



## Web Time Entry Student/Hourly Employees Step-by-Step Guide

1. Go to my.opsu.edu
2. Select Self-Service icon



3. Click on Employee tab



4. Select Timesheet **\*\*PSU student/hourly timesheets are Monthly\*\***

### Time Sheet

For Employees Paid on a biweekly time - hours worked and leave taken.

5. Access my timesheet-Press 'Select' (some may not have-skip to next step)

Selection Criteria

Access my Time Sheet:  My Choice

6. If you receive this message please contact Payroll.

Title and Department My Choice Pay Period and Status

**!** You have no records available at this time. Please contact your Payroll Administrator if you have any questions.

7. Select correct position (if multiple) and timesheet period.


Title and Department	My Choice	Pay Period and Status
Stu Wkr-Filing, 702387-00 Human Resources, 100157	<input checked="" type="radio"/>	May 22, 2016 to Jun 04, 2016 In Progress ▾
Stu Wkr-Doc Imaging, 702387-01 Human Resources, 100157	<input type="radio"/>	May 22, 2016 to Jun 04, 2016 Not Started ▾

Time Sheet

8. Timesheet display-Pay close attention display will tell you when timesheet is due. Look at 'Submit by Date'. The timesheet will close after 12:00 pm and no updates can be made.

Time Sheet	
<b>Title and Number:</b>	Stu Wkr-Filing -- 702387-00
<b>Department and Number:</b>	Human Resources -- 100157
<b>Time Sheet Period:</b>	May 22, 2016 to Jun 04, 2016
<b>Submit By Date:</b>	Jun 06, 2016 by 12:00 PM

9. This is a clock-in/clock out format- Press the clock icon to clock in or out (If you forget to clock in or out –add time to date, requires a comment i.e. forgot to clock in) Watch for Saturday’s and Sunday’s. Enter time and press SAVE.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 31, 2016	Wednesday Jun 01, 2016	Thursday Jun 02, 2016	Friday Jun 03, 2016	Saturday Jun 04, 2016
	Regular Hourly Pay	1	0	0		Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry	Future Time Entry
<b>Total Hours:</b>				0		0	0	0	0	0
<b>Total Units:</b>					0	0	0	0	0	0

To access the next week press ‘Next’

10. On the submission due date-Usually 15<sup>th</sup> or 16<sup>th</sup> of the month, review timesheet for errors and correct. Press ‘Submit for Approval’. NOTE: Employee cannot make changes to timesheet once submitted for approval. However, Approver can ‘Return for Correction’ if submitted accidentally.

Please contact payroll with issues.

Dana – Director of HR/Payroll

[dcolins@opsu.edu](mailto:dcolins@opsu.edu) or 349-1574