myTime Classified/Student Hourly (Biweekly)



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.

(P) Clevela	und State University
Type your CSU ID and password. CSU ID: Password:	1234567]

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.

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★ My Information Q		
My Timestamp		٠
Recorded Time: 2-48 PM (GMT-05:00) Eastern Time	*	
Record Timestamp		

myTime Classified/Student Hourly (Biweekly) continued



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.



Ay Timestamp		*
	Last Timestamp:	
	Transfer:2659575-Payroll Intern/1	
	Record Timestamp	
		_
t My Information	0	
t My Information y Timestamp	0	*
My Information	Q Recorded Time: 2:55 PM (GMT-05:00) Eastern Time	*
t My Information y Timestamp	C Recorded Time: 2:55 PM (GMT-05:00) Eastern Time BW/PAYROLL/S/-/00002601/2659575-Payroll Intern/1	*
My Information	Recorded Time: 2:55 PM (GMT-05:00) Eastern Time BW/PAYROLL/S/-/00002601/2659575-Payroll Intern/1	*
My Information	C Recorded Time: 2:55 PM (GMT-05:00) Eastern Time BW/PAYROLL/S/-/00002601/2659575-Payroll Intern/1 Transfer:2659575-Payroll Intern/1	*

Record your Timestamp Log out (Multiple Jobs).

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

 My Information 	Q	
My Timestamp		*
Last Timestan	np: Monday, April 29, 2019 9:45 AM (GMT -05:00) Eastern Time	
	Transfer.	
	Record Timestamp	



Exit myTime.

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