# myTime
## Classified/Student Hourly (Bi-Weekly)

**Cleveland State University**

## Starting the myTime Application

**1** Open your Web browser.

**2** Access myTime from Employee Self Service.

**3** On the Log On page, enter your *username* and *password*. This information is case-sensitive.

**4** Click **Log On**.

KRONOS®

**Workforce Central®**
Version 5.2

User Name: 1000007
Password: ••••••••

Log On

**User Name**
Made up of your 7 digit employee ID.

**Password**
Enter network password.

**Log On**
Verifies User Name and Password and opens the application.

## Recording a Timestamp (Single Job)

**1** Click My Links
Click Time Stamp.

**My Links**
Time Stamp

**2** Click Record Time Stamp.

Record Time Stamp

## Recording a Timestamp (Multiple Job)

**1** Click My Links
Click Time Stamp.

**My Links**
Time Stamp

**2** Click the drop-down arrow in the **Transfer** field and select the desired job from the list. The list will contain only valid jobs for this employee.

Transfers:

Student Employee(Athletic Equipment Operations)
Event Supervisor(Athletics Facility&Event Suprt)

Record Time Stamp

**3** Click Record Time Stamp.

Record Time Stamp

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## Generating Reports

**1** Select **My Reports** from the navigation bar.

**2** Select the appropriate report.

**3** Specify the appropriate range of dates in the **Time Period** field.

**4** Click **View Report**.

- My Information
  Time Stamp
  My Timecard
  **My Reports**

**Available Reports:**
Accrual Balances and Projections
Schedule
Time Detail

**As of:**
Current Pay Period

**View Report**

Available Reports:

**Accrual Balances and Projections** provides the number of hours available for each accrual type such as sick and vacation.

**Time Detail** provides all of your timecard details in a report format. Such as punch times and non-worked time.

**Schedule** provides your schedule for the specified schedule period.

## Exiting myTime

**1** Select **Log Off** on the navigation bar.

**Log Off**

**Inactivity Time Out**
When the system detects 15 minutes of no activity you session times out. You may either continue to log off or enter your password to remain connected.