

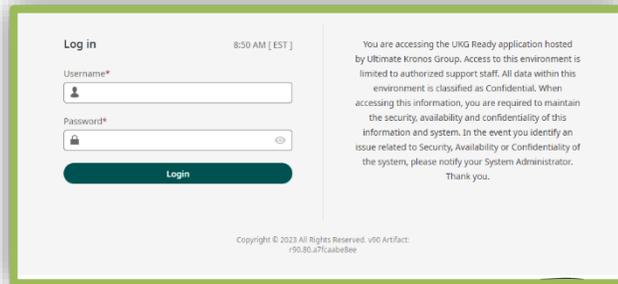
myTime

Moving unapproved time



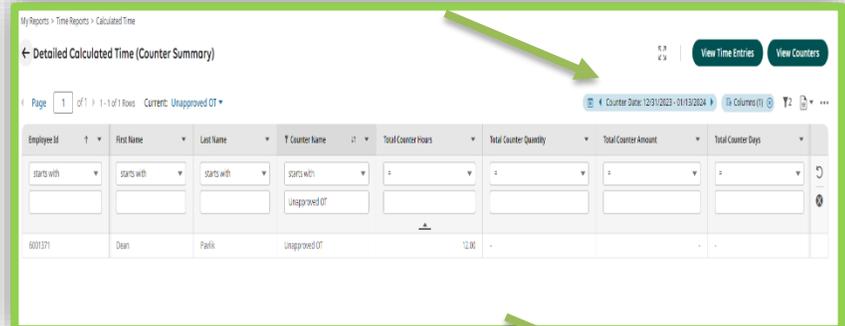
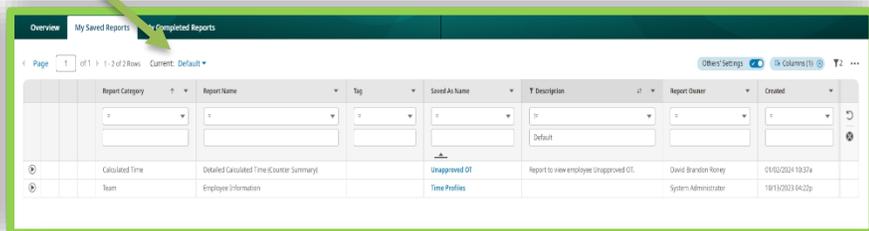
Log on to myTime.

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.



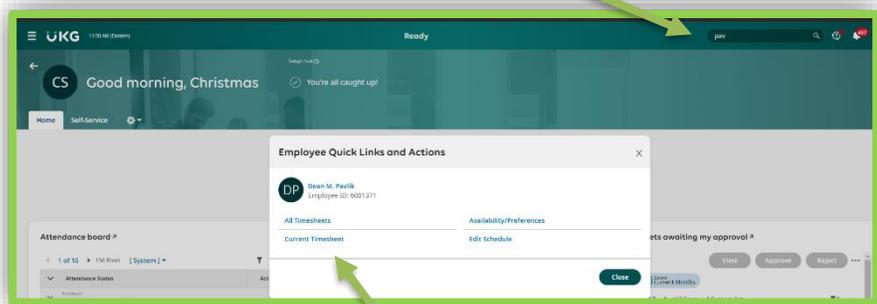
Unapproved Overtime Report

1. From the Home Tab, scroll down to the Links Widget.
2. Click My Saved Reports
3. Ensure your view is set to Default. Click the Play Button or the report name, on the Unapproved OT line.
4. Once the report runs, verify the Counter Date is set to the correct Pay Period.
5. Review the report for employees with Unapproved OT.



Moving Unapproved Overtime to Overtime/Comp Earned

1. Search for the employees listed on the Unapproved OT report in the search bar on your home screen.
2. Click view Current Time Sheet.



3. Review the timesheet. Any **Unapproved OT** will be highlighted in a magenta color like in the image.

4. To move the Unapproved OT, select the **Browse** icon under the **Overtime Column** of the Unapproved OT line.

5. The **Browse and Select Cost Centers** window will appear. Select the correct cost center, the window will close after you select.

- 1) **Approve OT** – Moves Unapproved Overtime to Overtime.
- 2) **OT to Comp Earned** – Moves Unapproved Overtime to Comp Earned.

Date	From	To	Raw Total	Calc. Total	In Date	Out Date	Time Off	Dept/Title	Activities	Overtime	Notes
No Schedule			8.00 hrs	8.00 hrs							
THU Jan 4	From am	To am	8.00	8.00	THU Jan 4	THU Jan 4		Choose...	Choose...	Choose...	
FRI Jan 5	From am	To am	8.00	8.00	FRI Jan 5	FRI Jan 5		Choose...	Choose...	Choose...	
SAT Jan 6	From am	To am	8.00	8.00	SAT Jan 6	SAT Jan 6		Choose...	Choose...	Choose...	

Browse and Select Cost Centers

List View Tree View

Page 1 1 - 2 Rows Current: [System]

Cost Full Name starts with Cost Description

Approve OT

OT to Comp Earned

Close Clear Selections

6. Save the timecard by hitting **Save** in the top right hand corner. Once saved verify the line.



Date	From	To	Raw Total	Calc. Total	In Date	Out Date	Time Off	Dept/Title	Activities	Overtime	Notes
WED Jan 3	From am	To am	8.00	8.00	WED Jan 3	WED Jan 3		PARKING/6001371-Parking Facility Supv	Choose...	Choose...	
THU Jan 4	From am	To am	8.00	8.00	THU Jan 4	THU Jan 4		Choose...	Choose...	Choose...	
FRI Jan 5	From am	To am	8.00	8.00	FRI Jan 5	FRI Jan 5		Choose...	Choose...	Choose...	
SAT Jan 6	From am	To am	8.00	8.00	SAT Jan 6	SAT Jan 6		Choose...	Choose...	Approve OT	

7. You can also verify **Unapproved OT, Overtime, and Comp Earned** under the **Calc Summary** tab on an employees timecard.

← Timesheet Edit

Dean M. Pawik (6001371) | 4 December 31, 2023 - January 13, 2024 | Submitted

Time Entry Extra Pay & Counter Adjustment Exceptions Calc Detail **Calc Summary** Counters Summary By Day

0.00 hrs 0.00 hrs 0.00 hrs

Counter	Total
Holiday	8.00
Overtime	8.00
Regular	72.00
Unapproved OT	4.00

Exit myTime

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

