Introduction

All non-exempt employees have access in PeopleSoft HR (SJSU @ Work) to enter their own Overtime (OT) hours for payment (CTO will continue to be submitted on the Authorization for Extra Hours form). All employees who work Shift time can also enter their Shift hours.

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.

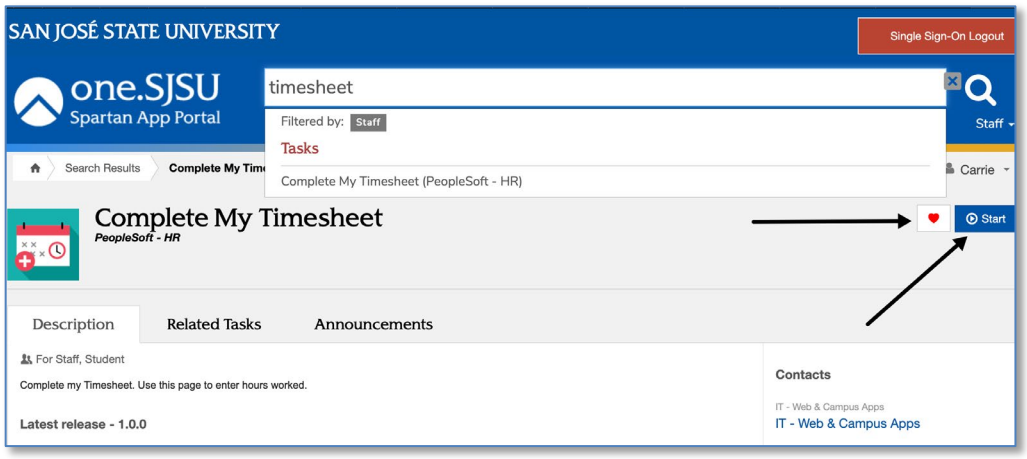
- Enter Overtime Hours for Pay
- Enter Shift Hours

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 Pay

In one.SJSU, click the Complete My Timesheet tile

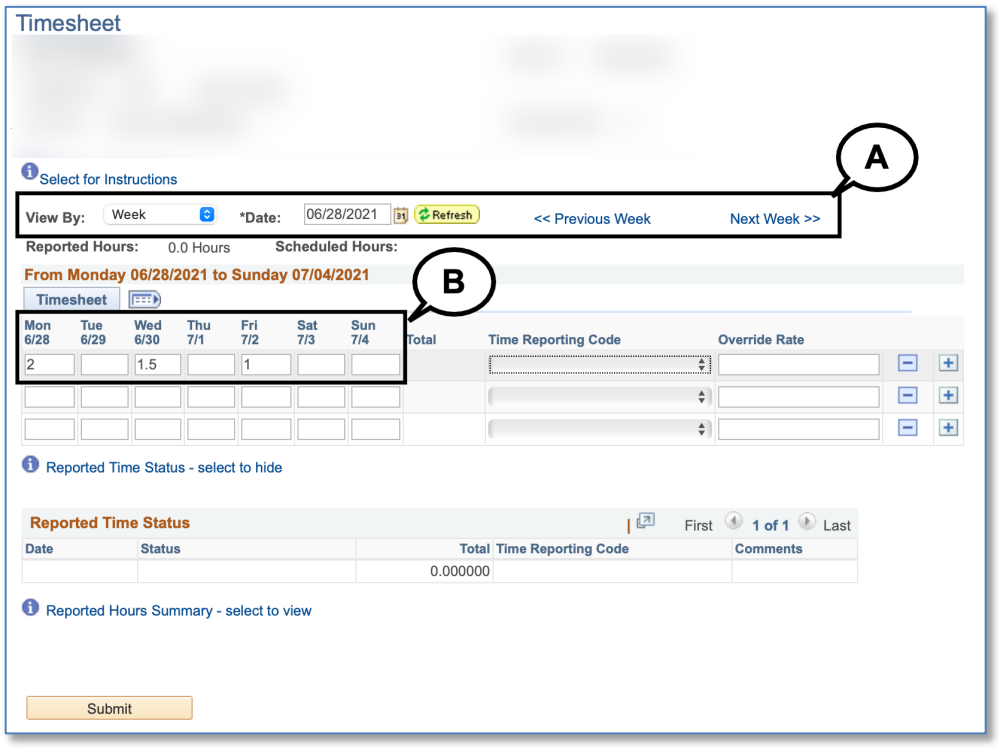
1. To find the tile from the one.SJSU homepage, enter the word "time" or "timesheet" in the search bar
2. Click on the Complete My Timesheet task
3. Make the tile a favorite by clicking the open heart
4. Click Start





The Timesheet is displayed – Enter your hours

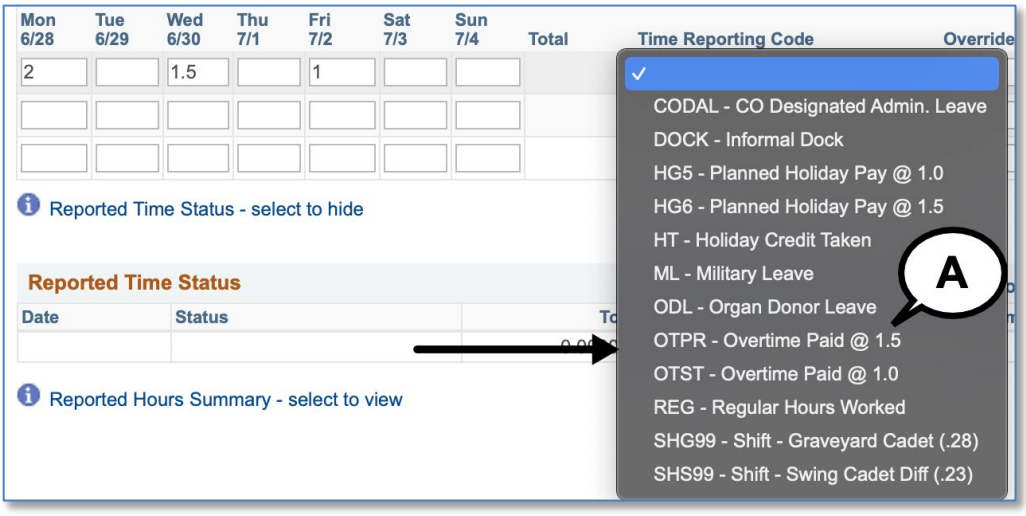
5. The page defaults to the current week; if necessary, change the date (A)
6. Enter the OT hours worked on the applicable days (B)



Select the Time Reporting Code (A)

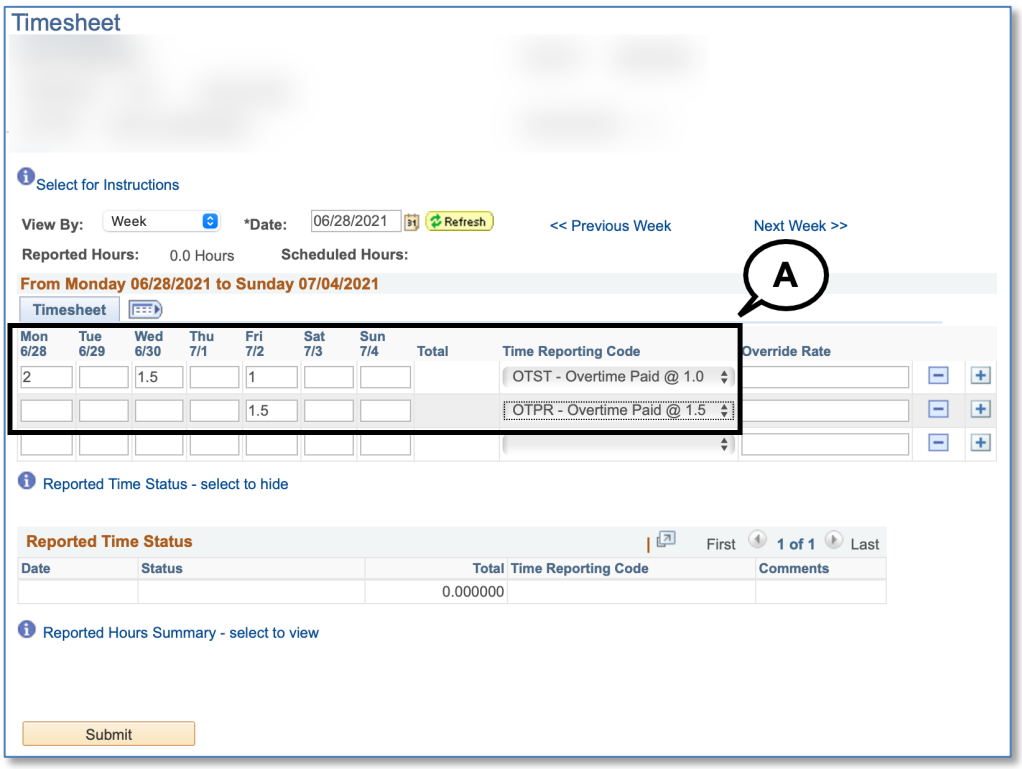
OTPR – Overtime Premium
These are hours worked above 40 hours during the week; paid at 1.5 times the regular hourly rate

OTST – Overtime Straight
These are hours worked above a person's scheduled hours but the total hours are less than 40 hours during the week; paid at 1.0 times the regularly hourly rate



Entering both OTPR and OTST

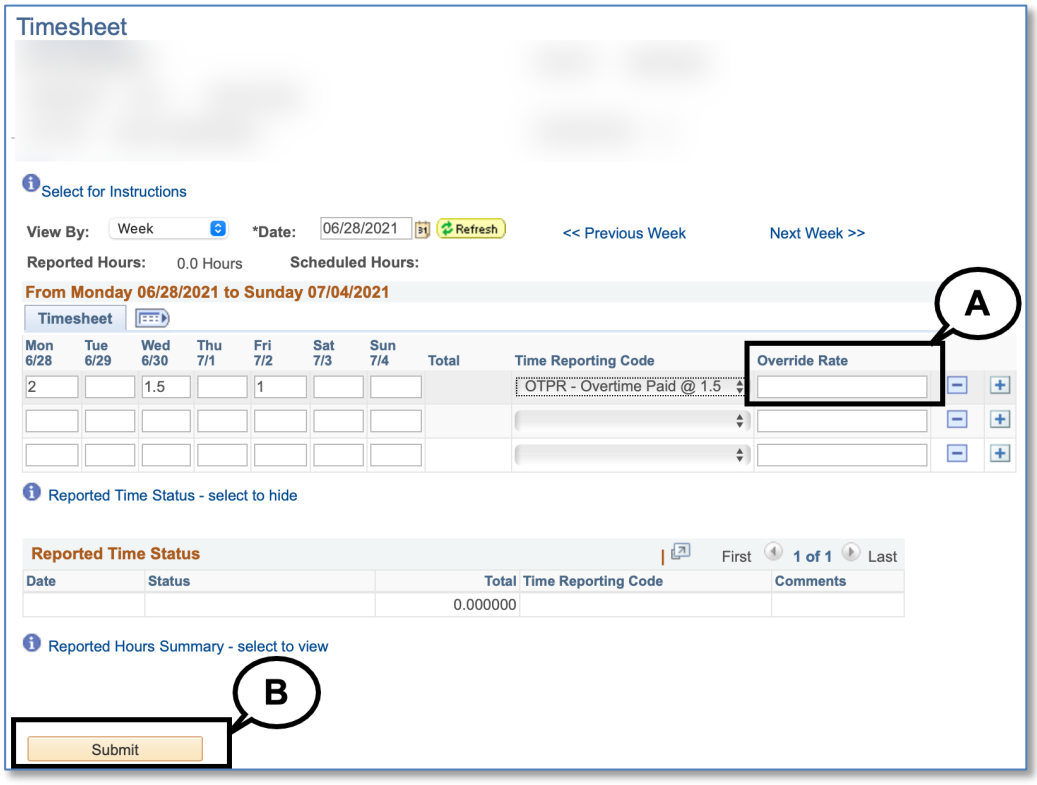
In the event that you work both OTST and OTPR hours, you will enter the two types on separate rows; in the example here, the individual worked 4.5 hours of OTST and 1.5 hours of OTPR (A)



Submit the Hours

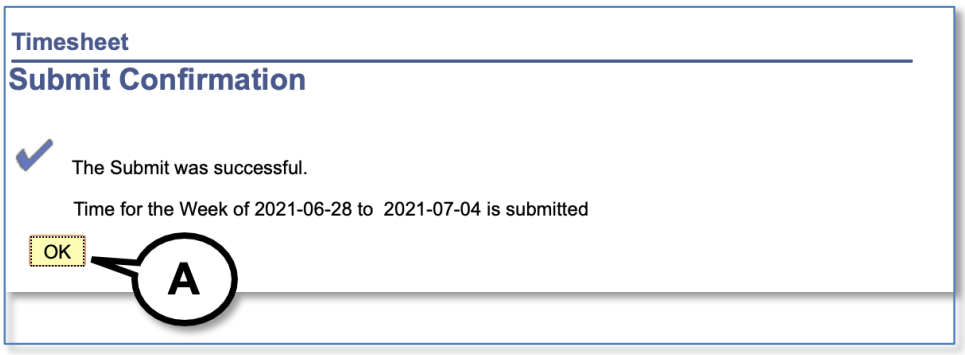
7. Once the hours have been entered and the Time Reporting Code selected, click Submit (B)

Please note, the Override Rate will only be used by UP Payroll Staff (A).



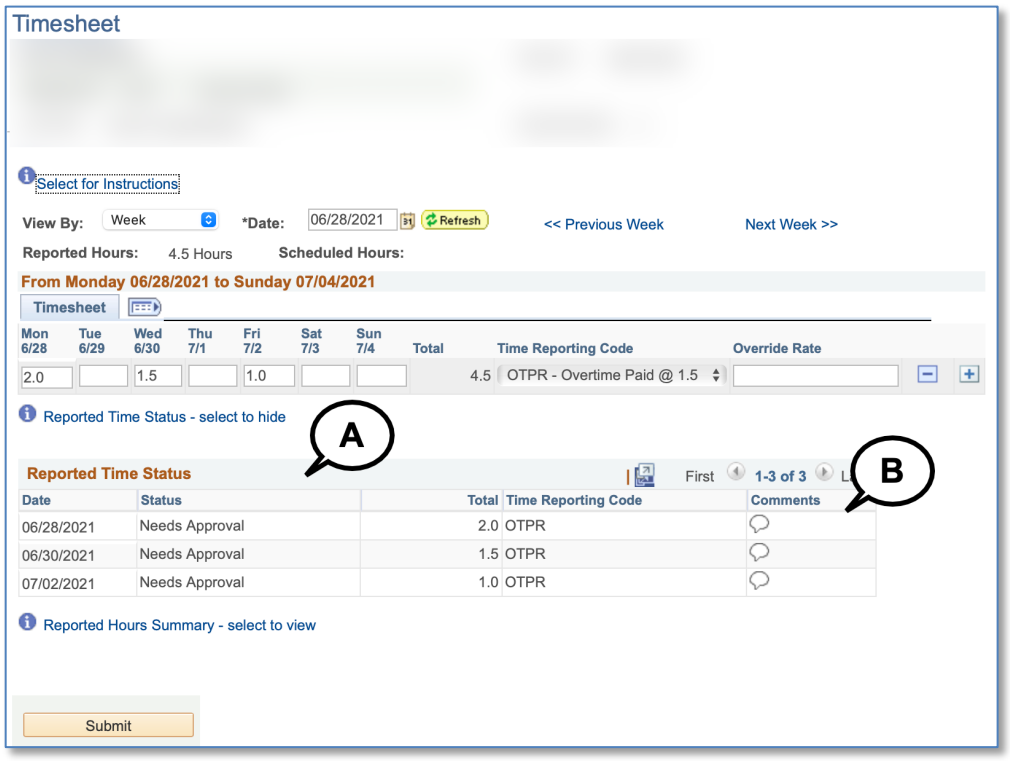
The Submit Confirmation displays

8. Click OK



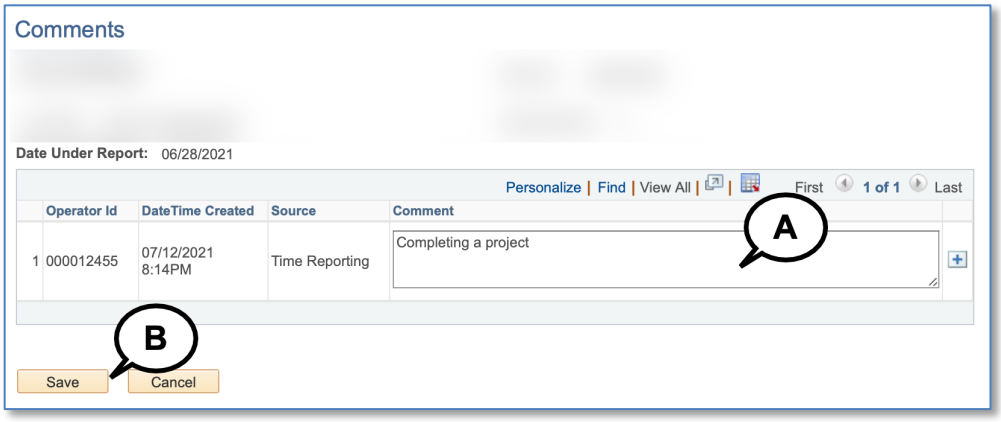
You are returned to the Timesheet

9. The submitted hours show in the Reported Time Status section as Needs Approval (A)
10. On each row of OTPR or OTST entered, you must enter comments to indicate the reason for the overtime; click the Comments bubble (B)



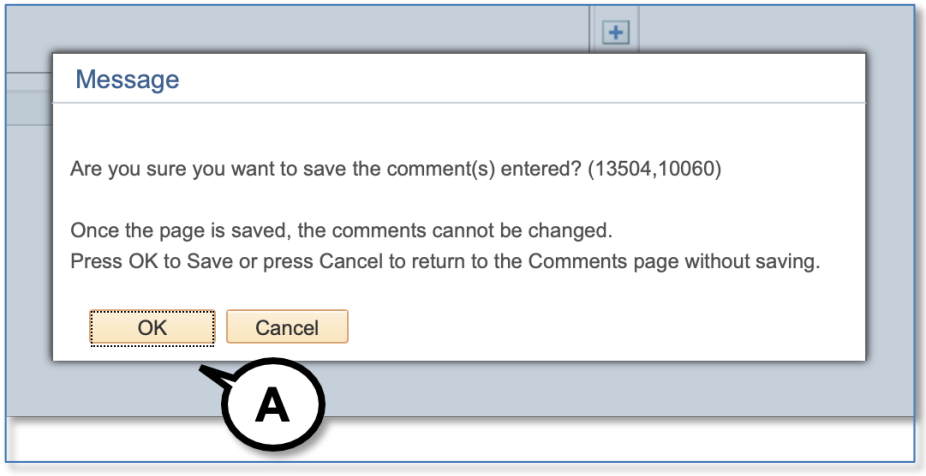
Enter Comments

11. Enter the reason for the overtime in the Comment field (A)
12. Click Save (B)



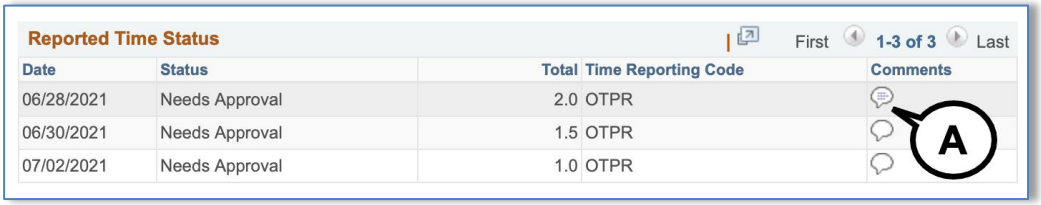
Confirm your comments

13. Confirm that your comment has been entered correctly then click OK (A)



You are returned to the Timesheet

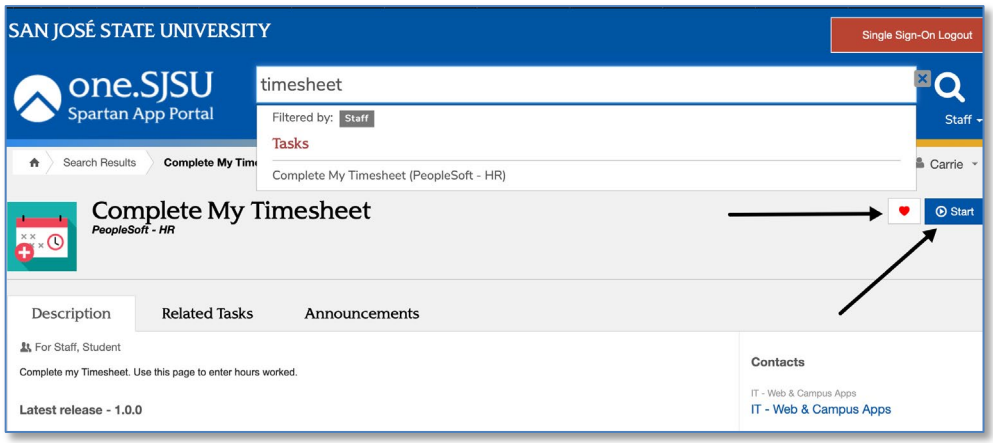
14. When comments have been entered the icon changes from open to filled with small lines (A)



Enter Shift Hours

In one.SJSU, click the Complete My Timesheet tile

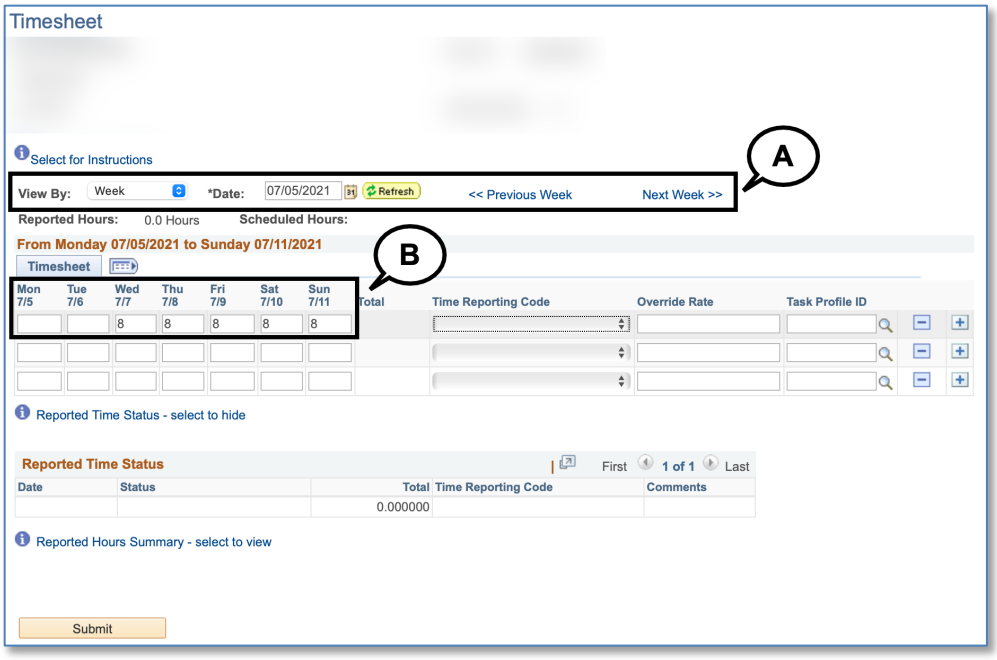
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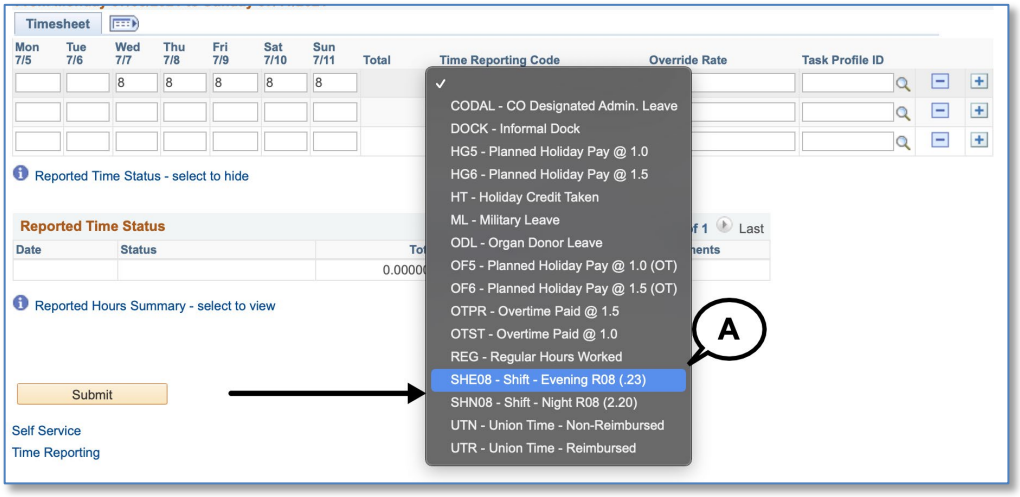
The Timesheet is displayed – Enter your hours

5. The page defaults to the current week; if necessary, change the date (A)
6. Enter the shift hours worked on the applicable days (B)



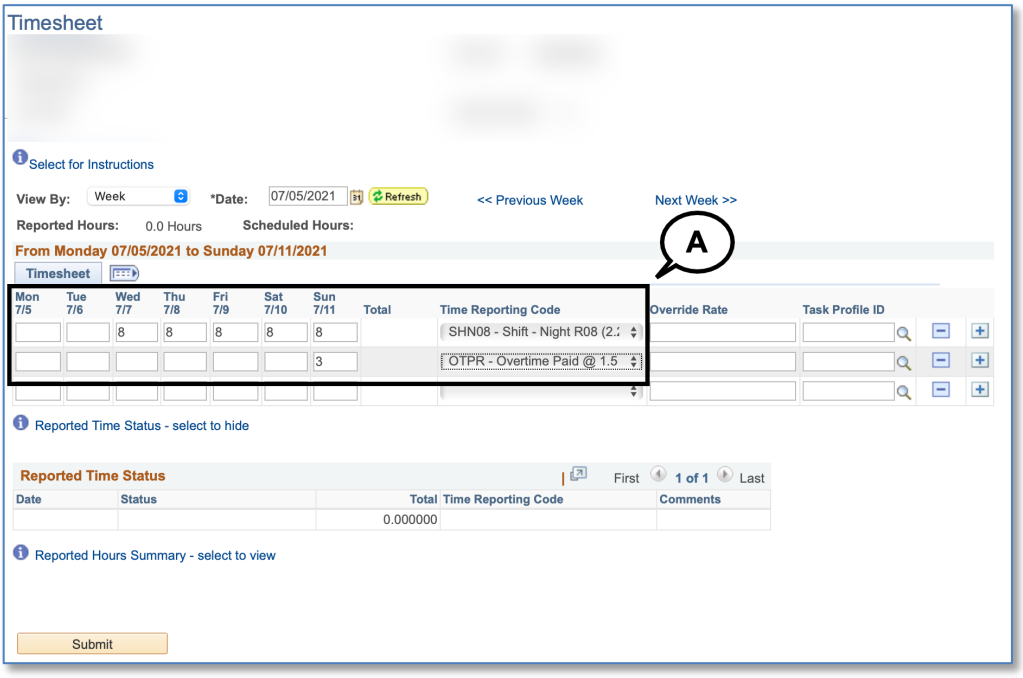
Select the Time Reporting Code (A)

Depending on the bargaining unit for your position, the shift labels will be different. In this example, a Unit 8 (R08) position was used. The values may look different for your position.



Entering both Shift and OT (for pay)

In the event you work both Shift and Overtime hours (for pay), you will enter the two types on separate rows; in the example here, the individual worked 8 hours of shift on July 11 and 3 hours of OT on the same day.

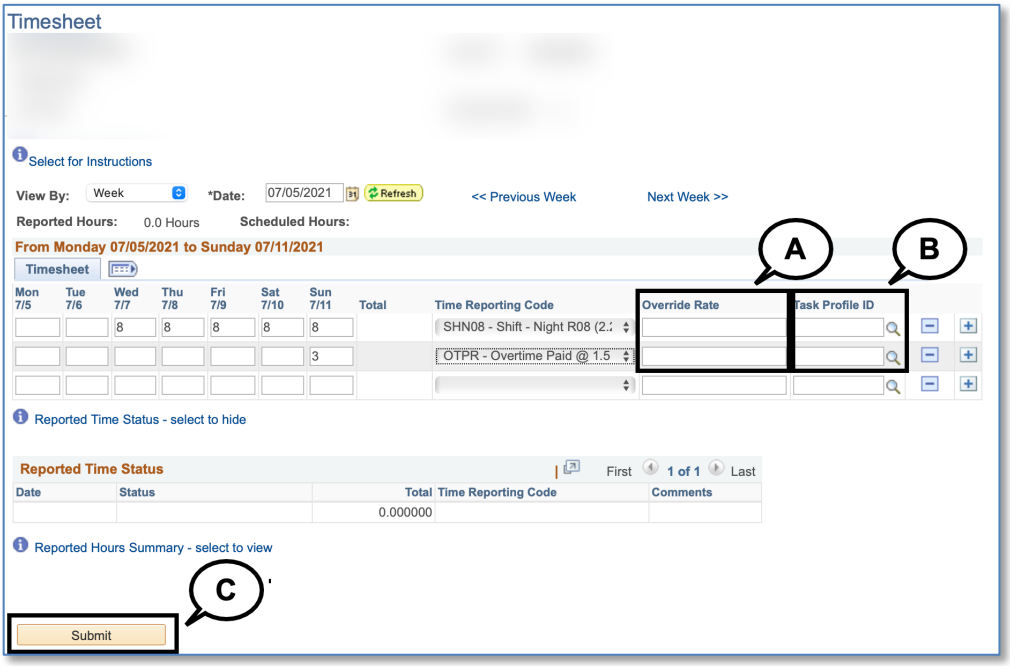


Submit the Hours

7. Once the hours have been entered and the Time Reporting Code selected, click Submit (C)

Please note, the Override Rate will only be used by UP Payroll Staff (A).

The Task Profile ID is only displayed for UPD employees and will not be seen for employees in other departments (B). This value will be entered by the UPD Timekeeper only.



The Submit Confirmation displays

8. Click OK



You are returned to the Timesheet

9. The submitted hours show in the Reported Time Status section as Needs Approval (A)

