myTime

Cleveland State University

Frequently Asked Questions

1. What is myTime?

   MyTime is the University's web-based electronic time collection system purchased from Kronos.

2. Who will use myTime?

   All employees who report time worked or exception time (sick, vacation, etc.). This includes student employees, faculty, and classified and professional staff.

3. How is this information collected?

   Student employees clock in using either a time clock or a computer.

   Classified staff clock in using either a time clock or a computer. Their supervisors record exception time (sick, vacation, comp time, etc.).

   Faculty report exception time (sick, etc.).

   Salaried professional staff report exception time (sick, vacation, etc.).

   Hourly professional staff report hours worked and exception time (holiday, sick, vacation, etc.).

4. How will I be trained?

   Supervisors should contact payroll by emailing **payroll@csuohio.edu** or calling extension 3611 for training.

   All other employees please refer to the appropriate myTime Employee Guide located on the employee self-service page in the **Click Here for more information** section.