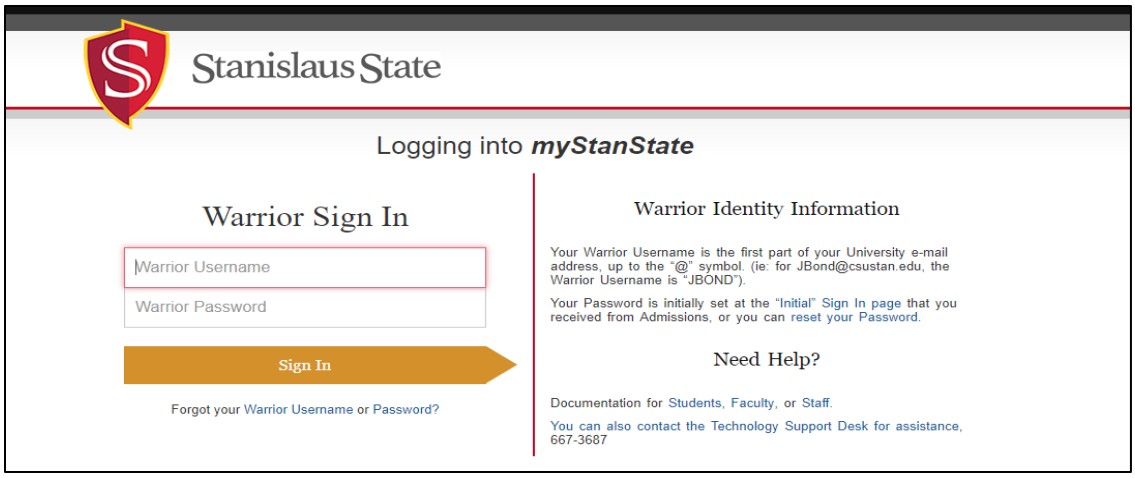
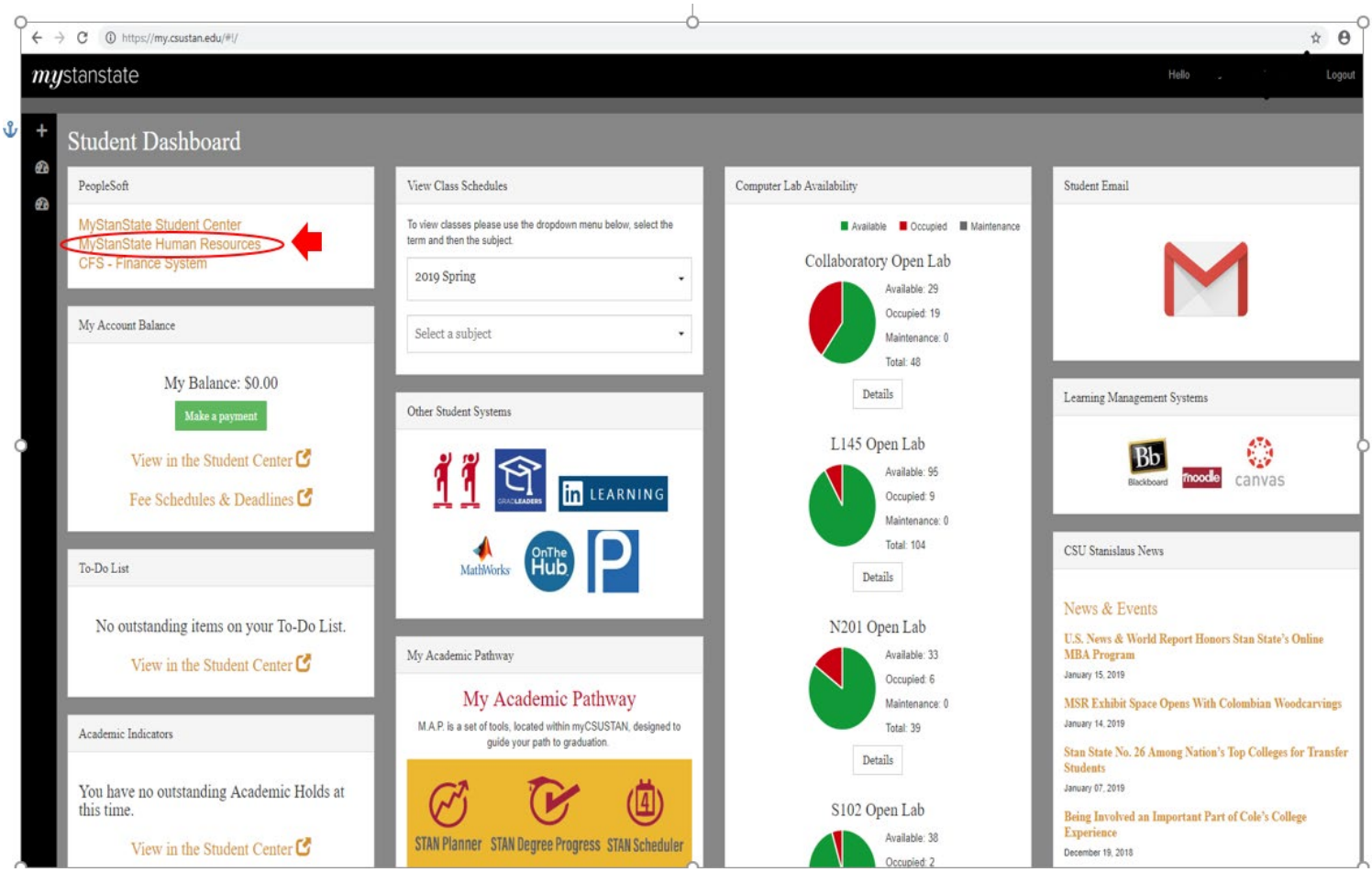
Online TimeSheet Instructions

1. Log into your "myStanState" portal by entering your User ID (Warrior Username) and Password.

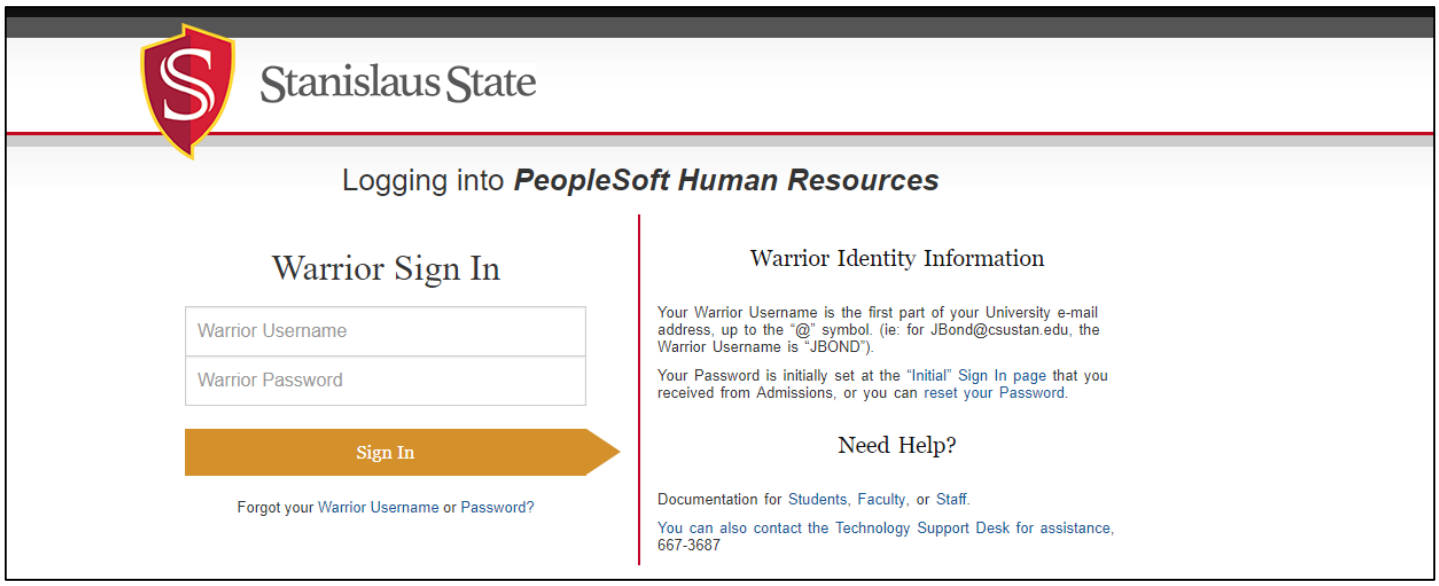


2. Once you have successfully logged in, your Dashboard will appear with the "myStanState Human Resources" option in the box labeled "PeopleSoft". Click onto the "myStanState Human Resources" option to move to the next step.



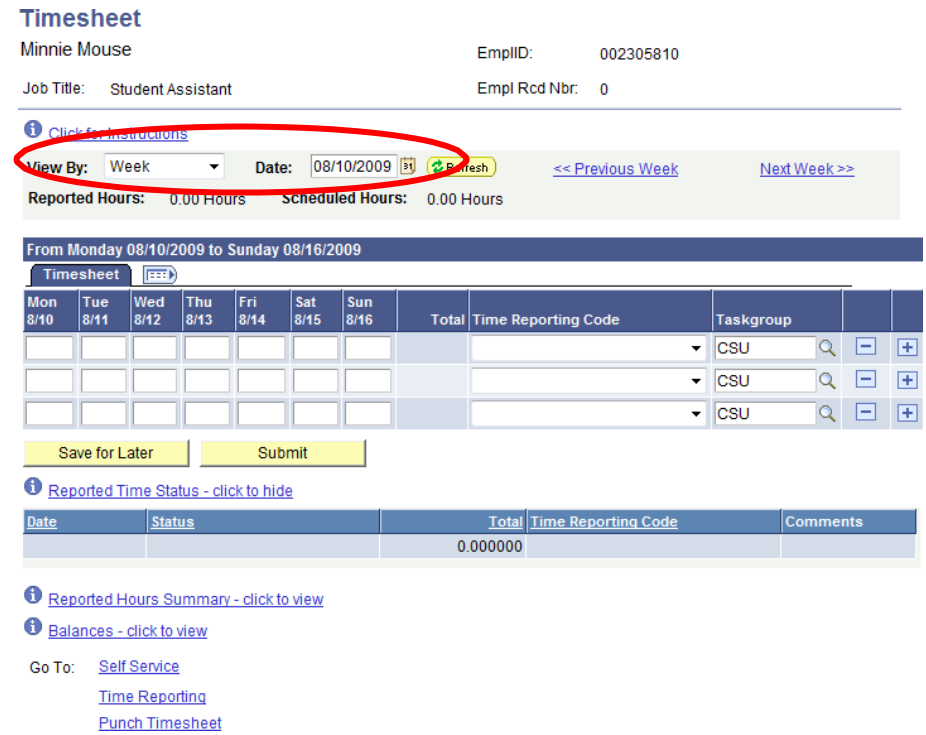
Online Timesheets are entered in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online. **Please Note**: Paper timesheets **OR** late timesheets may cause a delay in processing

3. Login again by entering your User ID (Warrior Username) and Password.



Online Timesheets are entered in PeopleSoft and submitted through the system to Payroll. Timesheets will be reviewed and approved by appropriate supervisors online.

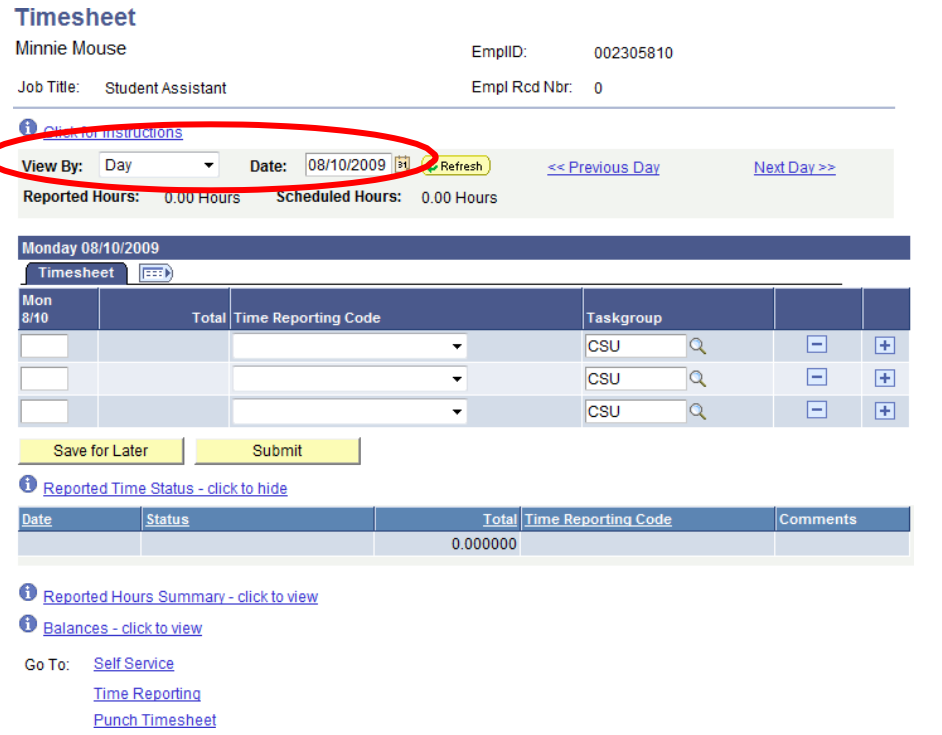
Self Service > Time Reporting > Report Time > Timesheet



4. Select the View By; Week, Day, or Time Period
5. If selecting by **week**, enter the date of the week you wish to enter.
6. Enter the hours for each day
7. Select the Time Reporting Code; REG – Regular Hours Worked
8. Click the Submit Button. Click OK on the confirmation page.
9. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.

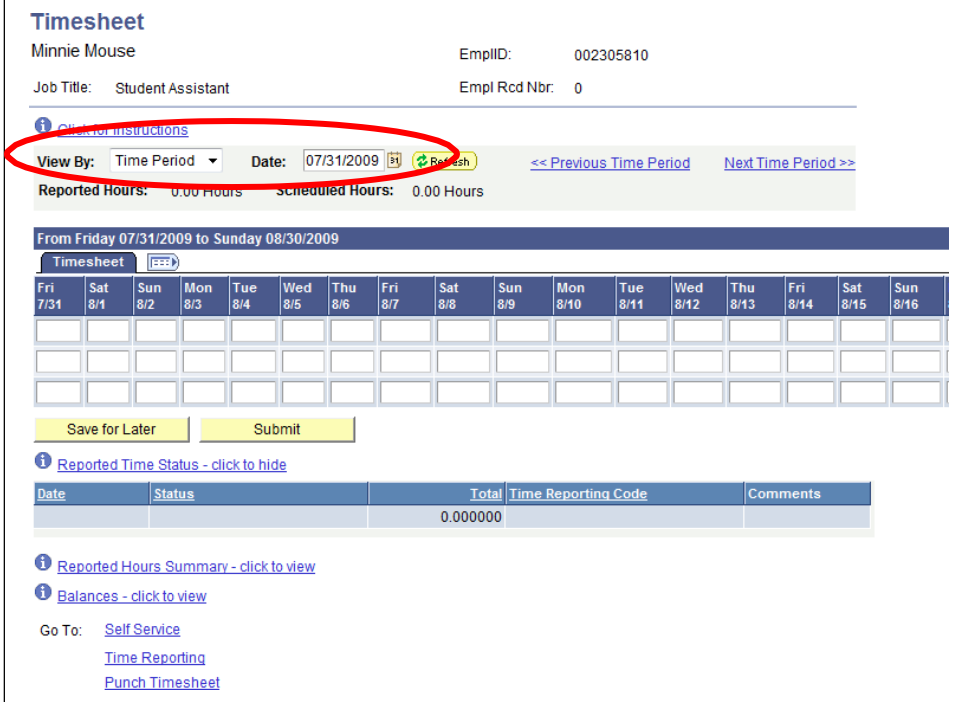
NOTE: If the submit button is not selected for all hours, you will not get paid for that time.

NOTE: If you work for multiple departments as a casual worker, you will need to choose the department and pay rate for the hours you wish to log

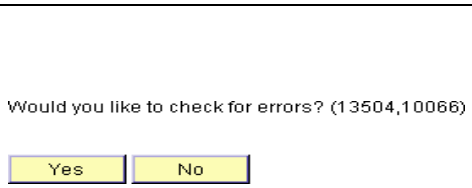


10. If entering hours by **Day**, select the day in which you want to enter for
11. Enter the hours worked for that day
12. Select the Time Reporting Code; REG – Regular Hours Worked
13. Click the Submit Button. Click OK on theconfirmation page.
14. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.

NOTE: If the submit button is not selected for all hours, you will not get paid for that time.



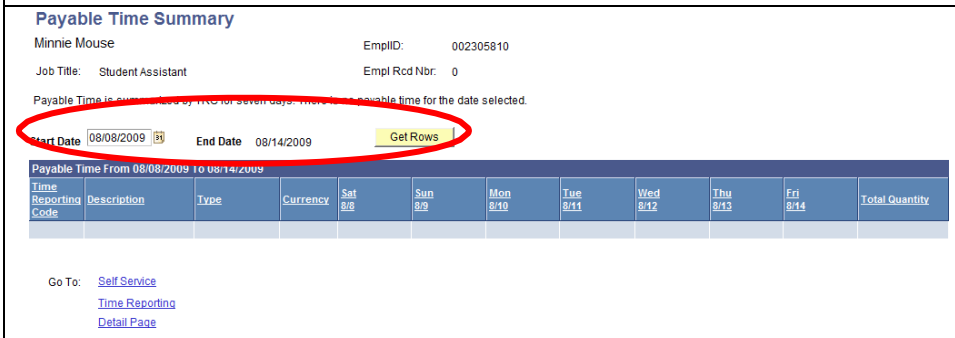
15. If entering hours for **Time Period**, select the date of the Time Period you which to enter
16. Enter the hours for each day worked
17. Click the Submit button. Click OK on the confirmation page.
18. At the end of the Pay Period, or any time before, you may go back and Re-Submit your hours if changes are need. This must be done before your supervisor approves the time and communication with them is key.



19. Click the Yes button to check for errors.

Note: This will happen when Save or Submit is selected.

Self Service > Time Reporting > View Time > Payable Time Summary



NOTE: This process only needs to be done if you want to review your time submitted.

20. Select the Date in which you want to view
21. Click the Get Rows button