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 myNorthridge 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. The ♦ symbol denotes the 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 myNorthridge portal at http://www.csun.edu. Under the STAFF tab, locate the HR/Employee-Time & Attendance pagelet and select Enter Timesheet Data.

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.

Report time worked to the nearest tenth of an hour.

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.