myTime
Moving unapproved time

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.

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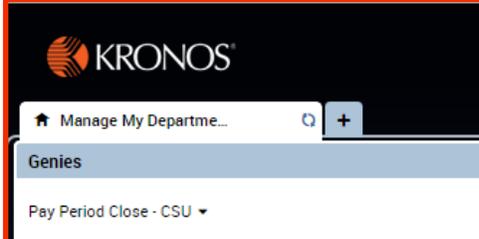
(you may need to maximize screen by clicking this button at right top of screen)

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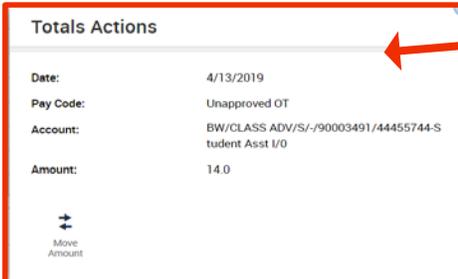
A second window will open. Enter the effective date, (The effective date should be the last day of the pay period), Select the pay code you desire to move the unapproved time to (Comp earned or Overtime) , the amount of hours, and the transfer account if applicable.

5. Then Click OK

6. *Pay code and Transfer include drop down options*
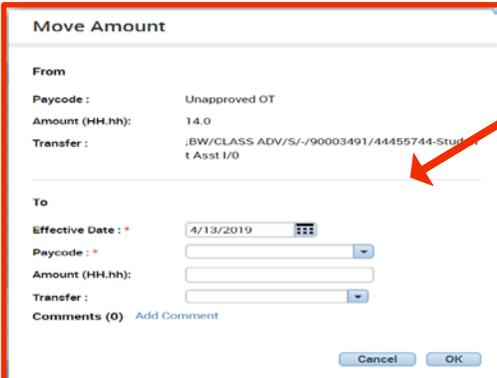
7. Upon Completion, when you view the employees totals, you will see the hours moved to "Pay code" you selected.

8. Upon verifying, click "Save and Exit".