myTime
Professional Hourly (Biweekly)
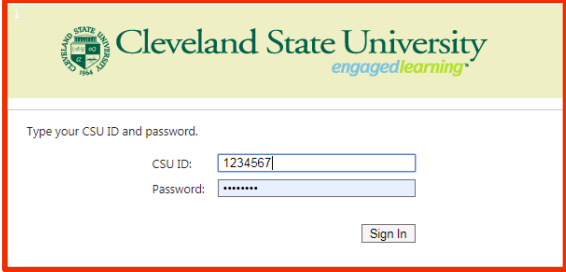
Cleveland State University

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.
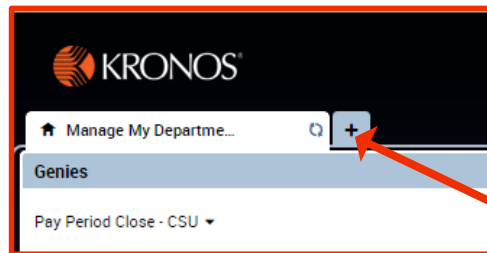
Record your worked time.

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**.
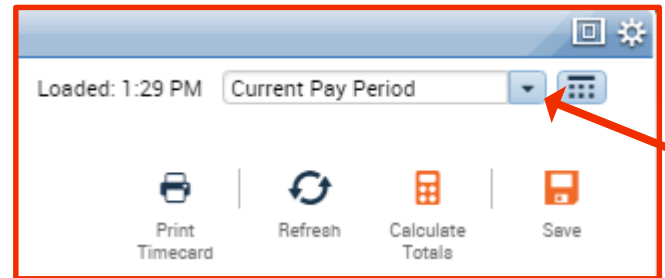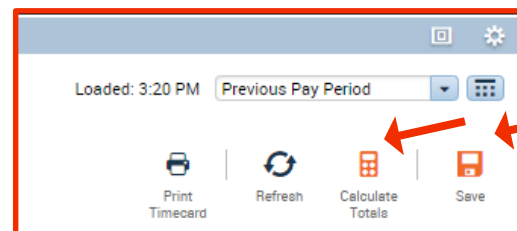
2. For both work weeks, tab across the **Hours Worked** row and enter the hours worked for each day.

Pay Code	Transfer	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Total
Hours Worked				6.0	6.0	6.0	6.0		
President's Day - O...			0.0						
<Enter Pay Code>									
Daily Total									

Pay Code	Transfer	Sun 2/24	Mon 2/25	Tue 2/26	Wed 2/27	Thu 2/28	Fri 3/01	Sat 3/02	Total
Hours Worked			6.0	6.0	6.0	6.0	6.0		
<Enter Pay Code>									
Daily Total									

3. Press **Calculate Totals** then **Save** in the top right corner.

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Record your non-worked time (holiday, sick, vacation, etc.).

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

	Pay Code	Transfer	Sun 1/06	Mon 1/07
✕	Hours Worked			6.0
	<Enter Pay Code>			
✕	Daily Total			8.0

2. Select the applicable **Pay Code** from the drop down list (Holiday, Sick, Vacation, etc.).
3. Tab across the row to the correct day of the week and enter the hours for the pay code.
4. Press **Calculate Totals** in the top right corner..
5. Repeat above to enter another Pay Code or different week.
6. Press **Save** in the top right corner.

Pay Code
✕ Hours Worked
✕ Please Choose: ▾
✕ Comp Used
Holiday
◂   Jury
Sick
Vacation
Hours Worked
Hours Worked with Override
✕   ◂   ▸

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.

My Information

My Timecard

Loaded: 4:05 PM Previous Pay Period ▾

✓ ▾
Approve Timecard
  Approve Timecard
  Remove Timecard Approval

Print Timecard   Refresh   Calculate Totals   Save

		Transfer	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	Total
✕	Hours Worked				6.0	6.0	6.0			18.0
✕	Holiday			6.0						6.0
✕	President's Day - O...			0.0						
✕	Sick							6.0		6.0
✕	<Enter Pay Code>									
✕	Daily Total			6.0	6.0	6.0	6.0	6.0		30.0

	Pay Code	Transfer	Sun 2/24	Mon 2/25	Tue 2/26	Wed 2/27	Thu 2/28	Fri 3/01	Sat 3/02	Total
✕	Hours Worked			6.0	6.0	6.0	6.0			24.0
✕	Vacation							6.0		6.0
✕	<Enter Pay Code>									
✕	Daily Total			6.0	6.0	6.0	6.0	6.0		30.0

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.

C   B
Sign Out

⚙   🌐 →