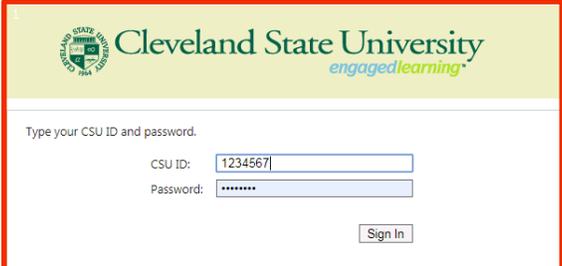


Log on to myTime.

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.



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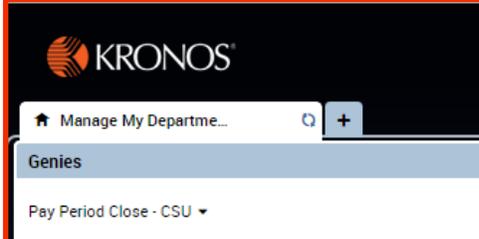
Type your CSU ID and password.

CSU ID:

Password:

Moving the time

1. Select the employee from your Pay Period Close list of employees
2. Double click on the employee, you should see all hours employee worked for the week.
3. Go to bottom on timecard, select the total tab, and select Unapproved OT, then right click on mouse.



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Manage My Departme...

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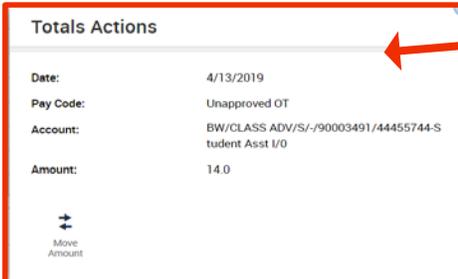
Pay Period Close - CSU ▾

(you may need to maximize screen by clicking this button at right top of screen)




Account	Pay Code	Amount
BW/CLASS ADV/S/-/90003491/44455744-Student Asst I/O	Total Hours	80.0
BW/CLASS ADV/S/-/90003491/44455744-Student Asst I/O	Unapproved OT	14.0

4. When the total actions window opens, click move amount.



Totals Actions

Date: 4/13/2019

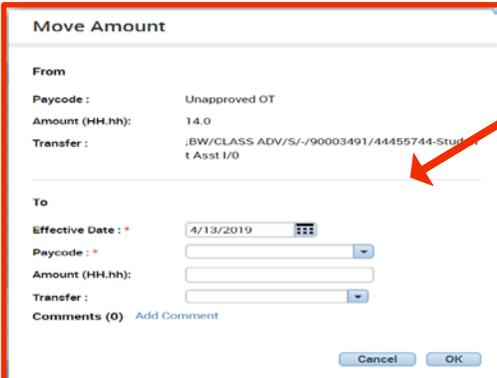
Pay Code: Unapproved OT

Account: BW/CLASS ADV/S/-/90003491/44455744-Student Asst I/O

Amount: 14.0

A second window will open. Enter the effective date, (The effective date should be the last day of the pay period), Select the pay code you desire to move the unapproved time to (Comp earned or Overtime) , the amount of hours, and the transfer account if applicable.

5. Then Click OK
6. *Pay code and Transfer include drop down options*



Move Amount

From

Paycode : Unapproved OT

Amount (HH.hh): 14.0

Transfer : ;BW/CLASS ADV/S/-/90003491/44455744-Student Asst I/O

To

Effective Date : 4/13/2019

Paycode :

Amount (HH.hh):

Transfer :

Comments (0)

7. Upon Completion, when you view the employees totals, you will see the hours moved to "Pay code" you selected.
8. Upon verifying, click "Save and Exit".



Print Timecard | Refresh | Calculate Totals | Save | Go To