Employee Enter Time

Overview

This job aid shows employees how to record payable time. Your campus department determines which method you use.

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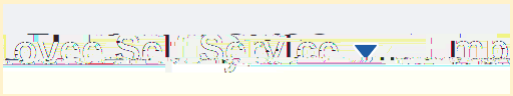
Open CSU Time

Action	Information
1. If you have multiple homepages, select the Employee Self Service Homepage.	
2. Click the CSU Time tile.	CSU Time opens. From here, you can x Enter Time
3. Determine your time recording method.	x Enter Punch Time

CONFIDENTIAL TO CSU

Action	Information
5. ClickOKon the confirmatio page.	

Enter Punch Time

Use this procedure to punch in and punch out.

Action	

Appendix A: List of Timesheet TRCs

TRC	TRC DESCRIPTION	RATE MULTIPLIER	EARNINGS CODE	OVERRIDE RATE
OF6	Planned Holiday Pay @ 1.5 (OT)	1.5	OF6	0
OTPR	Overtime Paid @ 1.5	1.5	OTP	0
REG	Regular Hours Worked	1	REG	0
CTST	Comp Time Earned @ 1.0	1	HRS	0
CTPR	Comp Time Earned @ 1.5	1	HRS	0
CTO	Comp Time Taken	1	REG	0
CTOPD	CTO Paydown	1	OTS	0
HG5	Planned Holiday Pay @ 1.0	1	HG5	0
HG6	Planned Holiday Pay @ 1.5	1.5	HG6	0
OTST	Overtime Paid @ 1.0	1	OTS	0
OF5	Planned Holiday Pay @ 1.0 (OT)	1	OF5	0
ASBES	Asbestos HazMat Handling Diff	1	AS3	$3

ADO

SHGRV	Shift - Graveyard CSUEU (2.30)	1	GCS	$2.30
SHN08	Shift - Night R08 (2.20)	1	N08	$2.20
SHN10	Shift - Graveyard R10 (2.50)	1	G10	$2.50
SHS06	Shift -Swing R06 Diff (1.30)	1	S06	$1.30
SHS99	Shift - Swing Cadet Diff (.23)	1	S99	$0.23
SHSWG	Shift - Swing CSUEU (1.35)	1	SCS	$1.35
SHSUN	Shift - Sunday R10 (2.50)	1	U10	$2.50
SHU06	Shift - Sunday R06 Diff (1.30)	1	S06	$1.30
CBWK	Callback Worked 2.5 Unit 10	2.5	CBW	0

Appendix B: Examples of Valid Time Entries

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