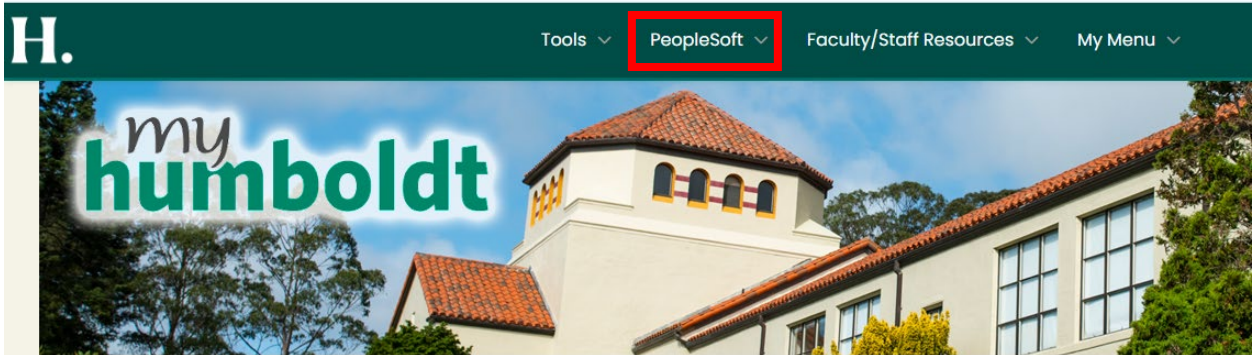
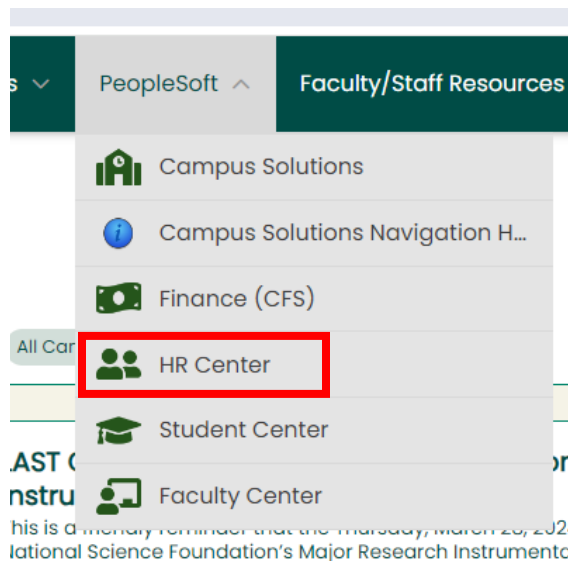


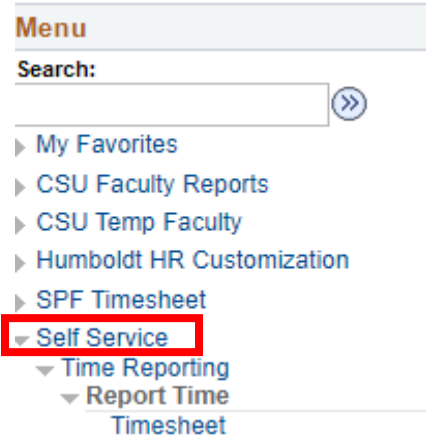
1. **Intermittent Timesheet Entry**
2. Start by opening the myHumboldt Portal.
3. Click the Peoplesoft menu at the top of the screen.



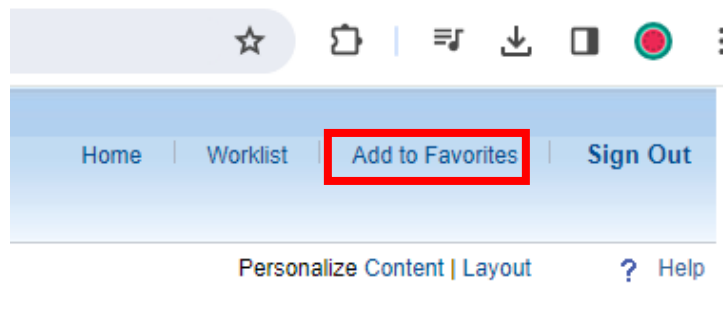
4. Select the HR Center option.



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.



# Intermittent Hourly Time Entry Guide

## Timesheet

Job Title: Student Asst      Empl ID: 200908570  
 Employee Record Number: 5

Select for Instructions

View By: **Week**      Date: 03/25/2024      Refresh

<< Previous Week      Next Week >>  
 << Previous Employee      Next Employee >>

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.

Reported Hours: 0.00 Hours      Scheduled Hours: 84.00 Hours      Show all Punch Types

From 03/25/2024 to 03/31/2024

| Day | Date | Status | In | Out | Punch Total | Taskgroup | Time Zone | Date |
|-----|------|--------|----|-----|-------------|-----------|-----------|------|
| Mon | 3/25 | New    |    |     |             | HSUTIME   | PST       | 3/25 |
| Tue | 3/26 | New    |    |     |             | HSUTIME   | PST       | 3/26 |

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.

Reported Hours: 0.00 Hours      Scheduled Hours: 84.00 Hours

From 03/25/2024 to 03/31/2024

| Day | Date | Status | In | Out |
|-----|------|--------|----|-----|
| Mon | 3/25 | New    | 9a | 1p  |

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

| Day | Date | Status | In        | Out       | Punch Total | Time Reporting Code        |
|-----|------|--------|-----------|-----------|-------------|----------------------------|
| Mon | 3/25 | New    | 9:00:00AM | 1:00:00PM |             | REG - Regular Hours Worked |

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

| Day | Date | Status | In | Out | Punch Total | Taskgroup | Time Zone | Date |
|-----|------|--------|----|-----|-------------|-----------|-----------|------|
| Mon | 3/25 | New    | 9a | 1p  |             | HSUTIME   | PST       | 3/25 |

# H.

## Intermittent Hourly Time Entry Guide

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.

View By: Week \*Date: 02/05/2024 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours Show all Punch Types

From 02/05/2024 to 02/11/2024

Timesheet

| Day | Date | Status | In        | Out       | Punch Total | Time Reporting Code      | Quantity | Taskgroup |
|-----|------|--------|-----------|-----------|-------------|--------------------------|----------|-----------|
| Mon | 2/5  | New    | 9:00:00AM | 1:00:00PM |             | REG - Regular Hours Work |          | HSUTIME   |
|     |      | New    | 2p        | 5p        |             | REG - Regular Hours Work |          | HSUTIME   |

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.

Save for Later Submit Clear

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.

# H.

## Intermittent Hourly Time Entry Guide

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](#)

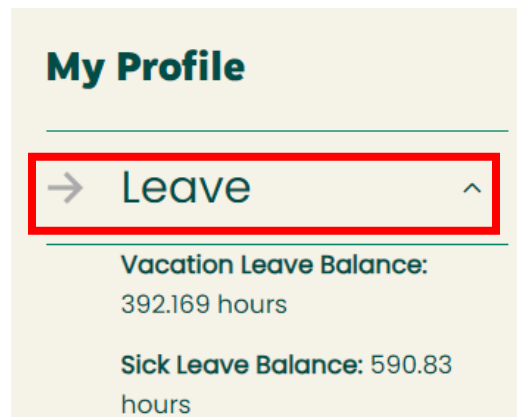
### 33. **Vacation, Sick, and Personal Hours**

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**

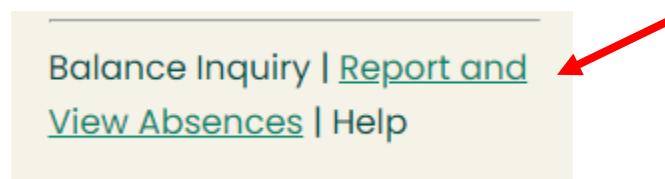
To enter any of these times, start from the myHumboldt portal.

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.





### Report and View Absences

Administrator II 3312

[Click for Instructions](#)

From 03/01/2024  Through 03/31/2024 

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

| 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 |   |

- Bereavement/Funeral
- Dock
- Jury Duty
- MPP Paid Admin Leave - 42729a
- MPP Paid Admin Leave - 42729b
- Maternity/Paternity
- Mil Spouse/Domestic Partner
- Military Leave
- No Leave Taken
- PAL/FFCRA
- Personal Holiday
- Professional Development
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Vacation

...st of my knowledge and belief, the information  
...d is accurate and in full compliance with legal  
... policy requirements.

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.

# H.

## Intermittent Hourly Time Entry Guide

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.

| Enter New Absence Events |             |            |         |               |               |       |
|--------------------------|-------------|------------|---------|---------------|---------------|-------|
| Absence Name             | *Begin Date | *End Date  | Balance | *Partial Days | Hours per Day | At Dt |
| Vacation                 | 03/01/2024  | 03/01/2024 | 392.169 | Partial Hours | 5.00          |       |

Calculate Duration

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.

| Enter New Absence Events |             |            |         |               |               |           |
|--------------------------|-------------|------------|---------|---------------|---------------|-----------|
| Absence Name             | *Begin Date | *End Date  | Balance | *Partial Days | Hours per Day | Abse Dura |
| Vacation                 | 03/01/2024  | 03/01/2024 | 392.169 | Partial Hours | 5.00          |           |

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

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.



# Intermittent Hourly Time Entry Guide

From  Through

| 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 |  |  |              |   |
|---|---|---|------------------|-----------|--|--|--------------|---|
| <input type="text" value="No Leave Taken"/> | <input type="text" value="03/01/2024"/> | <input type="text" value="03/31/2024"/> |                  |           |  |  | Add Comments | <input type="button" value="+"/> <input type="button" value="-"/> |

Timesheet

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.