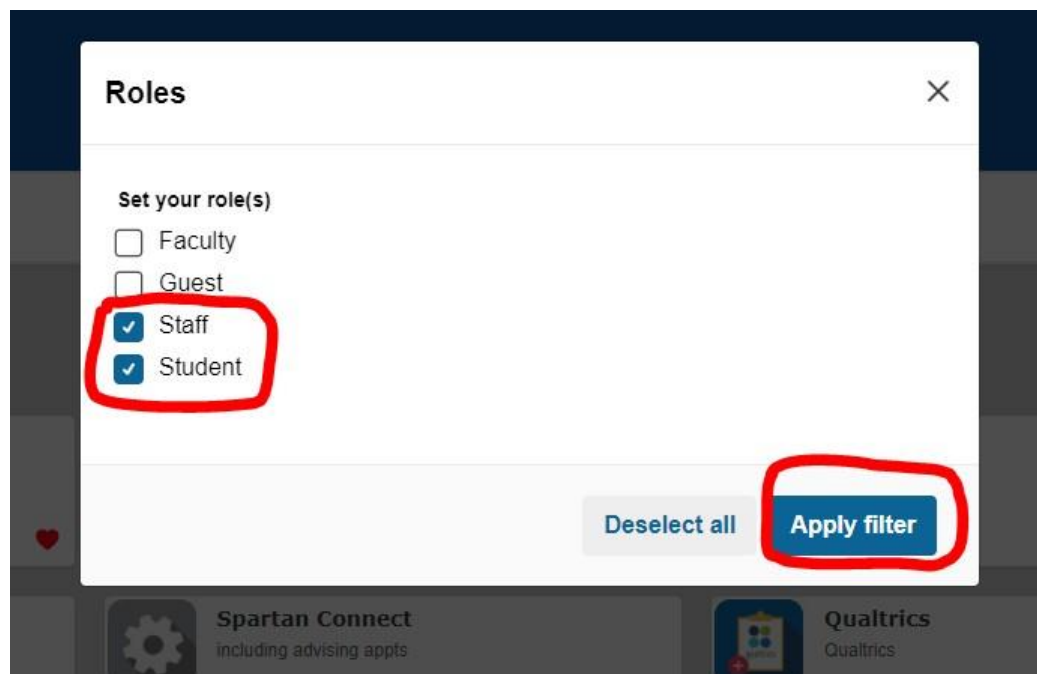
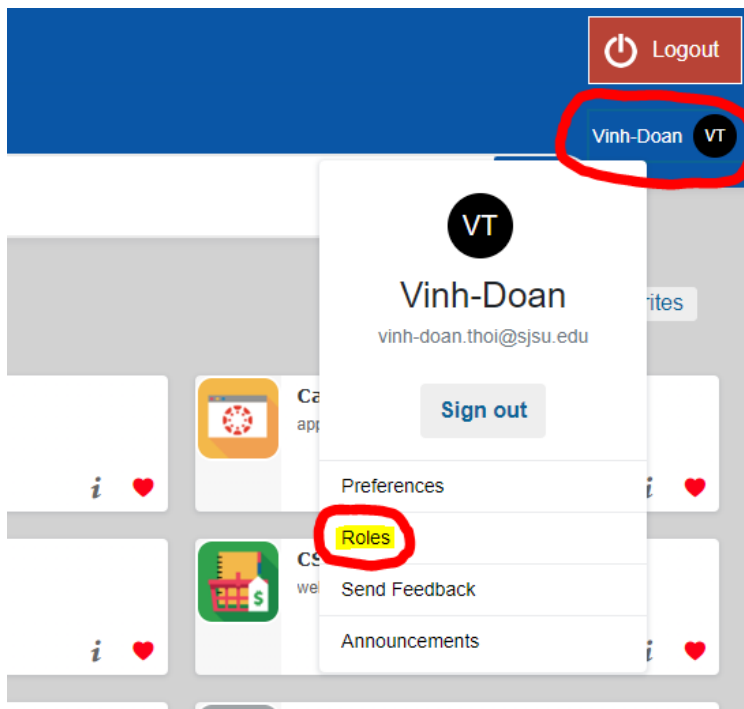


ISA & SA Guide to Reporting Hours - PeopleSoft

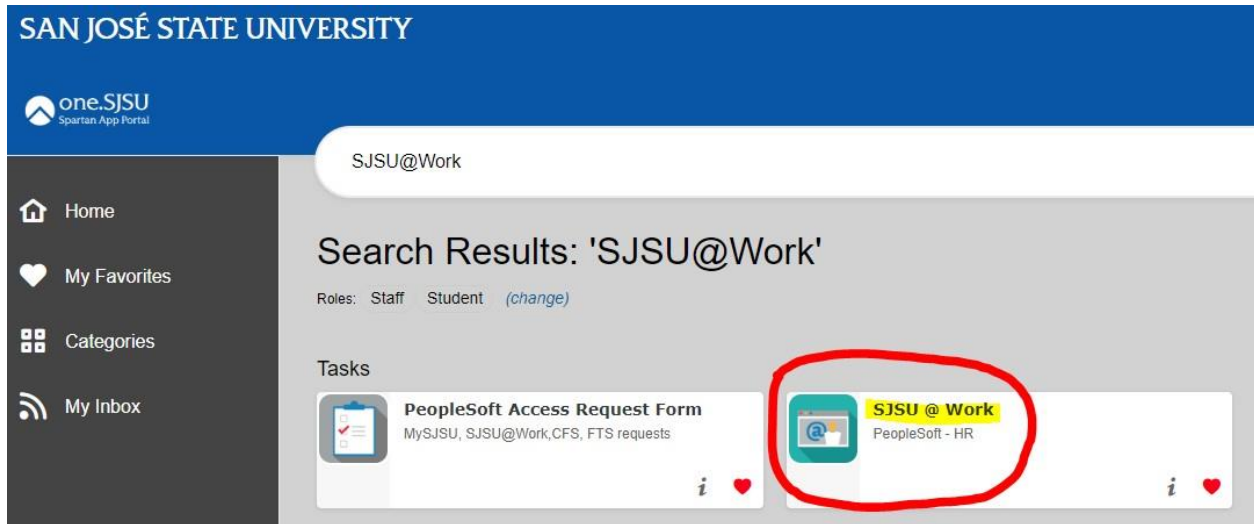
ISA's and SA's are paid on an hourly basis.

The first part of reporting your hours is in SJSU@Work. The department strongly recommends that you **report your hours on a daily basis in SJSU@Work**, as this will help you keep track of your hours and make sure you don't forget any hours.

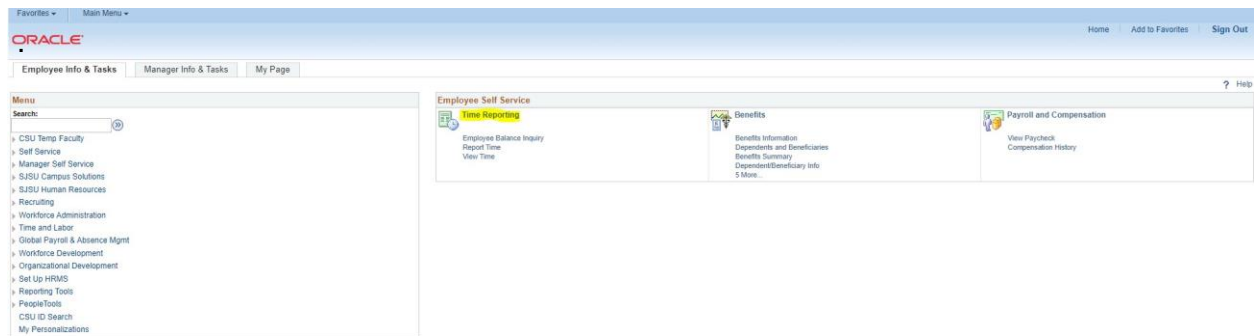
1. To access SJSU@Work, visit one.sjsu.edu, sign in, and first check that you have properly selected the "Student" and "Staff" roles in the one.SJSU portal:



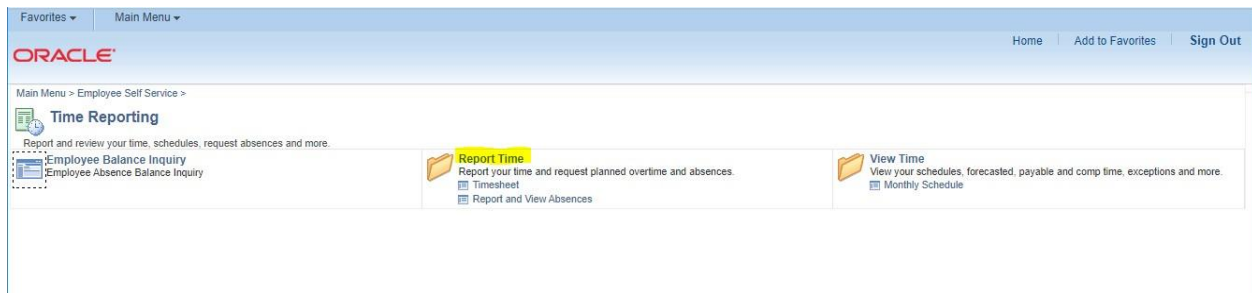
- In the one.SJSU search bar, search for “SJSU@Work” and click on the “SJSU@Work” tile.



- Under “Employee Self-Service” select “Time Reporting.”



- Click on “Report Time”



- Click on “Timesheet”



6. This should lead you to SJSU@Work’s timesheet*. Here, you can input hours worked on various days. It is strongly recommended to report your hours on a daily basis to keep an accurate record of the hours you’ve worked.

ORACLE

Timesheet

Vinh-Doan Thoi
Department

Empl ID: [REDACTED]

Job Title: _____ Empl Rcd Nbr: [REDACTED]

Select for Instructions

View By: Week *Date: 01/30/2023 Refresh << Previous Week Next Week >>

Reported Hours: 0.0 Hours Scheduled Hours:

From Monday 01/30/2023 to Sunday 02/05/2023

Timesheet

Mon 1/30	Tue 1/31	Wed 2/1	Thu 2/2	Fri 2/3	Sat 2/4	Sun 2/5	Total	Time Reporting Code	Override Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/> - <input type="text"/>

Reported Time Status - select to hide

Reported Time Status | First 1 of 1 Last

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

Reported Hours Summary - select to view

Submit

Self Service
Time Reporting

*Upon clicking on “Timesheet,” you may be led to an additional menu before the actual timesheet, showing a few options of jobs or record numbers. This occurs when you have multiple positions with the University. In these cases make sure to correctly report the hours for each position under the correct timesheet. If you are unsure which option to pick in this menu, contact Lydie Rashel (lydie.rashel@sjsu.edu) with a screenshot of the menu you see, and she can clarify what you need to select.

7. Once you've entered the hours in the timesheet matrix, click on the "Time Reporting Code" dropdown menu and select "REG - Regular Hours Worked." Unless you are specifically told otherwise, the other options will not apply to you.

The screenshot shows the Oracle Timesheet interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Self Service", "Time Reporting", "Report Time", and "Timesheet". The Oracle logo is on the left, and "Home", "Add to Favorites", and "Sign Out" are on the right. Below the navigation bar, the user's name "Vinh-Doan Thoi" and Department are listed, along with Empl ID: 013169013. The Job Title is also listed, along with Empl Rcd Nbr: 2. There is a "Select for Instructions" button. The "View By" is set to "Week" and the "Date" is 01/30/2023. There are "Previous Week" and "Next Week" buttons. The "Reported Hours" is 0.0 and "Scheduled Hours" is also 0.0. The timesheet period is "From Monday 01/30/2023 to Sunday 02/05/2023". The timesheet matrix shows hours for each day of the week. The "Time Reporting Code" dropdown menu is open, showing options: CODAL - CO Designated Admin. Leave, DOCK - Informal Dock, HT - Holiday Credit Taken, ML - Military Leave, ODL - Organ Donor Leave, OTRP - Overtime Paid @ 1.5, OTST - Overtime Paid @ 1.0, REG - Regular Hours Worked (highlighted), SHGRV - Shift - Graveyard (2.30), SHSWG - Shift - Swing (1.35), UTR - Union Time - Non-Reimbursed, and UTR - Union Time - Reimbursed. There is a "Submit" button at the bottom left.

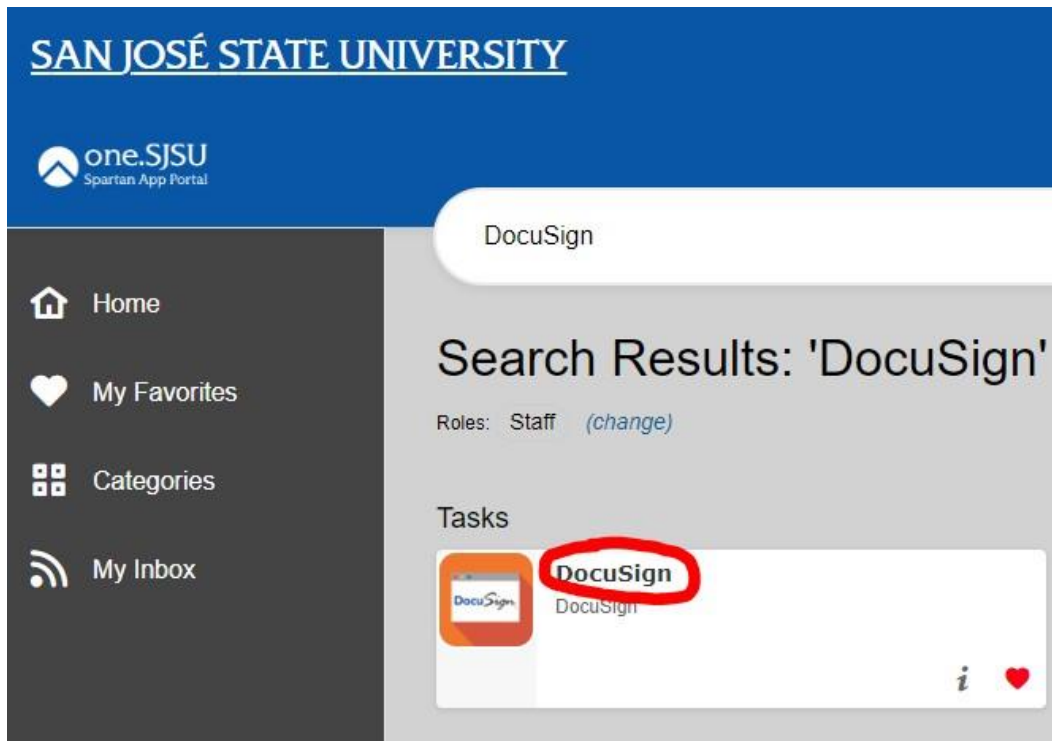
8. Click on "Submit" to submit the hours you input in the timesheet matrix.

This screenshot is identical to the previous one, but the "Submit" button at the bottom left is circled in red. The "Time Reporting Code" dropdown menu is still open, and "REG - Regular Hours Worked" is selected. The "Reported Hours" is still 0.0. The "Submit" button is a yellow button with the text "Submit" in black.

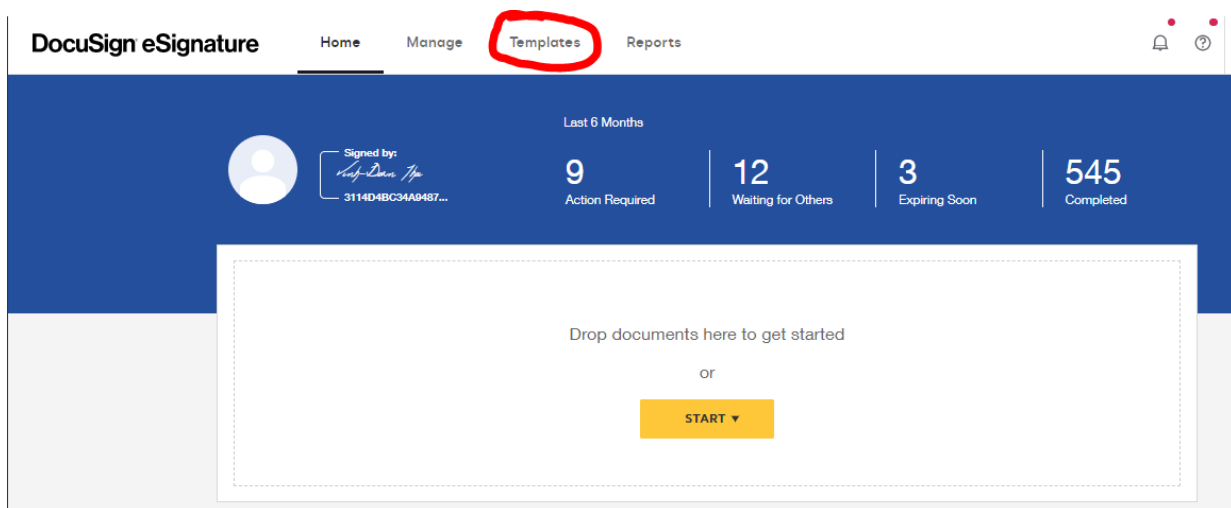
Reporting Hours via DocuSign

You also need to report the hours you submitted in SJSU@Work in a timesheet in DocuSign to have the hours approved by your supervisor and Dr. Lee, the department chair. The DocuSign timesheet is submitted only once a month. Here's how to access DocuSign template for these timesheets.

1. Sign into one.SJSU.edu and search for DocuSign. Click on the DocuSign tile that appears.



2. This will lead you to the DocuSign homepage. Click on "Templates."



- Click on “All Templates” and search for the name of the template for that month’s timesheet (a new template is created every month), and click on that template. Templates are named with the following convention: “ME_[month of pay period]_[year]_ISA/SA_TimeSheet”. Be aware that DocuSign’s limited search engine is very sensitive, so you must search for the title of the template exactly in order to find it.

All Templates

NAME	OWNER	POWERFORMS	CREATED DATE	LAST CHANGE	FOLDERS
<input type="checkbox"/> <input type="star"/> ME_NOVEMBER_2024_ISA/SA_TimeSheet <small>Eligible for matching</small>	Lydie Rashel		10/17/2024 02:17:52 pm	11/19/2024 08:33:32 am	<input type="button" value="Use"/> <input type="button" value="⋮"/>

- Click on “Use.”

☆ ME_NOVEMBER_2024_ISA/SA_TimeSheet ⓘ 👤

Template ID

Dear Mechanical Engineering Team, This is the timesheet for pay period 10/31/2024 to 11/30/2024. SAs and ISAs may report their hours until the end of the day on 10/31. Instructions on how to report your hours can be found on our website: Mechanical Engineering>Student Resources>Student Employment Please let me know if you have any questions or concerns. Thank you all for your hard work! Best, Lydie

-




Recipients

SIGNING ORDER

1	Student Employee:	Needs to Sign
2	Admin Analyst: Lydie Rashel lydie.rashel@sjsu.edu	Needs to Sign
3	Supervisor:	Needs to Sign
4	ME Department Chair: Hohyun Lee hohyun.lee@sjsu.edu	Needs to Sign
5	Student:	CC Receives a Copy

5. Fill in the information for the “Student Employee,”(your information) and “Professor/Supervisor,” recipients. Enter your Last and First names in the subjectline where indicated. When you have entered all of the needed information, click on “Send.”

Add recipients

1	<p>Student Employee ✎ NEEDS TO SIGN ▾ CUSTOMIZE ▾ </p> <p>Name *</p> <input type="text"/>
2	<p>Admin Analyst ✎ NEEDS TO SIGN ▾ CUSTOMIZE ▾</p> <p>Name *</p> <input type="text" value="Lydie Rashel"/>
	<p>Email *</p> <input type="text" value="lydie.rashel@sjsu.edu"/>
3	<p>Supervisor ✎ NEEDS TO SIGN ▾ CUSTOMIZE ▾ </p> <p>Name *</p> <input type="text"/>
4	<p>ME Department Chair ✎ NEEDS TO SIGN ▾ CUSTOMIZE ▾</p> <p>Name *</p> <input type="text" value="Hohyun Lee"/>
	<p>Email *</p> <input type="text" value="hohyun.lee@sjsu.edu"/>
5	<p>Student CC RECEIVES A COPY ▾ CUSTOMIZE ▾ </p> <p>Name *</p> <input type="text"/>
	<p>Email *</p> <input type="text"/>

Email Subject

[[Student Employee_UserName]]_2024_November_ISA/SA Time Sheet

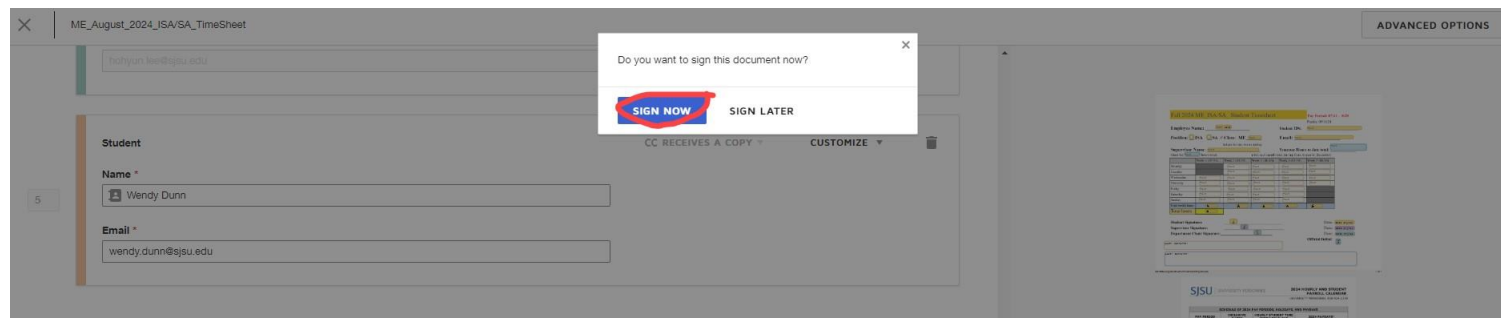


Characters remaining: 39

Email Message

Enter Message

6. After clicking “Send,” remain in DocuSign. You will be prompted to “Sign Now.”



7. This will lead you to the timesheet, where you can enter your personal information and enter the hours you worked throughout the month. When you have signed the document, click “Finish” and the timesheet will go to Lydie, your supervisor, and Dr. Lee for signature. You have now completed the DocuSign timesheet. If you have any questions about this process, please contact Lydie Rashel.

Fall 2024 ME ISA Student Timesheet

Pay Period: 10/31 - 11/30

Pay Date : 12/16/24

Employee Name: Student ID#:

Position: ISA SA // Class: ME Email:

Supervisor Name: Indicate the class you are grading Semester Hours to date total:

Hired for: /hours/week (Add each month total starting from August to December)

	Week 1 (10/31)	Week 2 (11/04)	Week 3 (11/11)	Week 4 (11/18)	Week 5 (11/25)
Monday		<input type="text"/>	<i>Veteran's Day</i>	<input type="text"/>	<input type="text"/>
Tuesday		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday		<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>Thanksgiving Holiday</i>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total weekly hours	<input type="text" value="fx"/>	<input type="text" value="fx"/>	<input type="text" value="fx"/>	<input type="text" value="fx"/>	<input type="text" value="fx"/>
Total hours	<input type="text" value="fx"/>				

Student Signature:

Date:

Supervisor Signature:

Date:

Department Chair Signature:

Date:

Office Initial:

Add'l comments:

If applicable, please add CSU Learning proof of training here.

Add'l comments: