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	
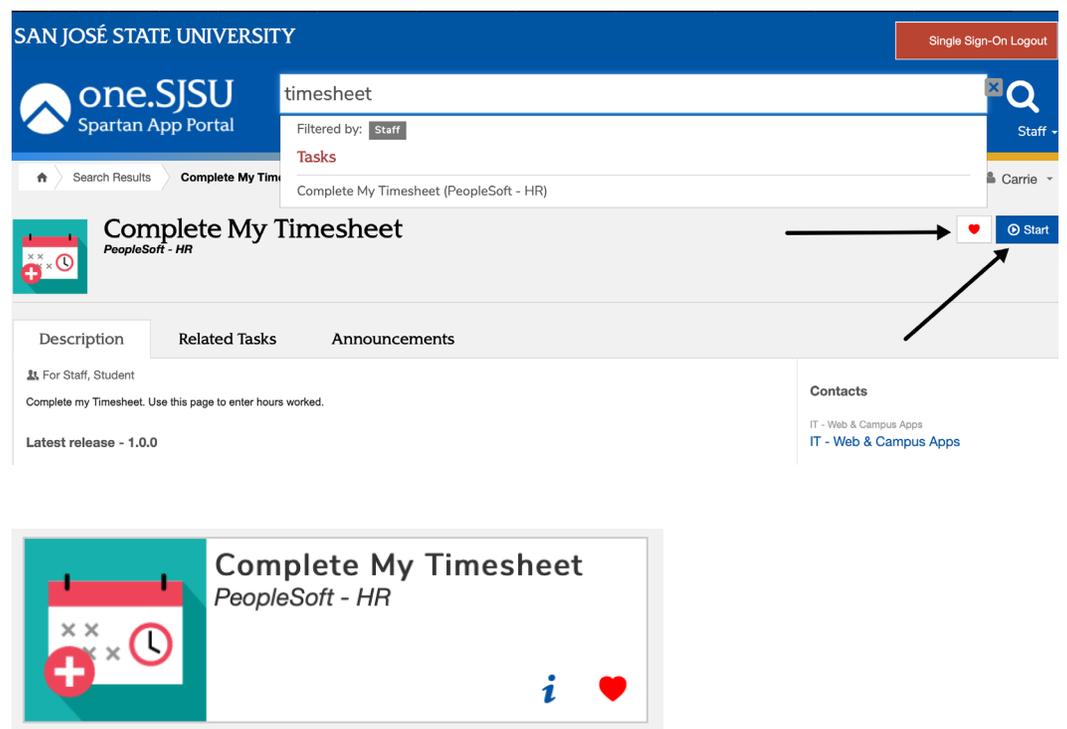
The Timesheet is displayed – Enter your hours

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)

Timesheet

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	**Timesheet** **Submit Confirmation** ✔ The Submit was successful. Time for the Week of 2021-06-28 to 2021-07-04 is submitted OK ◀ **A**
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)	**Timesheet** ⓘ Select for Instructions View By: Week *Date: 06/28/2021 🗓 🔄 Refresh << Previous Week Next Week >> Reported Hours: 4.5 Hours Scheduled Hours: **From Monday 06/28/2021 to Sunday 07/04/2021** Timesheet 	Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3	Sun 7/4	Total	Time Reporting Code	Override Rate		
---	---	---	---	---	---	---	---	---	---	---	---
2.0		1.5		1.0			4.5	OTPR - Overtime Paid @ 1.5 ⏷		➖	➕ | ⓘ Reported Time Status - select to hide **A** **Reported Time Status** First 1-3 of 3 **B** | Date	Status	Total	Time Reporting Code	Comments
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06/28/2021	Needs Approval	2.0	OTPR	💬
06/30/2021	Needs Approval	1.5	OTPR	💬
07/02/2021	Needs Approval	1.0	OTPR	💬	 ⓘ Reported Hours Summary - select to view Submit
Enter Comments 11. Enter the reason for the overtime in the Comment field (A) 12. Click Save (B)	**Comments** Date Under Report: 06/28/2021 Personalize | Find | View All | 🗗 | 🔳 First 1 of 1 Last 		Operator Id	DateTime Created	Source	Comment
---	---	---	---	---
1	000012455	07/12/2021 8:14PM	Time Reporting	Completing a project **A** ➕	 Save ◀ **B** Cancel

Confirm your comments	
13. Confirm that your comment has been entered correctly then click OK (A)	**Message** Are you sure you want to save the comment(s) entered? (13504,10060) Once the page is saved, the comments cannot be changed. Press OK to Save or press Cancel to return to the Comments page without saving. [OK] [Cancel] (A)
You are returned to the Timesheet 14. When comments have been entered the icon changes from open to filled with small lines (A)	**Reported Time Status** First 1-3 of 3 Last | Date	Status	Total	Time Reporting Code	Comments
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06/28/2021	Needs Approval	2.0	OTPR	
06/30/2021	Needs Approval	1.5	OTPR	
07/02/2021	Needs Approval	1.0	OTPR		 (A)
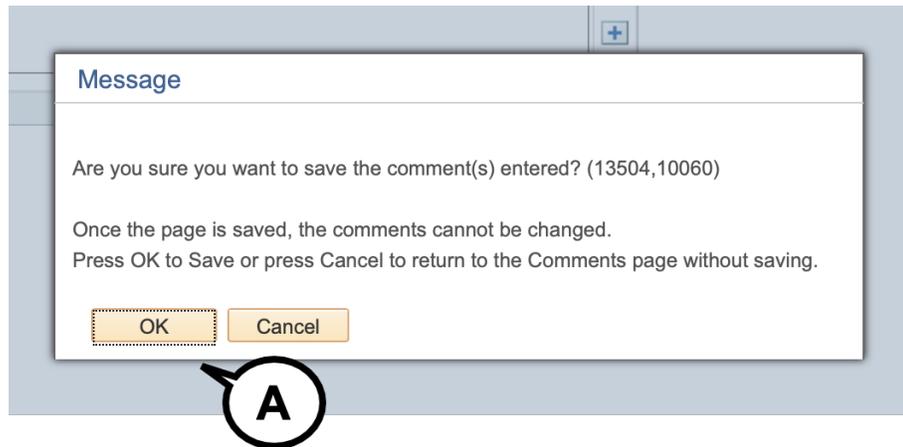
UNIVERSITY PERSONNEL 408-924-2250

Enter Shift Hours
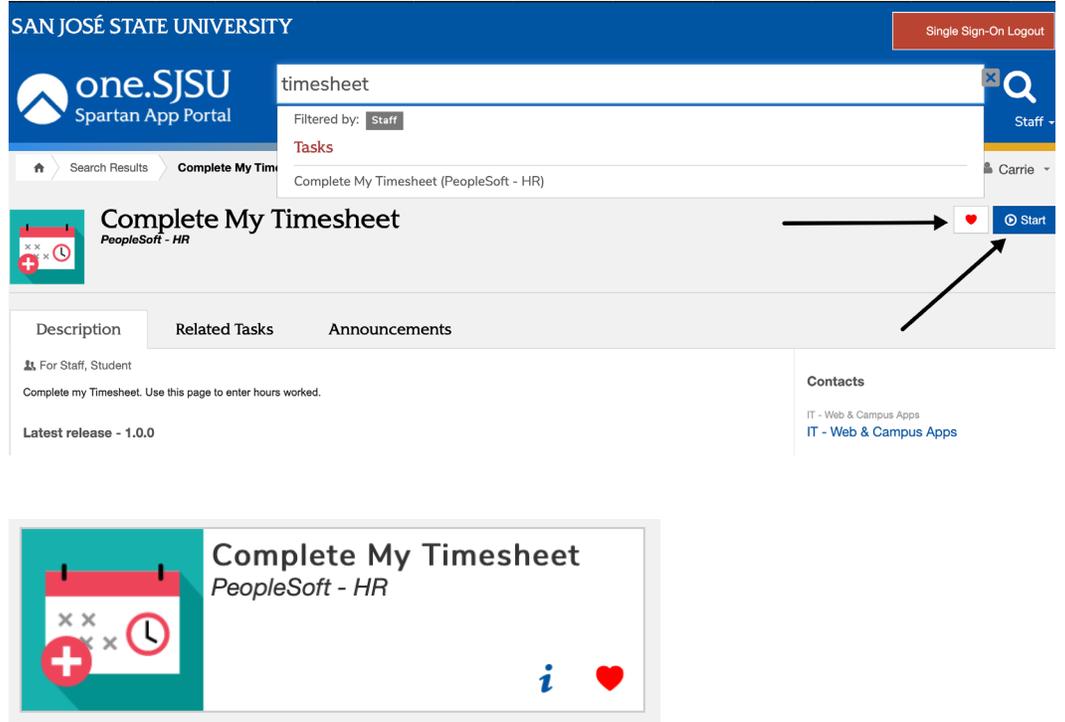
In one.SJSU, click the Complete My Timesheet tile 1. To find the tile from the one.SJSU homepage, enter the word "time" or "timesheet" in the search bar 2. Click on the Complete My Timesheet task 3. Make the tile a favorite by clicking the open heart 4. Click Start	SAN JOSÉ STATE UNIVERSITY — Single Sign-On Logout one.SJSU Spartan App Portal — timesheet — Staff Filtered by: Staff Tasks Complete My Timesheet (PeopleSoft - HR) Search Results — Complete My Time... — Carrie **Complete My Timesheet** *PeopleSoft - HR* ♥ ⊙ Start Description	Related Tasks	Announcements For Staff, Student Complete my Timesheet. Use this page to enter hours worked. **Latest release - 1.0.0** Contacts IT - Web & Campus Apps IT - Web & Campus Apps **Complete My Timesheet** *PeopleSoft - HR* i ♥
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)	Timesheet ⓘ Select for Instructions View By: Week *Date: 07/05/2021 🔄 Refresh << Previous Week Next Week >> **A** Reported Hours: 0.0 Hours Scheduled Hours: **From Monday 07/05/2021 to Sunday 07/11/2021** Timesheet **B** 	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate	Task Profile ID
		8	8	8	8	8				
										| ⓘ Reported Time Status - select to hide **Reported Time Status** First ◁ 1 of 1 ▷ Last | Date	Status	Total	Time Reporting Code	Comments
		0.000000			 ⓘ Reported Hours Summary - select to view Submit

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.*	**Timesheet** ⓘ Select for Instructions View By: Week *Date: 07/05/2021 📅 ⟳ Refresh << Previous Week Next Week >> Reported Hours: 0.0 Hours Scheduled Hours: **From Monday 07/05/2021 to Sunday 07/11/2021** Timesheet 	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate	Task Profile ID	
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		8	8	8	8	8		SHN08 - Shift - Night R08 (2...			− +
						3		OTPR - Overtime Paid @ 1.5			− +
											− + | A B ⓘ Reported Time Status - select to hide **Reported Time Status** First 1 of 1 Last | Date	Status	Total	Time Reporting Code	Comments
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		0.000000			 ⓘ Reported Hours Summary - select to view C Submit
The Submit Confirmation displays 8. Click OK	**Timesheet** ## Submit Confirmation ✔ The Submit was successful. Time for the Week of 2021-07-05 to 2021-07-11 is submitted OK A

You are returned to the Timesheet 9. The submitted hours show in the Reported Time Status section as Needs Approval (A)	Timesheet ⓘ Select for Instructions **View By:** Week ***Date:** 07/05/2021 🗓 🔄 Refresh << Previous Week Next Week >> **Reported Hours:** 43.0 Hours **Scheduled Hours:** **From Monday 07/05/2021 to Sunday 07/11/2021**

Timesheet

Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Total	Time Reporting Code	Override Rate	Task Profile ID		
						3.0	3.0	OTPR - Overtime Paid @ 1.5			−	+
	8.0	8.0	8.0	8.0	8.0		40.0	SHN08 - Shift - Night R08 (2.			−	+

ⓘ Reported Time Status - select to hide

Reported Time Status   📊 First ◀ 1-6 of 6 ▶ Last

Date	Status	Total	Time Reporting Code	Comments
07/07/2021	Needs Approval	8.0	SHN08	💬
07/08/2021	Needs Approval	8.0	SHN08	💬
07/09/2021	Needs Approval	8.0	SHN08	💬
07/10/2021	Needs Approval	8.0	SHN08	💬
07/11/2021	Needs Approval	3.0	OTPR	💬
07/11/2021	Needs Approval	8.0	SHN08	💬

ⓘ Reported Hours Summary - select to view