myTime
Classified/Student Hourly (Biweekly)

Cleveland State University

Log on to myTime.

1. Open your web browser, navigate to **CSUOHIO.EDU**, and click the MYCSU tab.
2. Click on **Employee Self-Service** in the blue column and select **myTime**.
3. Enter your CSU ID and password, then click the **Sign In** box.
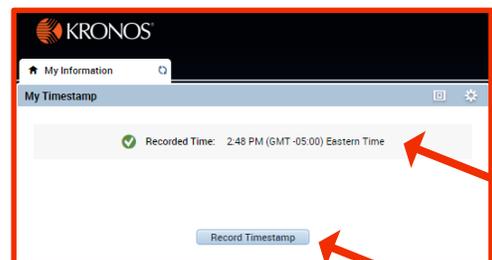

Supervisors: access the My Information tab (non supervisors skip this step).

1. In the top left corner, click the plus sign next to the **Manage My Department** tab.
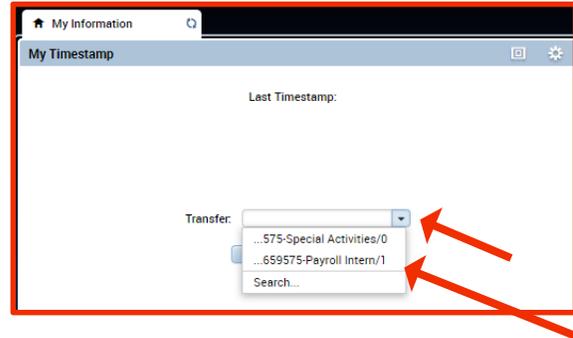2. Select **My Information** from the list.
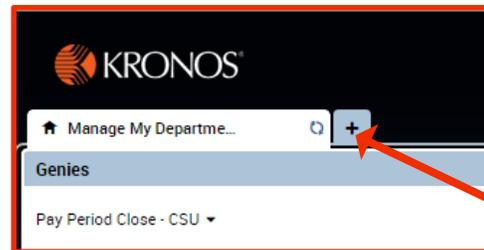
Record your Timestamp (Single Job).

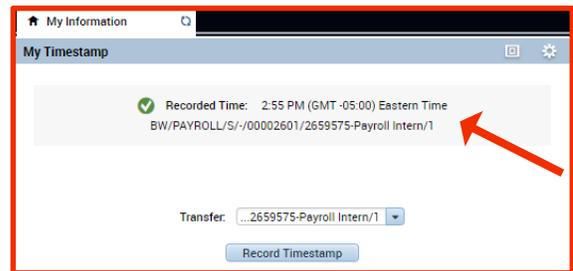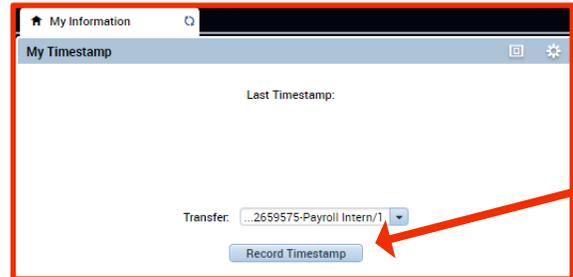1. Click **Record Timestamp**. The Timestamp will be displayed.

Record your Timestamp Log in (Multiple Jobs).

1. Click the drop down arrow on the **Transfer** box to see the list of your jobs. Select the correct job.
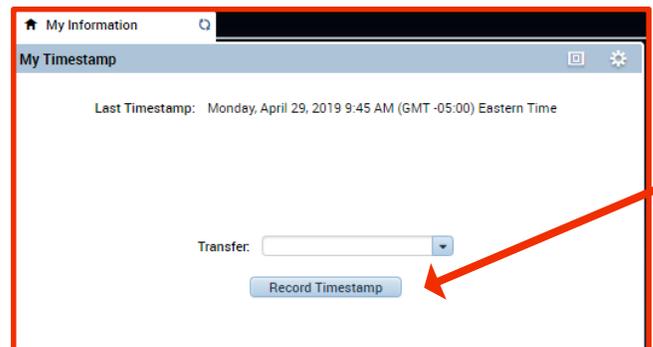
2. Click **Record Timestamp**. The Timestamp for the job you selected will be displayed.

Record your Timestamp Log out (Multiple Jobs).

1. Click **Record Timestamp**. The transfer field should be blank.

Exit myTime.

Click the **Sign Out** link below your name in the top right corner.