

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 the total amount of time worked that day.

To Add non-worked time select + Add Ro (t) (G) (t) - 2 re WBT/ 21 10 26 m (G) Ro (t) re WBT/ 21 10 27 m (G) To d timh () IT 2 TT w (d)

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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