Employee Enter Time

Overview

This job aid shows employees how to record payable time. Your campus department determines which method you use.

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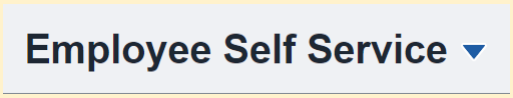
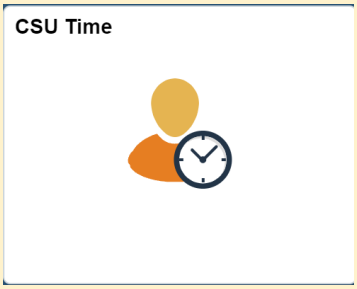
Open CSU Time

Action	Information
1. If you have multiple homepages, select the **Employee Self Service** Homepage.	
2. Click the **CSU Time** tile.	 CSU Time opens. From here, you can • Enter Time
3. Determine your time recording method.	CSU Time displays either an Enter Time or a Report Time tab. You can enter your time by using the tool that is available to you: • Enter Elapsed Time • Enter Punch Time

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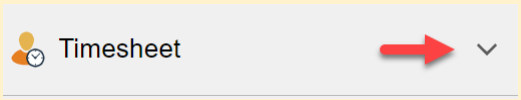
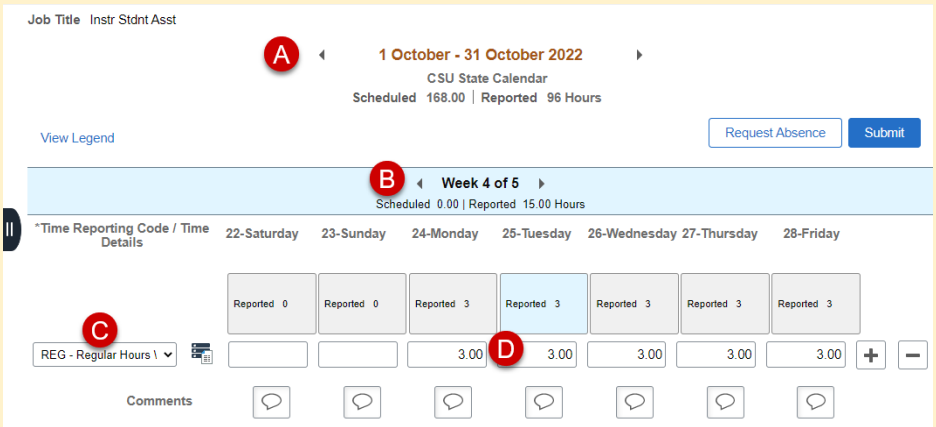
Enter Elapsed Time

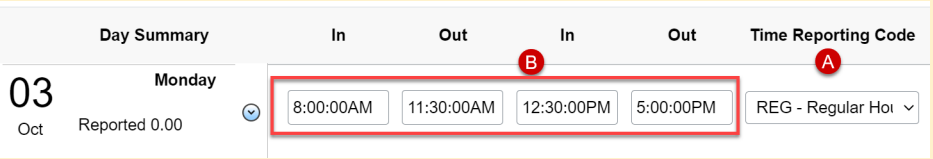
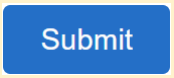
Use this procedure to enter time that you worked.

Action	Information
1. From CSU Time, confirm that you are on the Enter Time page.	 • The Enter Time page is opened by default when you open **CSU Time**. • If you are on another page, expand **Timesheet**, then click **Enter Time.** 
2. Enter time: A. Navigate to the appropriate pay period. B. Navigate to the appropriate week in the pay period. C. Select the Time Reporting Code (TRC) from the menu. D. Enter the number of hours worked	 • If you have multiple jobs, select the job at the top of the page. • Employees are only allowed to enter time in the prior period for up to five days after the end of the period. • **IMPORTANT** – ADO is additional day off earned. ADOT is additional day off taken. If the TRC is ADO or ADOT, enter a "1" to indicate that a single day of ADO was earned or taken. • Optional: Click the Comments button to enter comments. • See Appendix A to view a list of TRCs and their descriptions. • See Appendix B for examples of valid time entries. •
3. **Optional**: Click the Plus button to add another time reporting code for this week.	
4. **Click** Submit.	

Action	Information
5. Click **OK** on the confirmation page.	

Enter Punch Time

Use this procedure to punch in and punch out.

Action	Information
1. Enter your time: A. Select the time reporting code. B. Enter your time in and time out.	
2. **Optional**: If you need to enter a different time reporting code for the day, click the Plus button.	
3. Click **Submit**.	

Related job aids

- Employee Enter ADO
- Employee Enter Compensatory Time

Appendix A: List of Timesheet TRCs

TRC	TRC DESCRIPTION	RATE MULTIPLIER	EARNINGS CODE	OVERRIDE RATE
OF6	Planned Holiday Pay @ 1.5 (OT)	1.5	OF6	0
OTPR	Overtime Paid @ 1.5	1.5	OTP	0
REG	Regular Hours Worked	1	REG	0
CTST	Comp Time Earned @ 1.0	1	HRS	0
CTPR	Comp Time Earned @ 1.5	1	HRS	0
CTO	Comp Time Taken	1	REG	0
CTOPD	CTO Paydown	1	OTS	0
HG5	Planned Holiday Pay @ 1.0	1	HG5	0
HG6	Planned Holiday Pay @ 1.5	1.5	HG6	0
OTST	Overtime Paid @ 1.0	1	OTS	0
OF5	Planned Holiday Pay @ 1.0 (OT)	1	OF5	0
ASBES	Asbestos HazMat Handling Diff	1	AS3	$3
ADO	Additional Day Off Earned	1	HRS	0
AEADJ	ADO Earned Adjustment	1	HRS	0
ATADJ	ADO Negative Adjustment	1	HRS	0
ADOT	Additional Day Off Taken	1	REG	0
SHE08	Shift - Evening R08 (.23)	1	E08	$0.23
SHE1	Shift - Evening R10 (1.50)	1	S10	$1.50
SHG06	Shift - Graveyard R06 (2.30)	1	G06	$2.30
SHG99	Shift - Graveyard Cadet (.28)	1	G99	$0.28

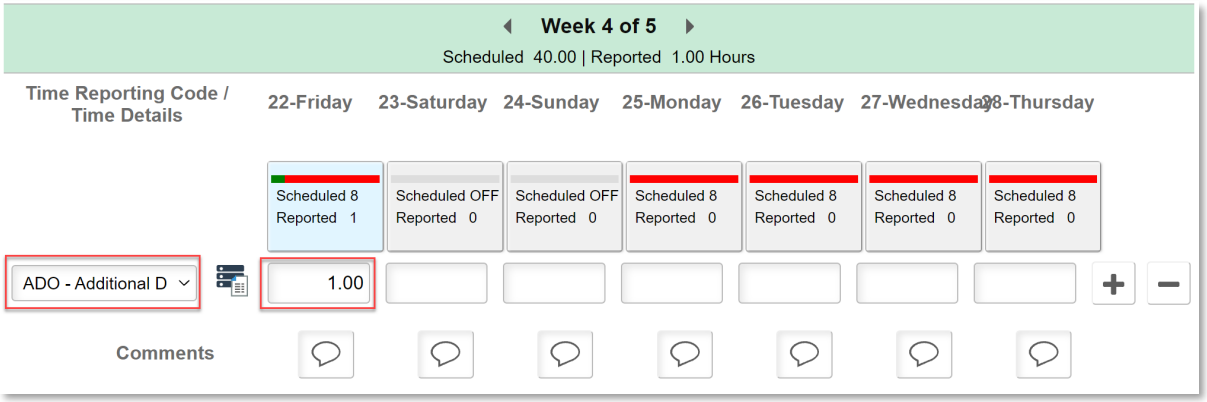
SHGRV	Shift - Graveyard CSUEU (2.30)	1	GCS	$2.30
SHN08	Shift - Night R08 (2.20)	1	N08	$2.20
SHN10	Shift - Graveyard R10 (2.50)	1	G10	$2.50
SHS06	Shift -Swing R06 Diff (1.30)	1	S06	$1.30
SHS99	Shift - Swing Cadet Diff (.23)	1	S99	$0.23
SHSWG	Shift - Swing CSUEU (1.35)	1	SCS	$1.35
SHSUN	Shift - Sunday R10 (2.50)	1	U10	$2.50
SHU06	Shift - Sunday R06 Diff (1.30)	1	S06	$1.30
CBWK	Callback Worked 2.5 Unit 10	2.5	CBW	0

Appendix B: Examples of Valid Time Entries

The following examples show valid time entries. Note that your campus might have different time reporting codes. Your supervisor will advise you on which time reporting codes apply to you.

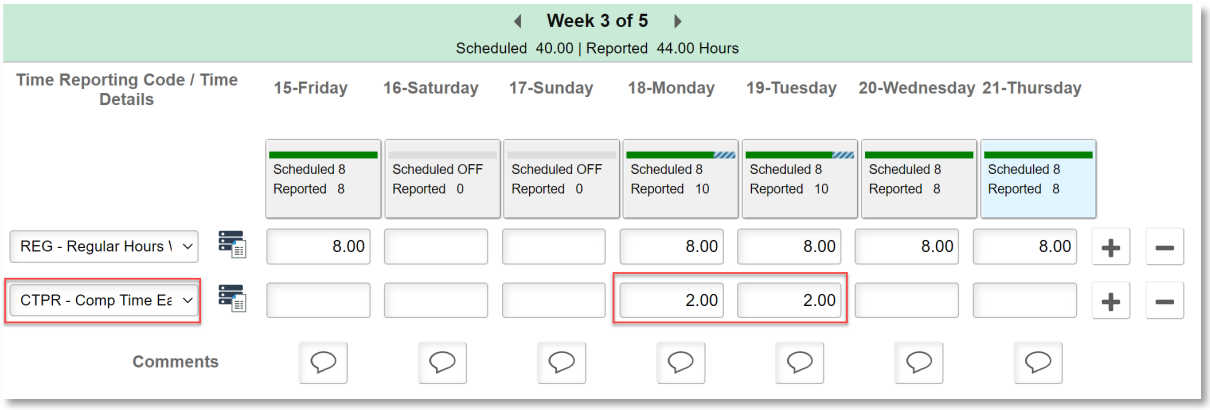
Additional Day Off Earned

- Employee earned 1 additional day off
- Time reporting code: ADO
- Scheduled 1 = 1 full day



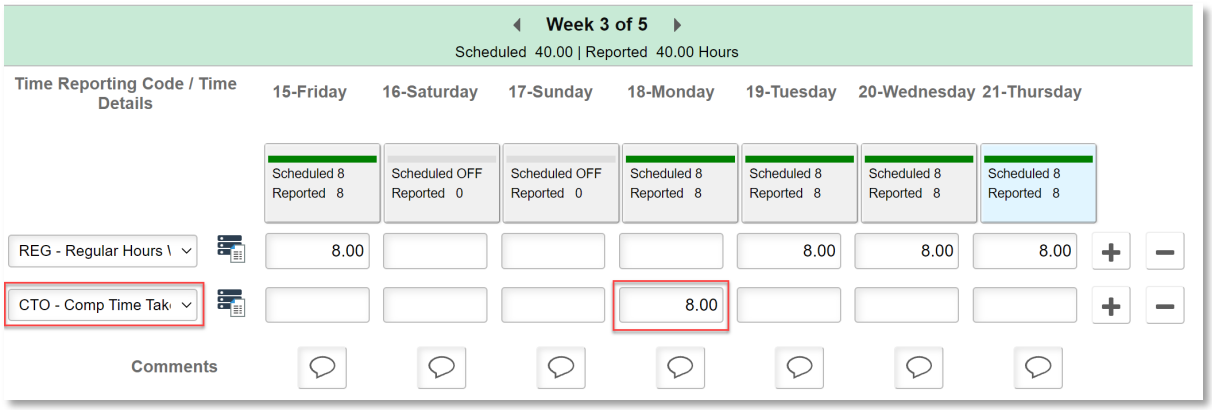
Compensatory Time Earned

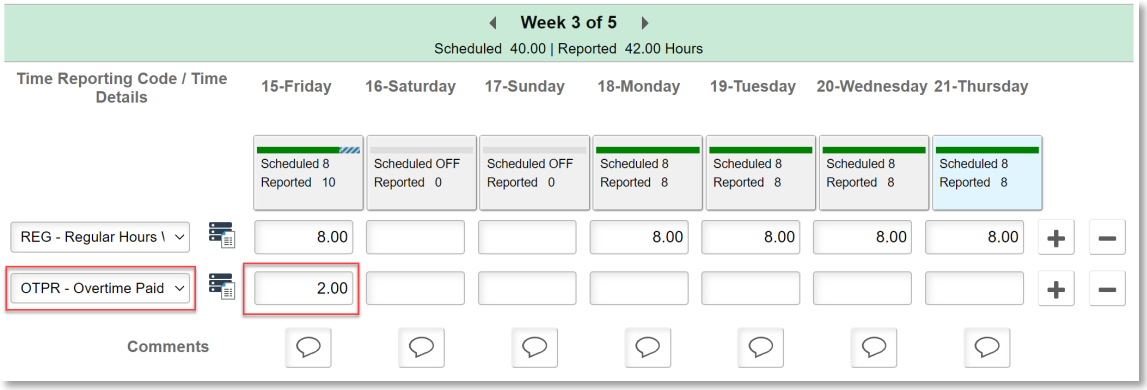
- Employee earned four compensatory hours this week.
- Time reporting code: CTPR



Compensatory Time Taken

- Employee has taken a day off using compensatory time taken.
- Time reporting code: CTO



Overtime Paid @ 1.5

- Employee worked two extra hours at time-and-a-half pay.
- Time reporting code: OTPR