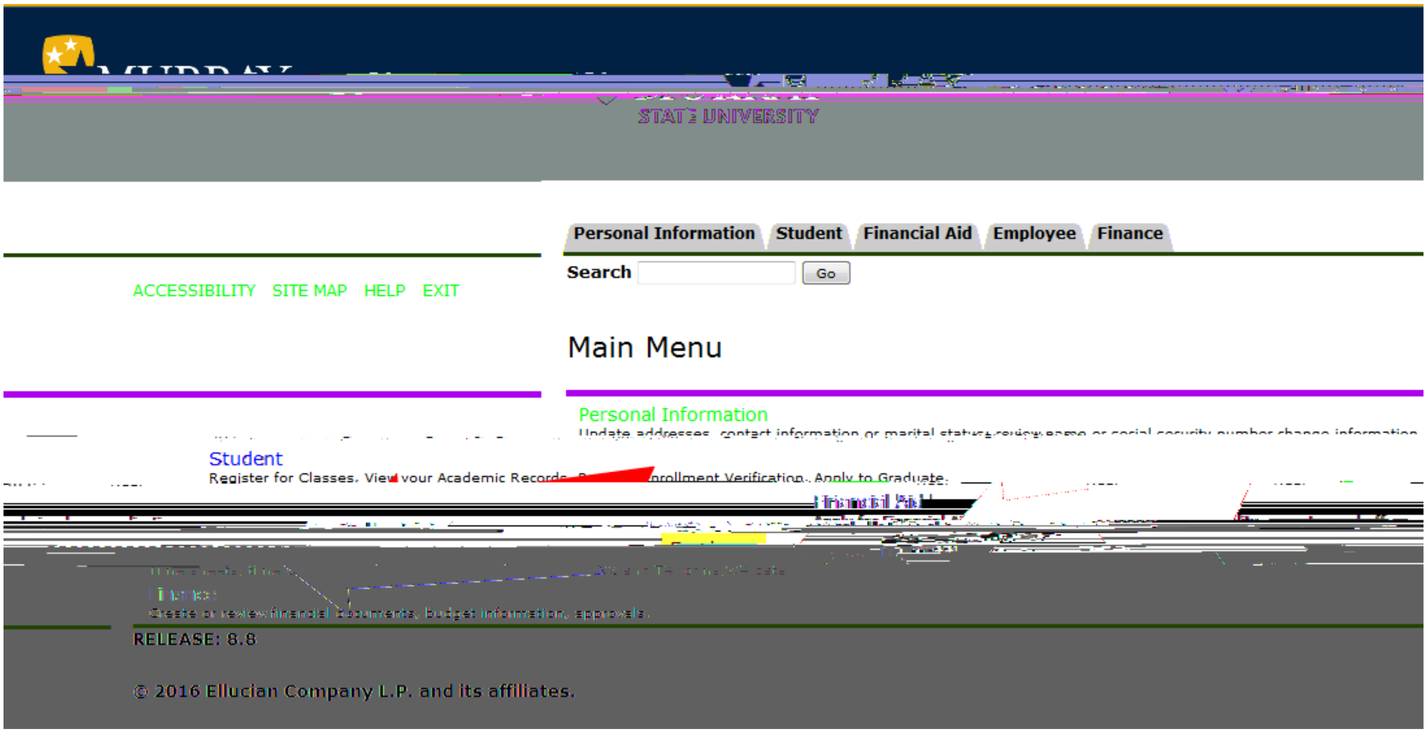
Using Self Service Banner to Access your Time Sheet:

If you cannot find your time sheet using the Time Reporting channel on the Employee tab in myGate, you may need to use the Self Service Banner Link.


Home
Employee
Admin Tools
Money
Financial Aid
Academics
Time/Leave Reporting
Internal Job Listings
Building Services Technician I
Director for International Recruitment and Operations Manager
Coordinator of McNair Scholars Program
DigitalMeasures
Approve an EPAF
Originator Summary
Strategic Initiatives Plan (PDF)
Self Service Bank Link
Click here to log in t
o Self-Service Banner

The regulations require that the University survey two groups: its applicants for open positions at the time they apply for the position, and its entire

Please contact the Office of Institutional Diversity, Equity and Access (IDEA)


STATE UNIVERSITY
Personal Information
Student
Financial Aid
Employee
Finance
Search
Go
ACCESSIBILITY
SITE MAP
HELP
EXIT

Main Menu

Personal Information

Student
Register for Classes, View your Academic Records, Enrollment Verification, Apply to Graduate.

Financial Aid

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 8.8

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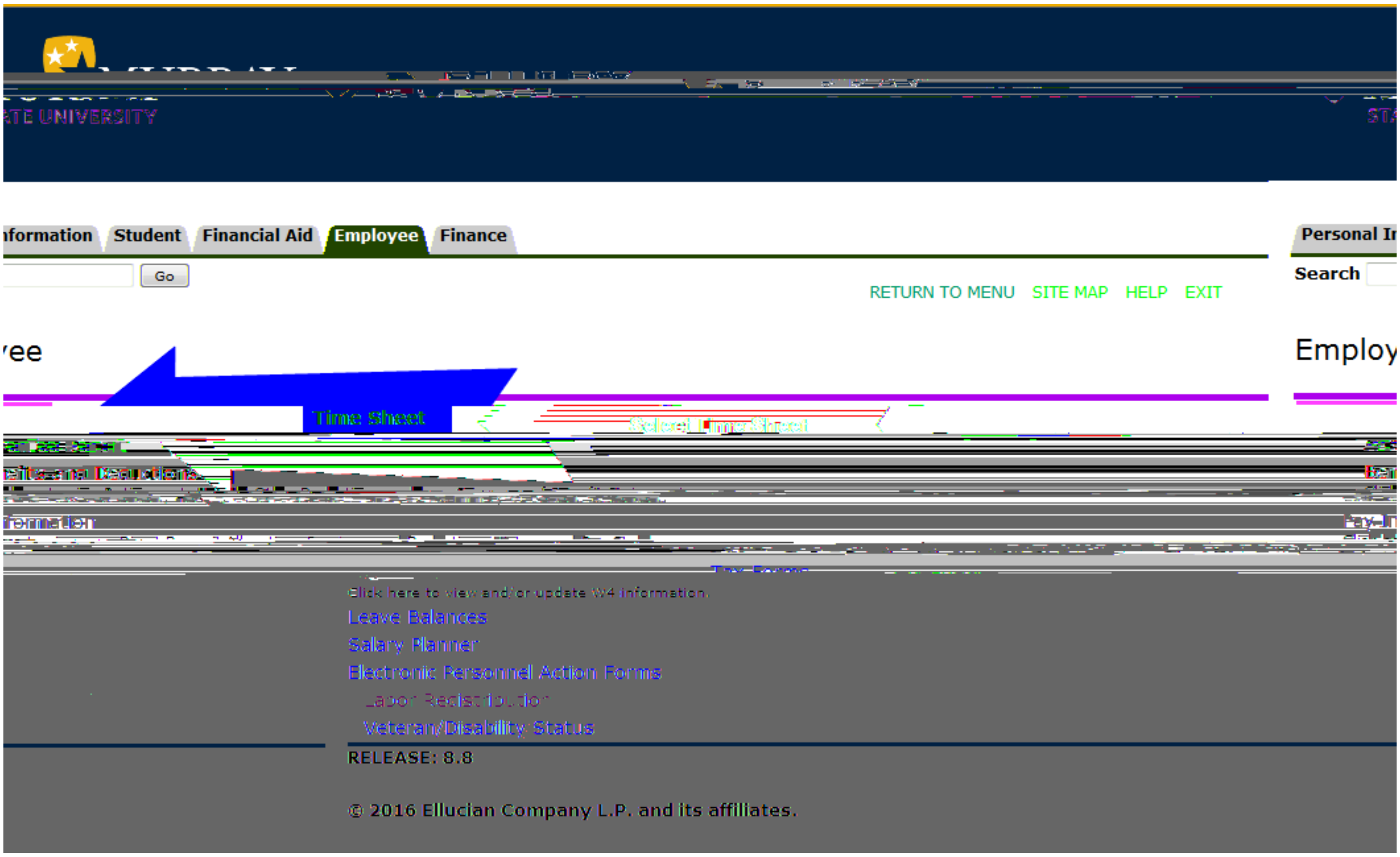
STATE UNIVERSITY
Student
Financial Aid
Employee
Finance
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Personal I
Search
Time Sheet

Employee

Select Time Sheet

Tax Forms
Click here to view and/or update W4 information.

Leave Balances

Salary Planner

Electronic Personnel Action Forms

Labor Redistribution

Veteran/Disability Status

RELEASE: 8.8

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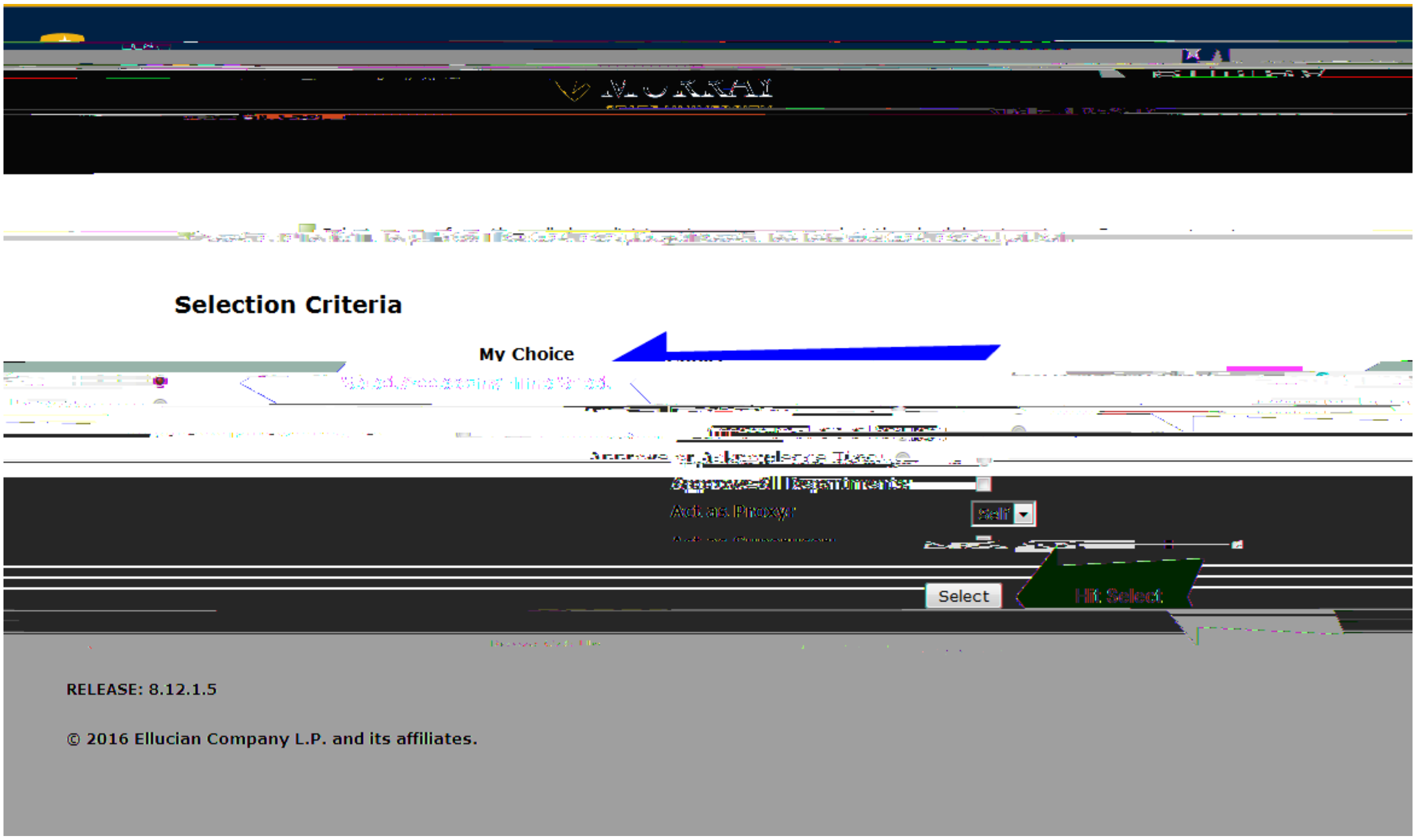

Selection Criteria

My Choice

Approver or Acknowledger Time

Approve All Departments:

Act as Proxy: Self

Select

Hit Select

RELEASE: 8.12.1.5

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6HOHFW WKH FXUUHQW 3D\ SHULRG IURP WKH GURS GRZQ PHQX

Revised 11.2.16

FAQ:

When will my time sheet be available for each pay period?