

PURPOSE: This quick guide provides general instructions for student self-service time entry. Please refer to the Student Time Entry – How to enter student timesheet data video for step-by-step instructions.

[VIDEO] Student Time Entry – How to enter student timesheet data

<https://www.youtube.com/watch?v=221RtUfeoG8>

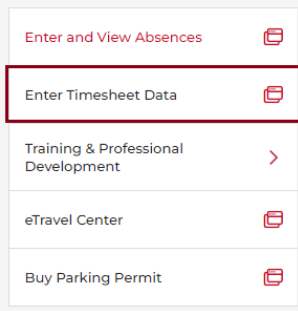
Student employees may report time worked for the current pay cycle* on the online Timesheet via CSUN Portal. All hours worked should be reported on an on-going basis (e.g. daily/weekly) and at least once a month before the monthly deadline. Time should only be reported after work has been performed. Do not project or report time in advance.

Please refer to the University Payroll Calendar for campus deadlines www.csun.edu/payroll/payroll-calendars-schedules. The ❖ symbol denotes campus-wide **Monthly Time Entry Deadline** but your department may enforce earlier deadlines to allow sufficient time for review, please contact your supervisor, managers, or department Timekeeper for department specific deadlines.

*“Current Pay Cycle” is the period that is open for time reporting; generally, the current pay cycle closes at the beginning of the subsequent month (e.g. May 2021 closed on June 3). Time for prior/closed pay cycles cannot be entered via self-service and must be reported to your department.

STUDENT TIME ENTRY INSTRUCTIONS

Step 1: Go to CSUN portal at www.csun.edu. Under MyCSUN, select CSUN Portal, then click the Enter Timesheet Data link. If you are in the CSUN Student Portal, be sure to select Go to Employee Homescreen.



Step 2: On the Timesheet page, use the <<Previous Week or Next Week>> links to view the timesheet for a particular week or change “View By” to Time Period to view the entire pay cycle. Report time for each day worked. Leave the day blank for days not worked; do not enter zeros. Select the **REG – Regular Hours Worked** Time Reporting Code (TRC); only select other TRCs if instructed. Click SUBMIT when done.

Timesheet

Employee ID: _____
Job Title: _____ Employee Record Number: _____

Report time worked to the nearest tenths of an hour.

Select for instructions

View By: Week *Date: 06/21/2021 Refresh << Previous Week Next Week >>

Reported Hours: 9.50 Hours Scheduled Hours: 40.00 Hours

From Monday 06/21/2021 to Sunday 06/27/2021

Timesheet	Mon 6/21	Tue 6/22	Wed 6/23	Thu 6/24	Fri 6/25	Sat 6/26	Sun 6/27	Total	Time Reporting Code	Taskgroup
	4.00	2.00	3.50					9.50	REG - Regular Hours Worked	CSU

Report Fractions of Hours as Tenths

Minutes	Tenths
1-6	0.1
7-12	0.2
13-18	0.3
19-24	0.4
25-30	0.5
31-36	0.6
37-42	0.7
43-48	0.8
49-54	0.9
55-60	1.0

Reported Time Status - select to hide

Reported Time Status | First 1-3 of 3 Last

Date	Status	Total	Time Reporting Code	Comments
06/21/2021	Submitted	4.00	REG	
06/22/2021	Submitted	2.00	REG	
06/23/2021	Submitted	3.50	REG	

Reported Hours Summary - select to view

Submit

Step 3: On the Submit Confirmation page, click OK. After submission, the **Reported Time Status** section on the timesheet will display reported time. Use the **Comments** bubble to enter any applicable comments per your department’s guidance (only if instructed); otherwise, leave blank.

ADDITIONAL INFORMATION

To make corrections, type over the fields that need to be corrected.

To delete time, remove the time entered by taking out the time for the applicable day(s). Do not enter zeros.

To delete time for the entire period, click the minus (-) icon.

To report time for a prior pay cycle, contact your department Timekeeper and/or manager.

CONTACT: Please contact your department Timekeeper and/or manager if you have questions.