SELF-SERVICE ENTRY OF CTO EARNED HOURS

Introduction

All non-exempt employees have access in PeopleSoft HR (SJSU @ Work) to enter their own hours for overtime they work and for which they would like to earn Compensatory Time Off (CTO) instead of getting paid.

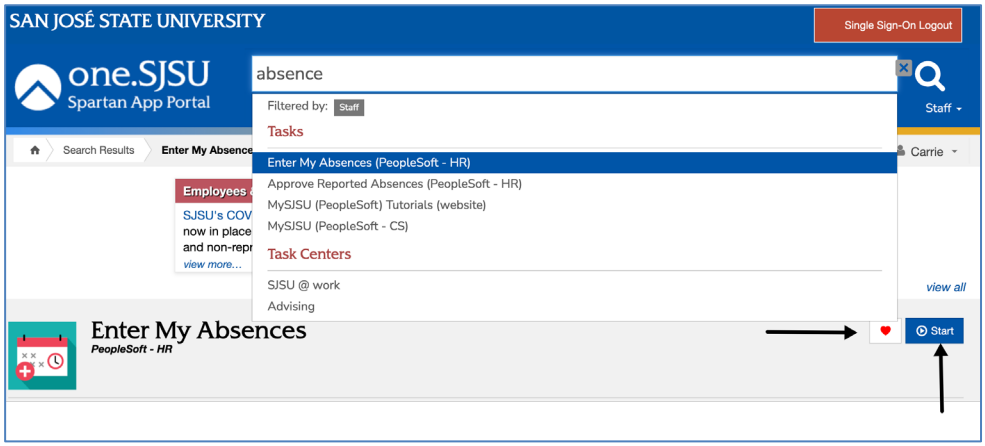
Some departments will use a Timekeeper to key this information on behalf of employees in their departments. Confirm the process for your department with your manager. This guide reviews the steps an employee can use to enter their own hours.

Please note: All overtime hours must be approved by your appropriate administrator PRIOR to being worked. See your Collective Bargaining Agreement for more information.

Enter Overtime Hours for CTO

In one.SJSU, click the Complete My Timesheet tile

1. To find the tile from the one.SJSU homepage, enter the word "absence" in the search bar
2. Click on the Enter My Absences task
3. Make the tile a favorite by clicking the open heart
4. Click Start

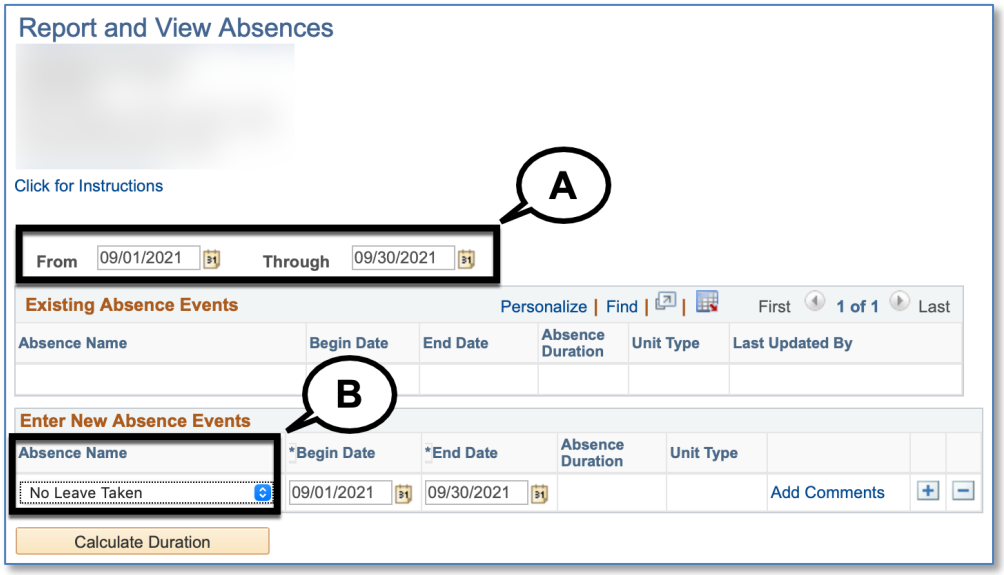


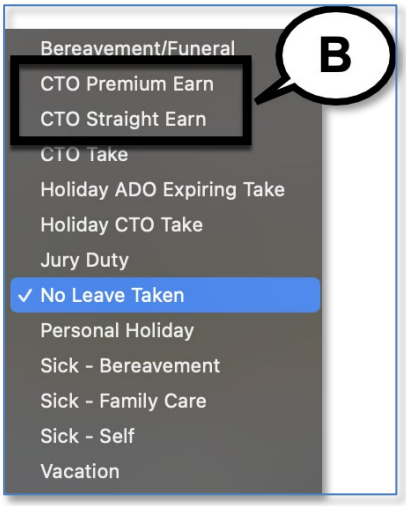


The Report and View Absences page is displayed – Enter your hours

5. The page defaults to the current pay period (A)
6. Select the Absence Name for either CTO Premium Earn or CTO Straight Earn* (B)

*CTO Premium Earn should be used for hours worked about 40 hours in a week; CTO Straight Earn should be used for callback time and other applicable entries. For more information, please contact your Payroll Representative.

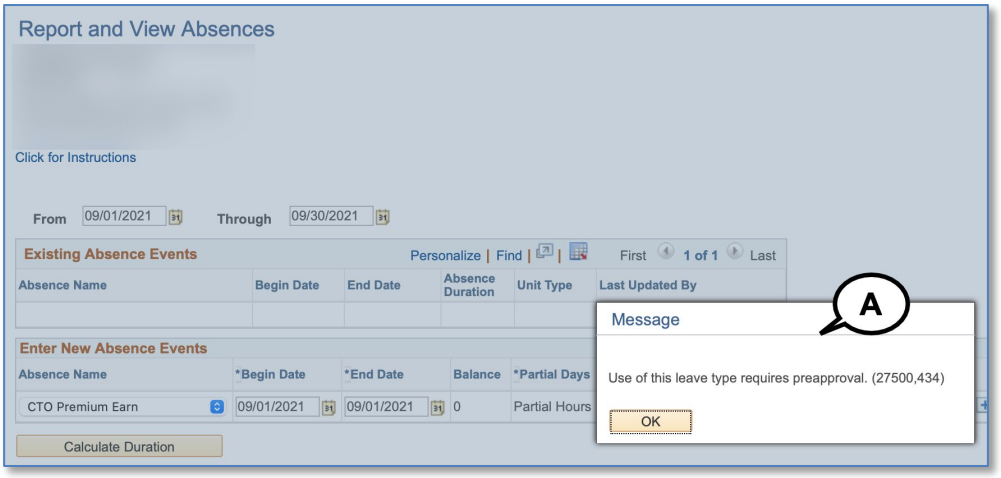




Acknowledge the Message

When the CTO Premium or Straight Earn Absence Name is selected, a message will appear stating that the type requires pre-approval.

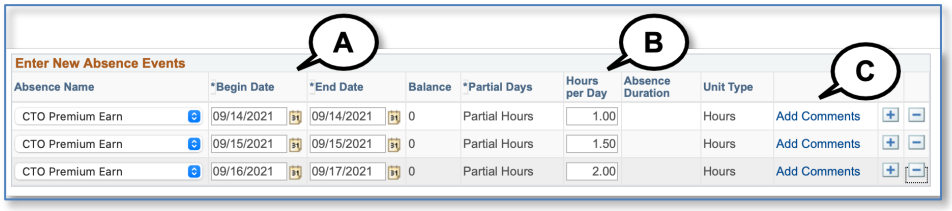
7. Click OK to continue (A)



Enter the Date, Hours and Reason for the CTO

8. Enter the date(s) the overtime was worked (A)
9. Enter the hours worked (B)
10. Click Add Comments (C) to enter the reason for the CTO

Please note, if hours differ by date, each date must be entered separately by inserting a new row.



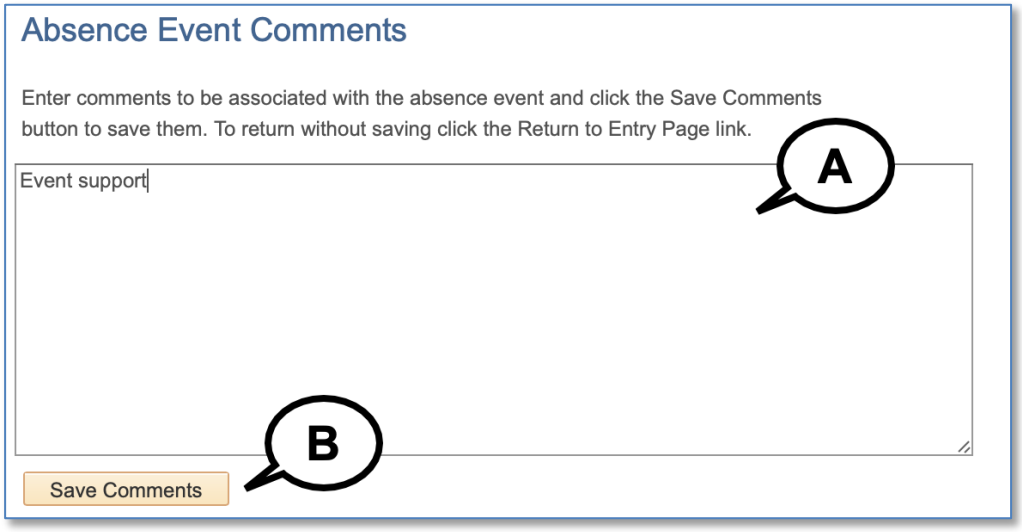
Example shown above:

- 9/14 – employee worked 1 hour of OT to be claimed as CTO
- 9/15 – employee worked 1.5 hours of OT to be claimed as CTO
- 9/16 and 9/17 – employee worked 1 hour of OT on each day; all to be claimed as CTO

Enter the Comments

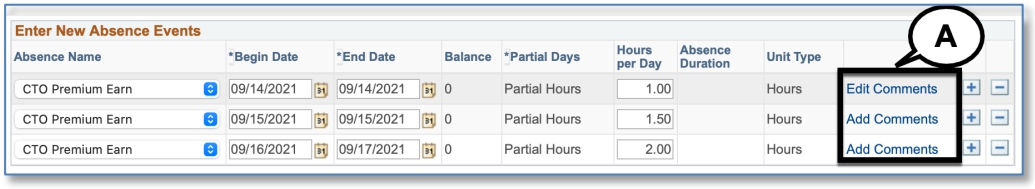
11. Enter a reason for the OT (A)
12. Click Save Comments (B)

Please note, this must be done for each CTO Earn entry.



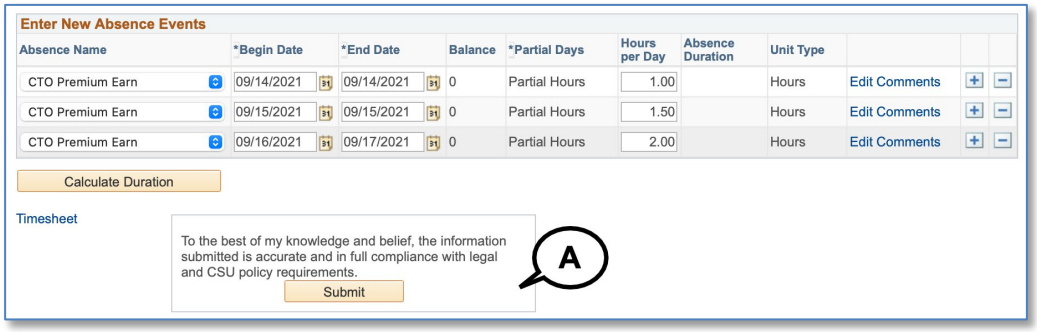
Ensure Comments are Entered

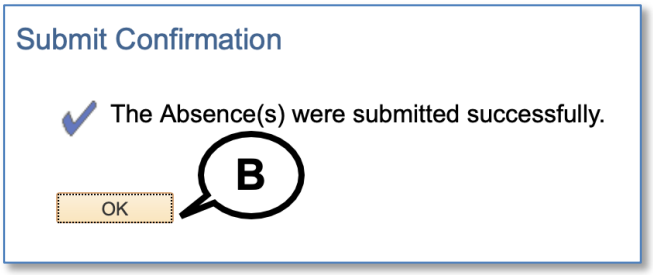
13. The Add Comments hyperlink will change to Edit Comments once a comment has been entered (A)



Submit the Absences

14. Click Submit (A)
15. If everything was entered correctly, you will receive a confirmation; click OK to continue (B)





The Report and View Absences page is displayed

16. The hours submitted are displayed in the Existing Absence Events Section (A)
17. To delete a Submitted entry prior to Approval, click the trash icon (B)

