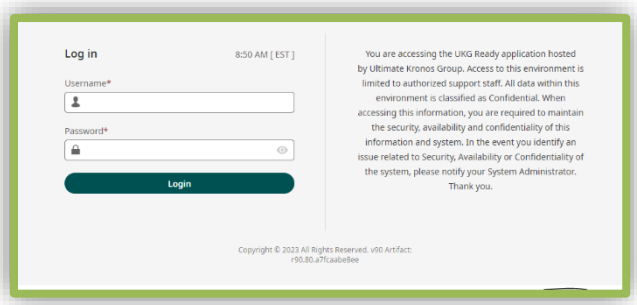
myTime

Professional Hourly (Biweekly)

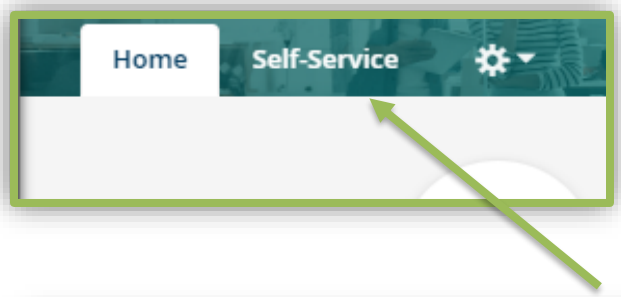
Log on to myTime.

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.



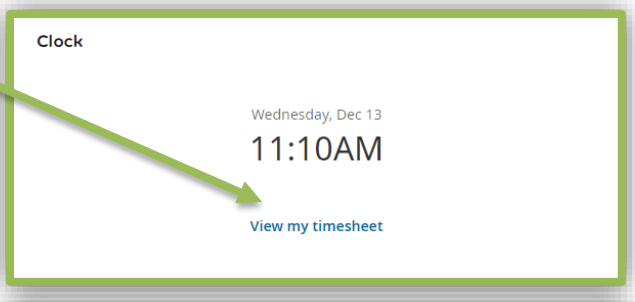
Supervisors: access the My Information tab (non supervisors skip this step).

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

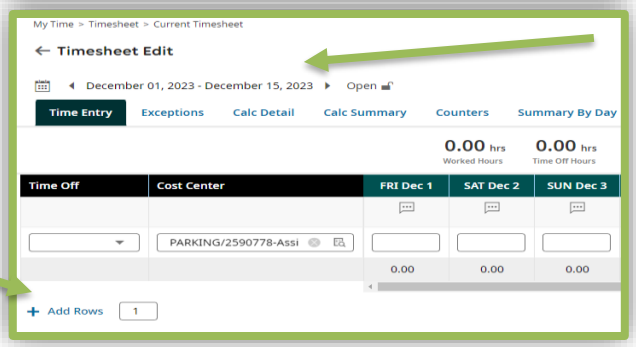


Record your hours worked / non-worked time (sick, vacation, etc.)

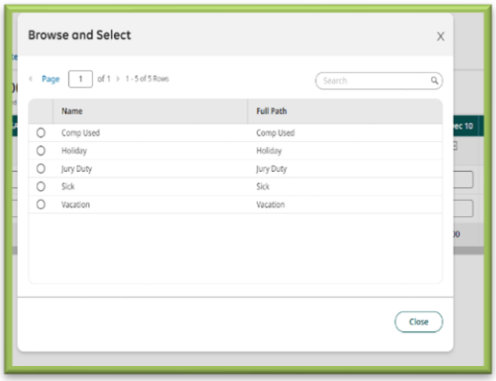
1. From the **Self-Service** tab, select **View my timesheet** in the Clock Tile.



2. You are now in your timesheet and should look like the image. Ensure you are editing the correct pay period by verifying the correct dates. If you need to change the pay period, click the **left arrow** before the dates to return to the previous pay period or the **right arrow** to advance to the next pay period.



3. The initial row on your time sheet is Regular hours tab to each day and add the total amount of hours worked that day. To Add non-worked time select **+ Add Rows,** which will populate a new row. Click the drop down in the new row and select browse, which will open the **Browse and Select menu**. Select the applicable **Pay Code** from the list (Sick, Vacation, etc.).



4. Tab across the row to the correct day of the week and enter the hours for the **Pay Code**.

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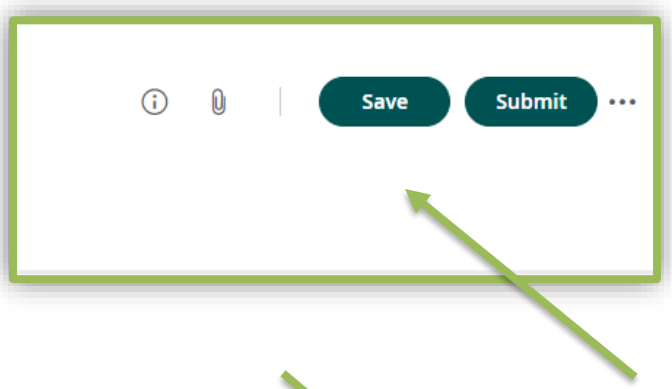
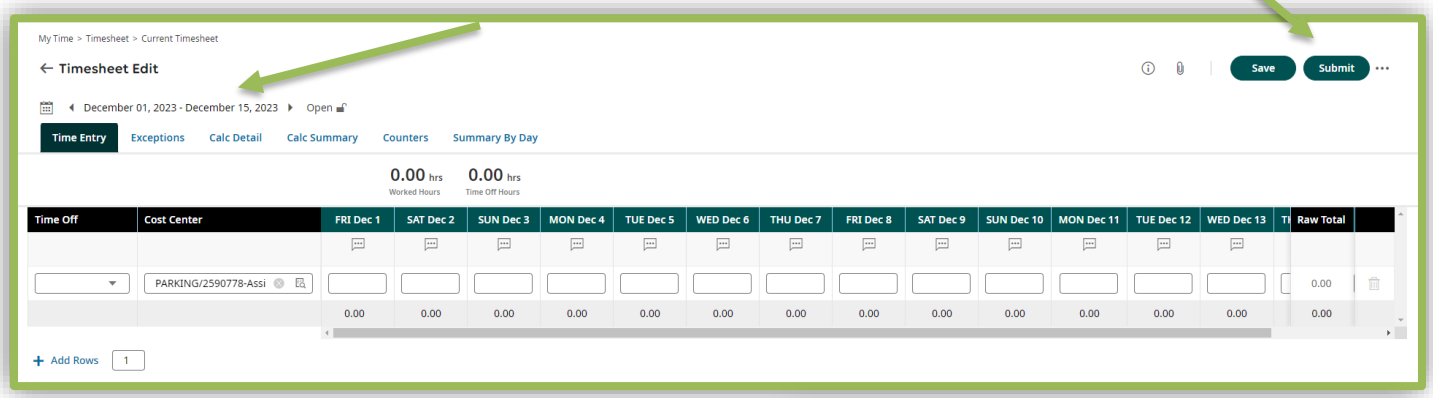
Record your hours worked / non-worked time (continued from prior page).

5. Repeat steps 3 through 4 to enter another Pay Code or different week. If you need to delete a row, click the **trash can** at the end of the row.
6. Press **Save** in the top right corner once all rows are added..
7. Remember: DO NOT record any hours in the **BLANK timeoff** row.
8. University holidays will be listed but do not require hours to be entered.

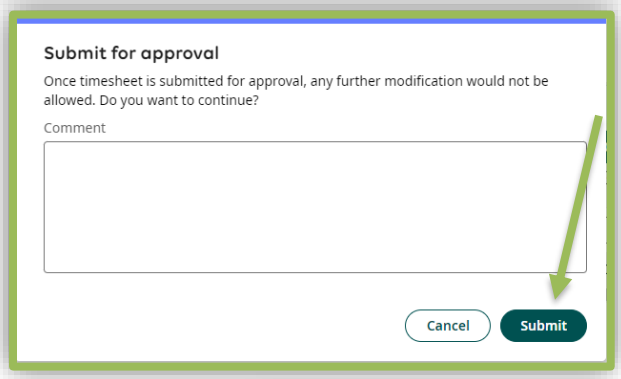


Approve your time at the end of the pay period.

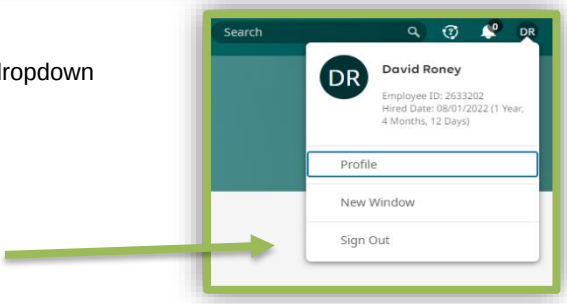
1. Select the correct pay period.
2. Select **Submit,** in the top right hand corner.



3. The **Submit for approval** box will appear. Type any comments applicable to the pay period, if necessary. Click **Submit** in the bottom right hand corner.



Employees are the first level of approval. Once you have approved your timecard, your Supervisor applies the next level of approval. Your approval deadline is determined by your Supervisor.

Exit myTime.

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