

myTime

Faculty/Professional Salary (Semimonthly)

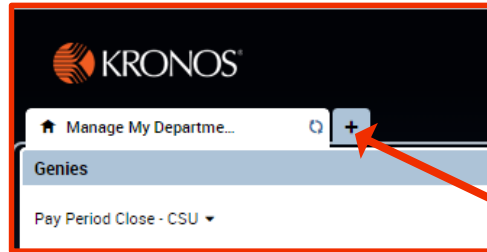


Log on to myTime.

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.

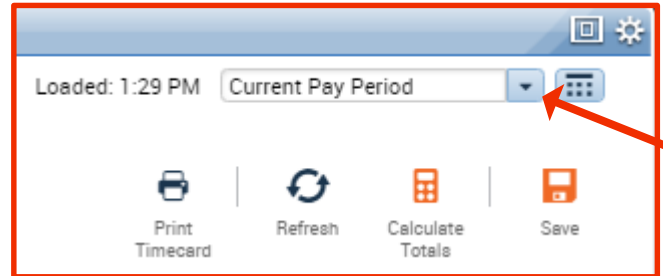
Supervisors: access the My Information tab (non supervisors skip this step).

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 non-worked time (sick, vacation, etc.) Do not record worked time.

1. From the **My Information** tab, check the Pay Period in the top right corner. Select the pay period from the drop down list, usually **Previous Pay Period** or **Current Pay Period**.

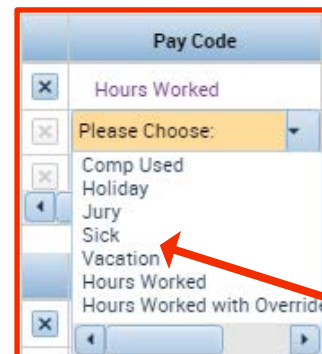


2. On the correct work week section, click **<Enter Pay Code>** in the **Pay Code** column.

Pay Code	Transfer	Sun 2/24	Mon 2/25
Hours Worked			
<Enter Pay Code>			
Daily Total			
Pay Code	Transfer	Sun 3/03	Mon 3/04
Hours Worked			
<Enter Pay Code>			
Daily Total			

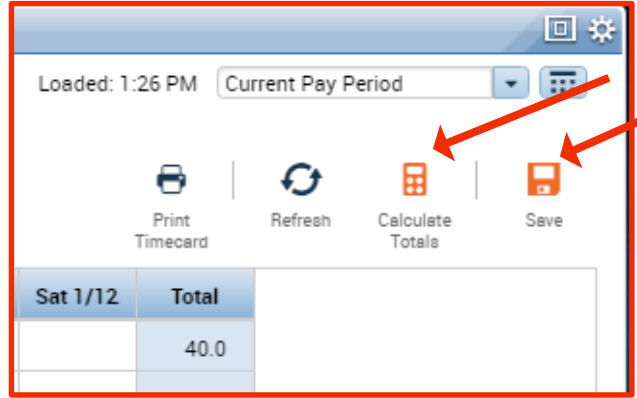
3. Select the applicable **Pay Code** from the drop down list (Sick, Vacation, etc.).
4. Tab across the row to the correct day of the week and enter the hours for the **Pay Code**.

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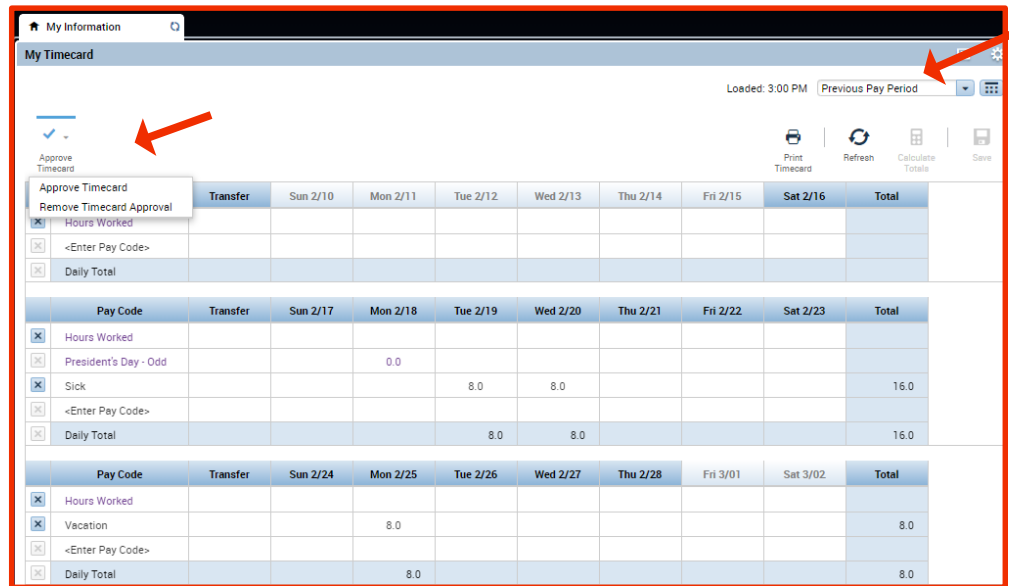
Record your non-worked time (continued from prior page).

5. Press **Calculate Totals** in the top right corner.
6. Repeat steps 2 through 5 to enter another Pay Code or different week.
7. Press **Save** in the top right corner.
8. Remember: **DO NOT** record any hours in the **Hours Worked** rows.
9. University holidays will be listed but do not require hours to be entered.



Approve your time at the end of the pay period.

1. Select the pay period.
2. Select **Approve Timecard** from the **Approve Timecard** icon on the top left.



Employees are the first level of approval. Once you have approved your timecard, your Supervisor applies the next level of approval. Your approval deadline is determined by your Supervisor.

Exit myTime.

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

