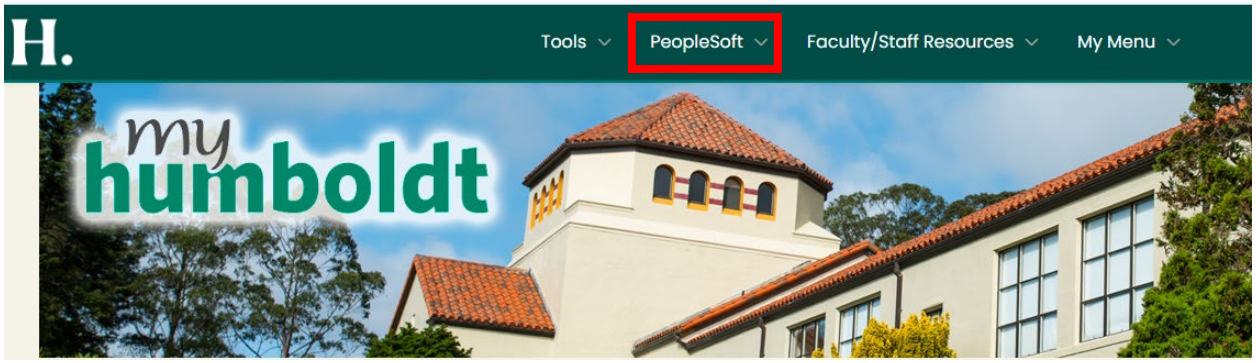
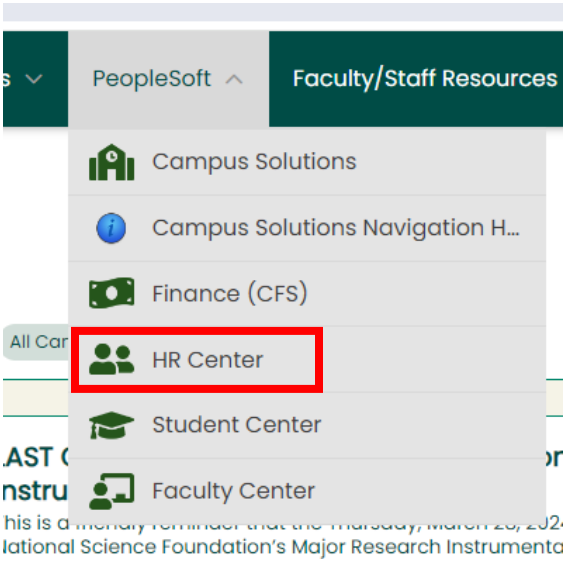
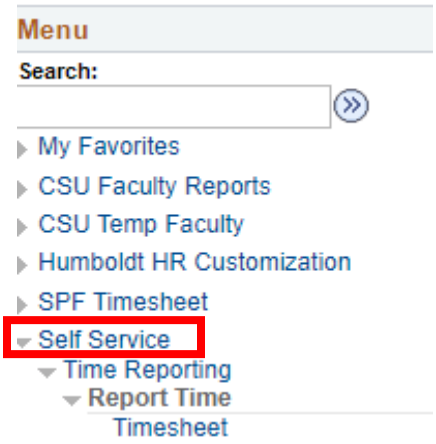
1. **Intermittent Timesheet Entry**
2. Start by opening the myHumboldt Portal.
3. Click the Peoplesoft menu at the top of the screen.



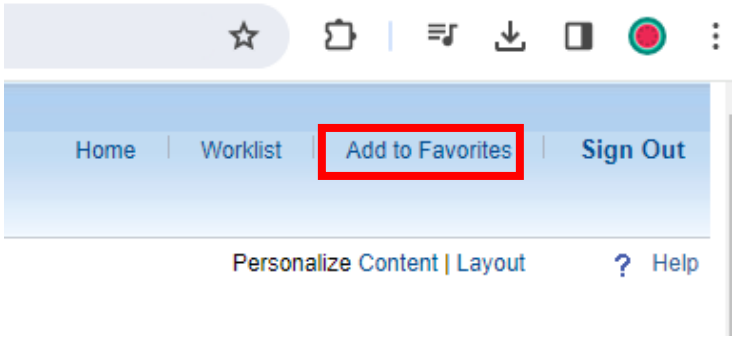
4. Select the HR Center option.



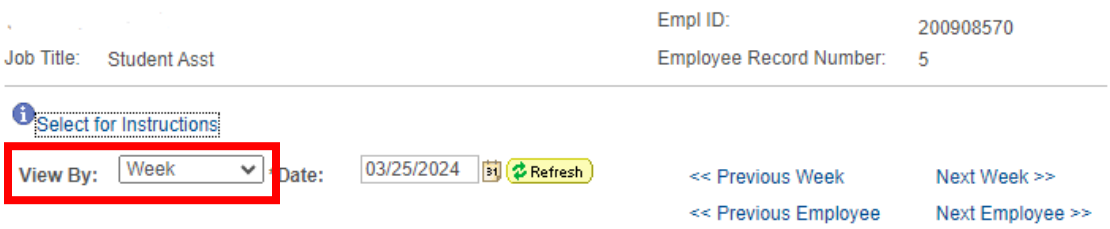
5. The HR Center will open in the browser.
6. On the left hand side, click the little arrow to the left of the Self Service menu option to open the submenu.



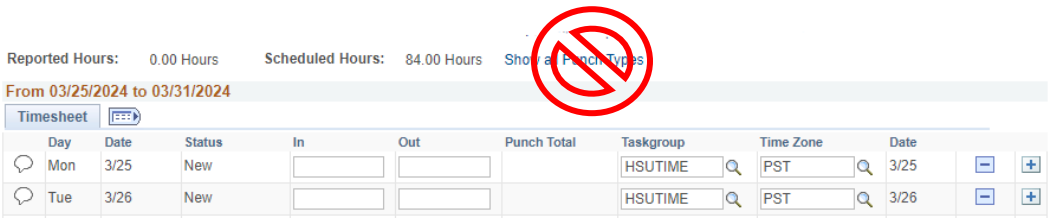
7. Click the Time Reporting submenu link
8. The Time Reporting Page will open.
9. Click the Timesheet option under the Report Time banner.
10. The Timesheet page will open.
11. Before you continue, click the Add to Favorites option on the top right corner. This will add the Timesheet page to your Favorites menu where you can find it quickly every month.



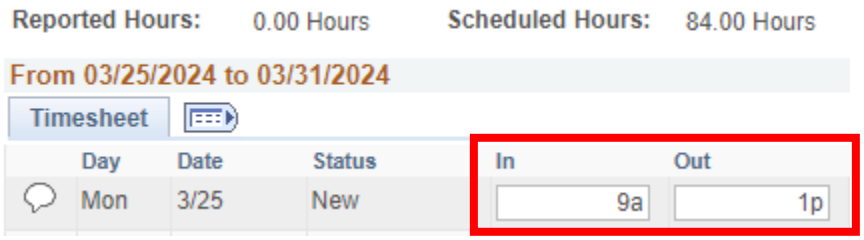
12. A small window will open. Click the OK button.
13. Then another small window will open confirming your action. Click the OK button.
14. Open the Favorites Menu at the top to confirm that the Timesheet page has been added to the menu.
15. **Entering Work Hours**
16. Back in the Timesheet page, notice that the View By option is selected as Week.



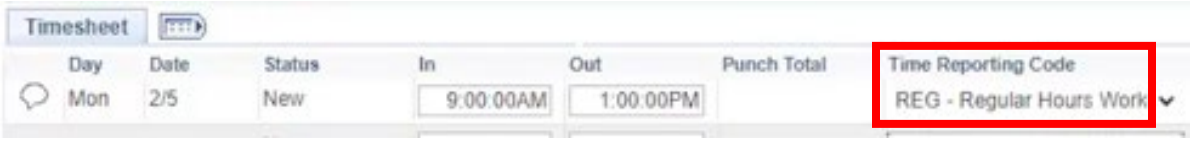
17. All the days for the current week will appear in the Timesheet block in rows. Be aware not to click the "Show all punch types" link.



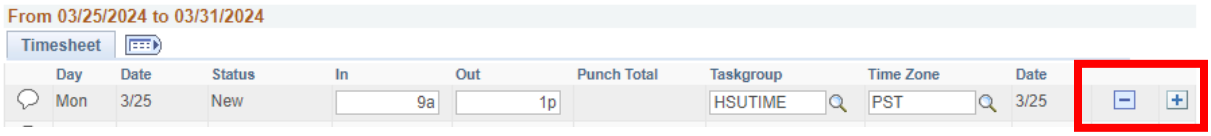
18. Type your In and Out times in the day row as follows.
19. For example, let's say that on Monday you worked from 9 AM to 5 PM with a lunch break from 1 to 2 PM.
20. In the Monday row, type 9 AM in the In column and 1 PM in the Out column.



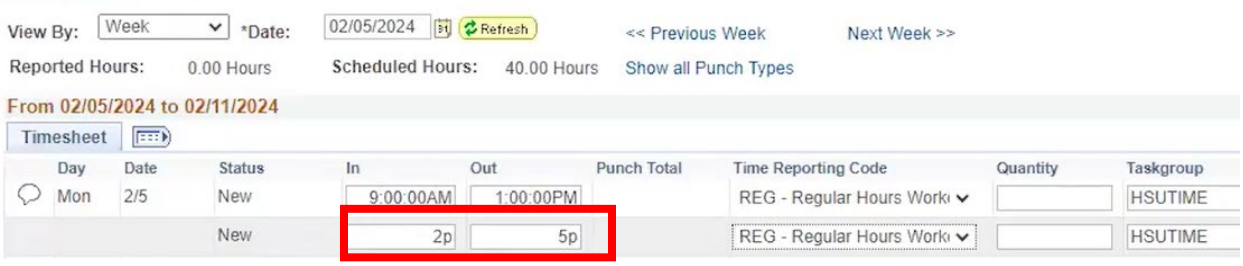
21. In the same row, under the Time Reporting Code column, select the REG – Regular Hours Worked option.



22. Now, to enter the time that you came back from lunch, click the plus button at the end of the row.

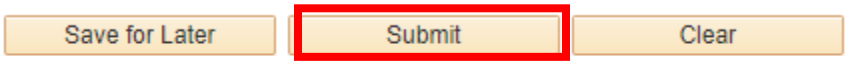


23. A new row will appear below Monday, in this case.
24. Enter 2 PM in the In column and 5 PM in the Out column in the new row and, in the same row under the Time Reporting Code column, select the REG – Regular Hours Worked option.



25. You don't need to add the hours in the Quantity column so far, they will automatically be calculated for regular hours.

26. Once you finished entering all your working hours, click the Submit button on the lower left corner.



27. A pop-up message window will appear asking you to validate worked time. Click the Yes button.

28. **Entering Holiday, Vacation, Sick, and Personal Leave**

29. **Holiday Hours**
    Holiday hours are counted based on the total amount of **regular hours worked and paid for** during a given month. The shift, swing, and overtime, and holiday hours do not count for holiday time. Only applies if your appointment qualifies for paid holidays.

30. If there is more than one holiday in a month, the same amount counts for each holiday.

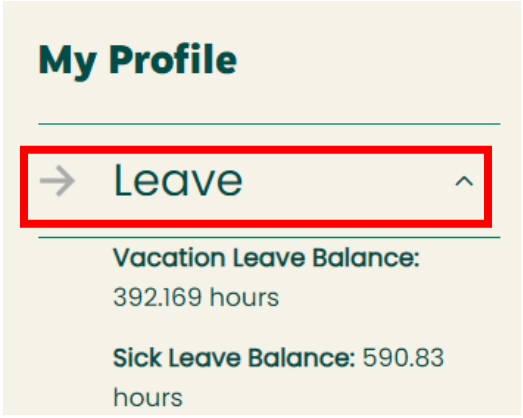
31. We recommend that you enter your holiday time at the end of the month because by then you will know the exact amount of hours that you have worked.

32. This chart reflects the holiday hours you are permitted to take based on the hours that you worked and got paid for. Show chart

33. **Vacation, Sick, and Personal Hours**
    The amount of Vacation, Sick and Personal time that you are entitled by month varies by the union that you belong to.

34. **Entering Leave Time**
    To enter any of these times, start from the myHumboldt portal.

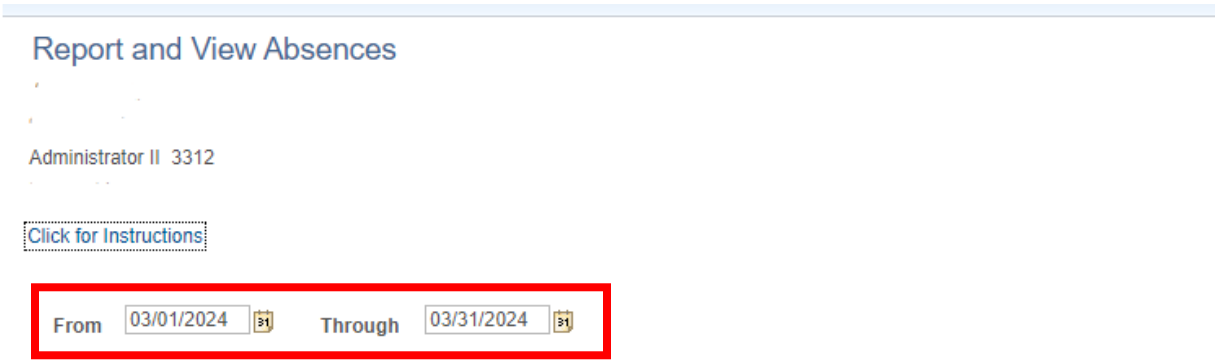
35. Click the arrow next to the Leave header to open its contents.



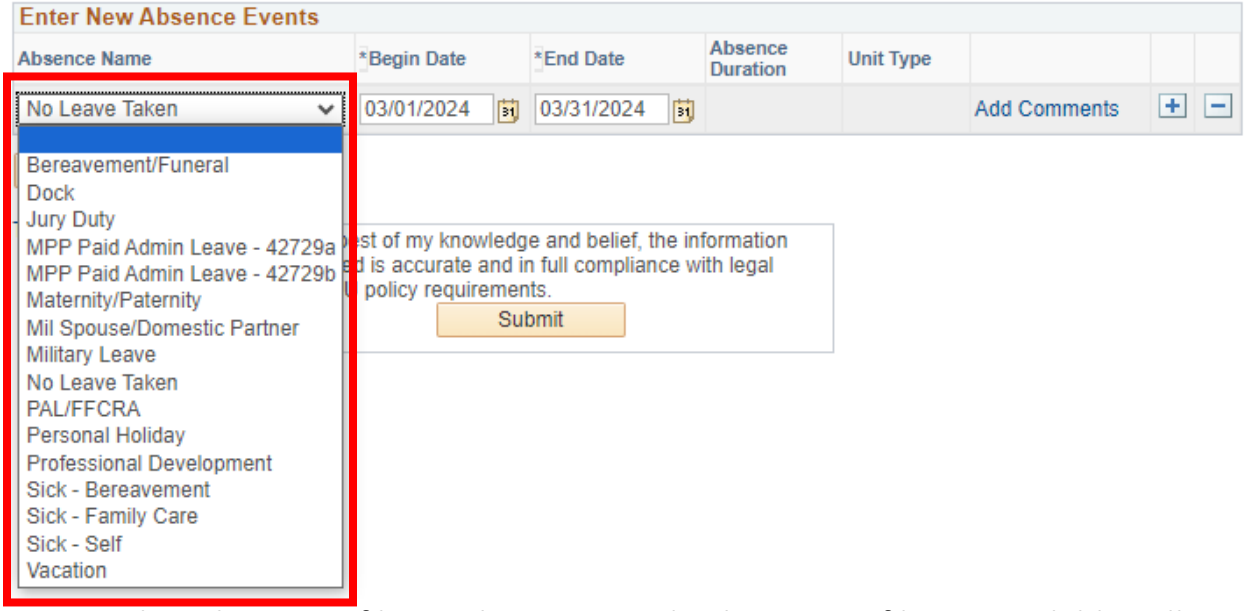
36. You will see your balances for vacation and sick leaves.

37. Underneath them, click the Report and View Absences link.

38. Be sure that the dates at the top of the tables reflect the pay period for the current month.



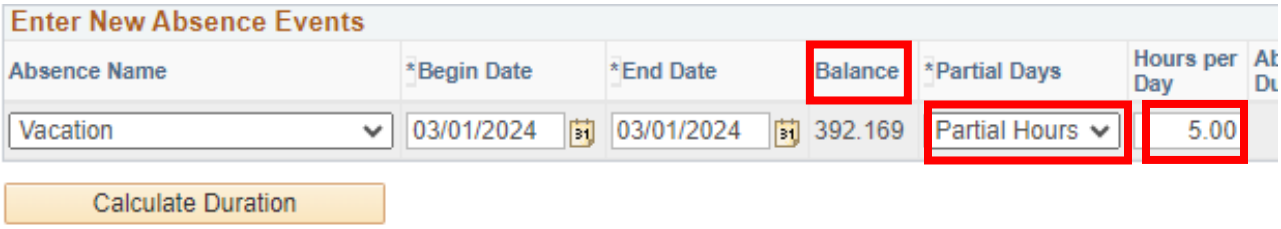
39. In the Enter New Absence Events block, click the Absence Name drop down to open it.



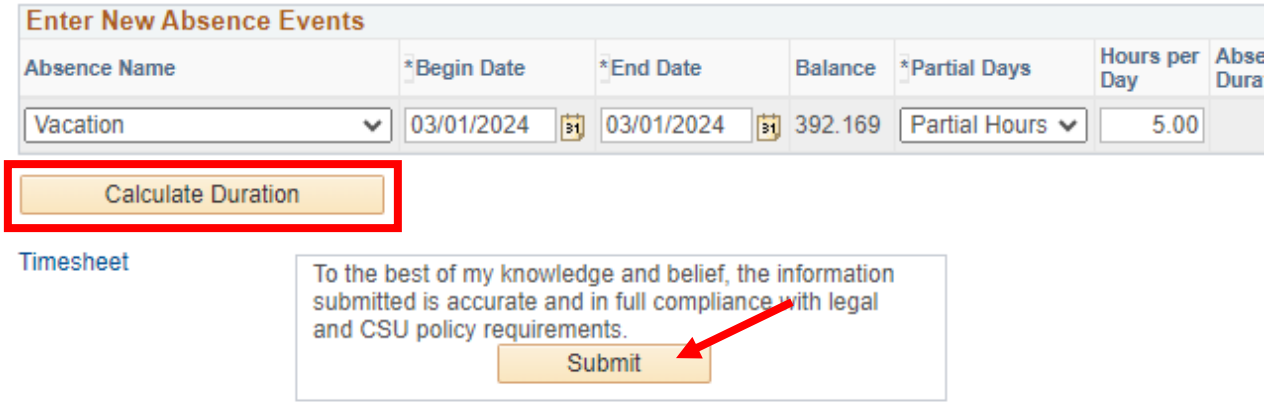
40. Select the type of leave that you need. The types of leave available will vary by the union that you belong to.

41. In this case, you are claiming 5 hours of vacation. Select the Vacation option. Note that your vacation hours available to you will appear in the Balance column.

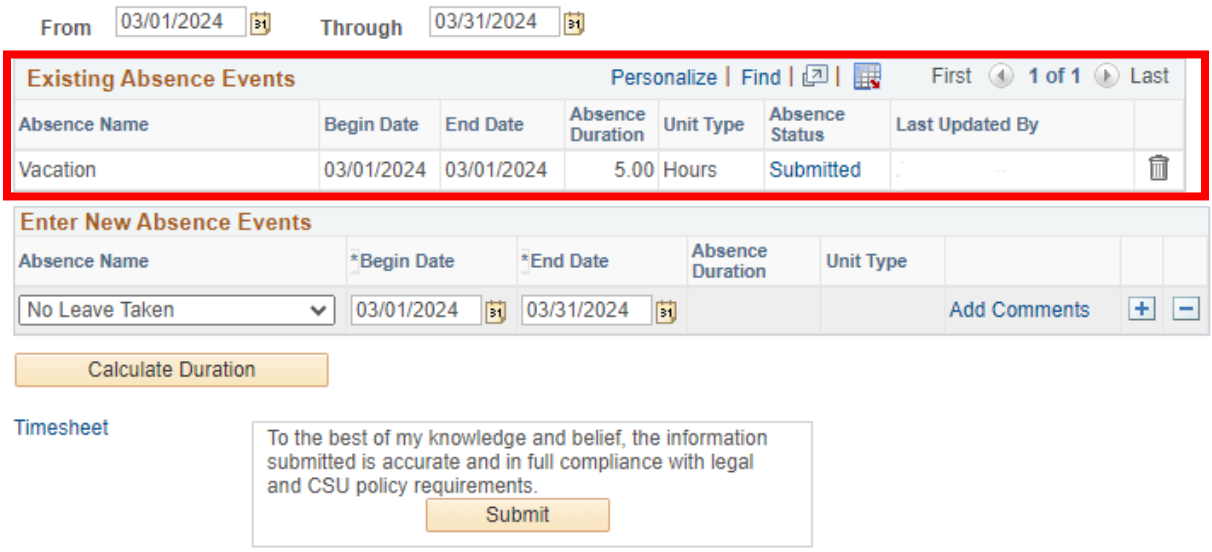
42. Select the Begin Date and End Date of the day that you took vacation.
43. Click the Partial Days field to open the drop down options. Select None if you are taking full days or 8 hours per day. Select Partial Hours if you are taking less than 8 hours of vacation that day.
44. In this case, you will select Partial Hours.
45. A new Hours per Day Field will appear where you will type in the number of hours taken. Five in this example.



46. If you are going to enter more vacation or other leave options, click the plus sign button at the end of the row to add a new row below.
47. Follow the same process to enter other leave time.
48. Once done, click the Calculate Duration button on the bottom of the block.
49. If everything looks the way you intended, click the Submit button at the bottom of the blocks.



50. After you submit it, the Existing Absence Events block above will show that you have submitted your leaves and the hours for each one.


From 03/01/2024
Through 03/31/2024
Existing Absence Events
Personalize | Find | First 1 of 1 Last
Absence Name
Begin Date
End Date
Absence Duration
Unit Type
Absence Status
Last Updated By
Vacation
03/01/2024
03/01/2024
5.00
Hours
Submitted
Enter New Absence Events
Absence Name
*Begin Date
*End Date
Absence Duration
Unit Type
No Leave Taken
03/01/2024
03/31/2024
Add Comments
Calculate Duration
Timesheet
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.
Submit