

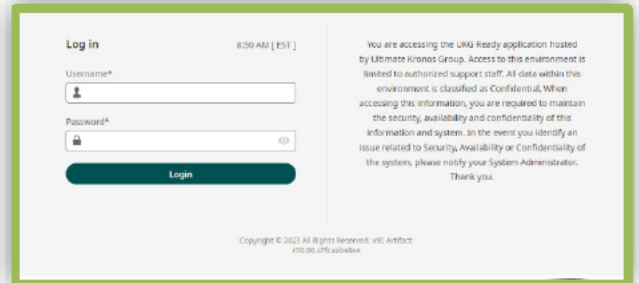
myTime

Classified/Student Hourly (Biweekly)



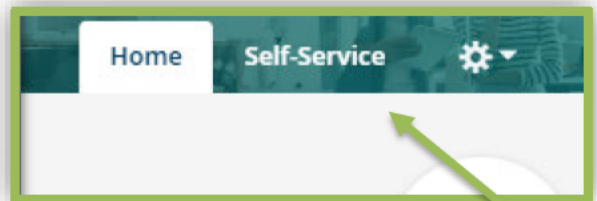
Log on to myTime.

1. Open your web browser, navigate to **CSUOHIO.EDU**, and click the **MYCSU** tab.
2. Click on **Employee Self-Service** in the blue column and select **myTime**.
3. Enter your CSU ID and password, then click the **Sign In** box.



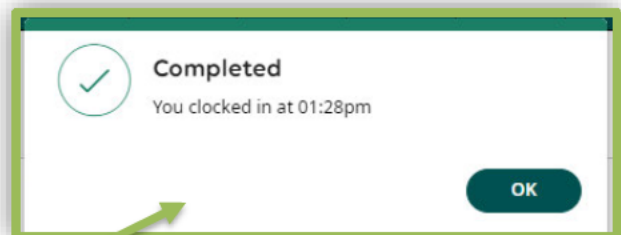
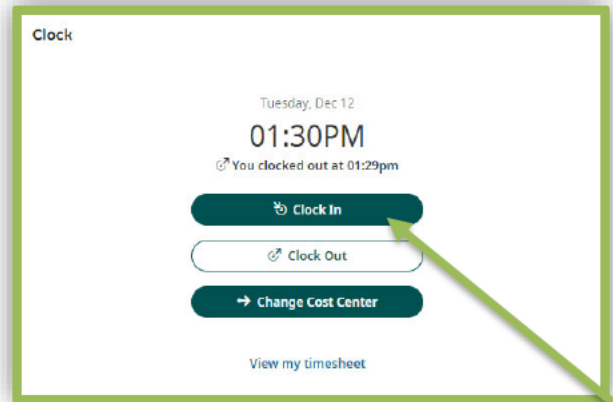
Supervisors: access the Self-Service tab (non supervisors skip this step).

1. From your **Home** tab click the **Self-Service**.



Record your Timestamp (Single Job).

1. Click **Clock In/Clock Out** whichever is applicable at the time. A pop-up will appear confirming the timestamp will display.



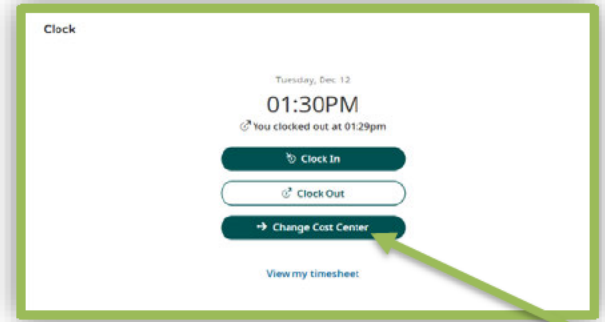
myTime

Classified/Student Hourly (Biweekly)
continued

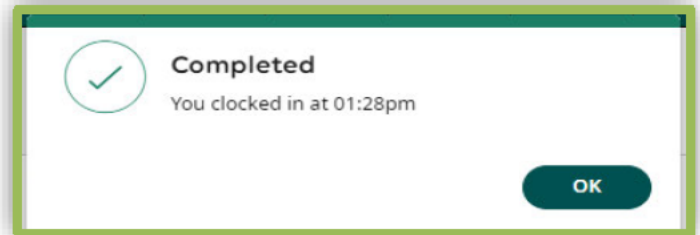
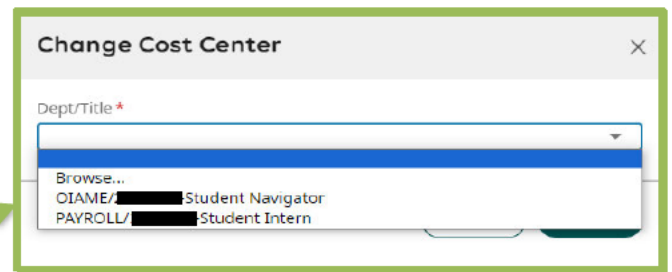


Record your Timestamp Log in (Multiple Jobs).

1. Click the **Change Cost Center** button to see the list of your jobs. Select the correct job and click ok.



2. Select the correct job and click ok. After clicking ok, a pop-up confirmation will confirm you are clocked in.



Record your Timestamp Log out (Multiple Jobs).

1. Click **Clock Out**. *You do not have to select a cost center.*

Exit myTime.

Click the **Your Initials Icon** in the top right-hand corner and click sign out in the dropdown menu.

