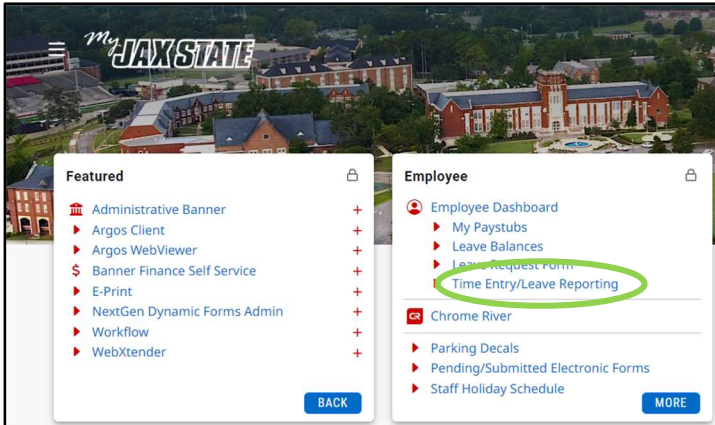
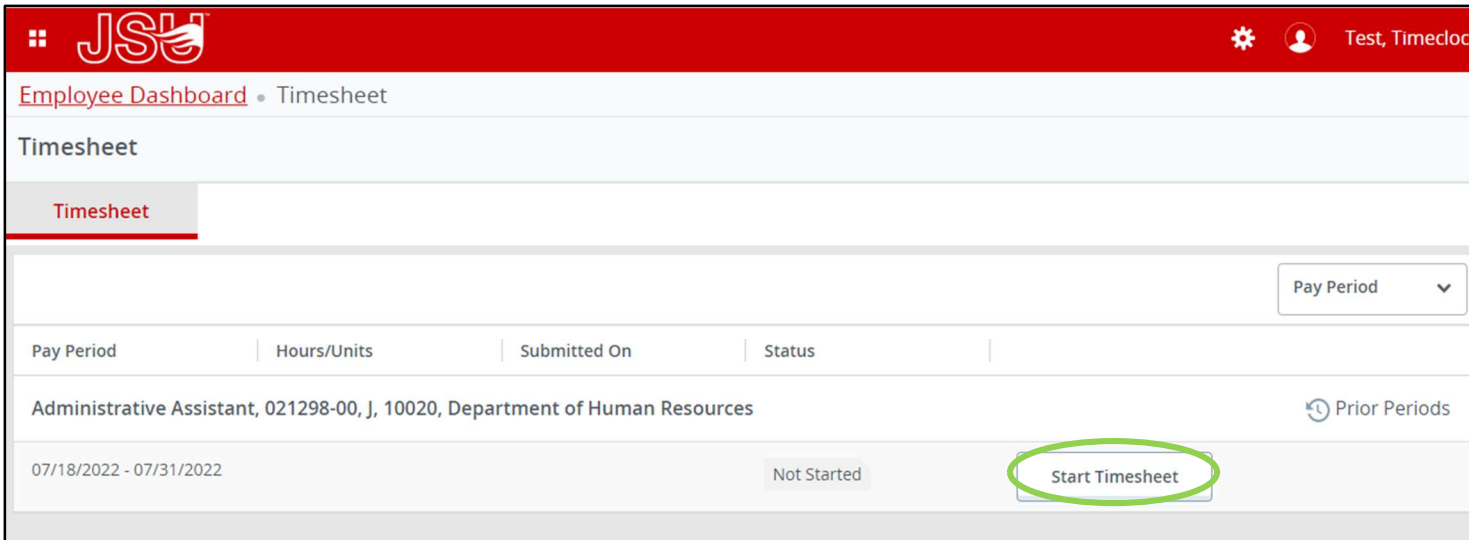


How to enter time in MyJaxState – Employees on Biweekly Payroll

1). Log in to MyJaxState and click **Time Entry/Leave Reporting**



2). When it is the start of a new pay period, you will have to start a new timesheet. Click **Start Timesheet**.



3). Click **Clock In**

The screenshot shows a web application interface for time tracking. At the top, there is a red header with the JSU logo on the left and a user profile icon with the name 'Test, Timeclock' on the right. Below the header, a navigation bar contains 'Employee Dashboard', 'Timesheet', and the user's role 'Administrative Assistant, 021298-00, J, 10020, D'. A green notification banner states 'Timesheet successfully created.' Below this, the user's name and department are displayed, along with 'Restart Time' and 'Leave Balances' links. A calendar view shows the dates from 07/18/2022 to 07/31/2022, with the current date 07/22/2022 highlighted in orange. Below the calendar, there is a section for adding time with a '+ Add Earn Code' link. The main input area includes a dropdown menu for 'Earn Code' set to 'REGULAR EARNINGS', a 'Clock In' button circled in green, a 'Clock Out' button, and a 'Hours' input field showing '0.00'. A '+ Add More Time' link is located below the input fields.

4). Now that you have clocked in for the day, exit the screen. You can click **Exit Page** at the bottom left of the screen.

JSU

Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, D

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

07/18/2022 - 07/31/2022 | In Progress Submit By 08/01/2022, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
17	18	19	20	21	22	23

+ Add Earn Code

REGULAR EARNI 02:00 PM - _____
NGS

Clock Time: 01:55 PM - Clock Out

Total: 0.00 Hours

Exit Page

Cancel Save Preview

5). When you are finished for the day, you need to clock out.

Go back to your timesheet by following steps 1 – 2.

The current pay period timesheet will appear. **Click next to the dates of the pay period** to open your timesheet again.

The screenshot shows the JSU Employee Dashboard Timesheet interface. At the top, there is a red header with the JSU logo on the left and a settings gear icon, a user profile icon, and the text "Test, Timeclock" on the right. Below the header, the page title is "Employee Dashboard • Timesheet". Underneath, there is a "Timesheet" section with a sub-tab labeled "Timesheet". A "Pay Period" dropdown menu is visible in the top right corner of the table area. The table has three columns: "Pay Period", "Hours/Units", and "Status". The first row of the table contains the text "Administrative Assistant, 021298-00, J, 10020, Department of Human Resources" and a "Prior Periods" button with a clock icon. The second row shows the date range "07/18/2022 - 07/31/2022", a red-bordered box containing the text "Click In This Area To Open Timesheet", a purple "In Progress" label, and an information icon (i).

Pay Period	Hours/Units	Status
Administrative Assistant, 021298-00, J, 10020, Department of Human Resources		Prior Periods
07/18/2022 - 07/31/2022	Click In This Area To Open Timesheet	In Progress i

6). Your timesheet will open. Click **Click Out**.

JSU Test, Timeclock

[Employee Dashboard](#) • [Timesheet](#) • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources Restart Time Leave Balances

07/18/2022 - 07/31/2022 | Info Comments

In Progress Submit By 08/01/2022, 09:00 AM

SUN	MON	TUE	WED	THU	FRI	SAT
17	18	19	20	21	22	23

+ Add Earn Code

REGULAR EARNINGS 🕒 02:00 PM - ✎ ⊖

Clock Time: 01:55 PM 🕒 Clock Out

Total: 0.00 Hours

7). You are now clocked out for the day. Click **Exit Page** at the bottom left-hand side of the screen to close your timesheet.

JSU Test, Timeclock

Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources Restart Time Leave Balances

07/18/2022 - 07/31/2022 | 0.25 Hours ⓘ ☰

In Progress Submit By 08/01/2022, 09:00 AM

SUN	MON	TUE	WED	THU	FRI	SAT
17	18	19	20	21	22 0.25 Hours	23

+ Add Earn Code

REGULAR EARNINGS ⌚ 02:00 PM - 02:15 PM | 0.25 Hours ✎ ⌵
Clock Time: 01:55 PM - 02:08 PM

⌵ Clock In

Total: 0.25 Hours | Account Distribution

Exit Page Cancel Save Preview

8). At the end of the pay period, you need to submit your timesheet for approval. On the last day of the pay period, you can submit your timesheet after clocking out for the day. To do this, click **Preview** at the bottom right-hand side of the screen.

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the JSU logo is on the left, and a user profile icon with the name 'Test, Timedlock' is on the right. Below the header, the breadcrumb navigation shows 'Employee Dashboard > Timesheet > Administrative Assistant, 021298-00, J, 10020, Department of Human Resources'. The main content area shows the user's role and department, along with 'Restart Time' and 'Leave Balances' options. A calendar view for the week of 07/18/2022 to 07/31/2022 is shown, with 0.25 hours recorded on Friday, 07/22/2022. A 'REGULAR EARNINGS' entry is displayed for 02:00 PM - 02:15 PM on 07/22/2022, with a clock time of 01:55 PM - 02:08 PM. A 'Clock In' button is visible for this entry. At the bottom right, the 'Preview' button is circled in green.

9). A detailed summary of your time for the pay period will appear. Make sure everything looks correct and then click **Submit** at the bottom right-hand side of the screen.

JSU Test, Timeclock

[Employee Dashboard](#) • [Timesheet](#) • [Administrative Assistant, 021298-00, J, 10020, Department of Human Resources](#) • [Preview](#)

Timesheet Detail Summary

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Pay Period: 07/18/2022 - 07/31/2022 0.25 Hours In Progress Submit By 08/01/2022, 09:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
07/22/2022	REG, REGULAR EARNINGS	1	0.25 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	Comment In	Time Out	Comment Out
07/22/2022	REG, REGULAR EARNINGS	1	0.25	02:00 PM		02:15 PM	

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, REGULAR EARNINGS	1	0.25			0.25 Hours
Total Hours		0.25			

Routing and Status

Name	Action	Date & Time
Test, Timeclock	Originated	07/22/2022, 01:54 PM
Casey, Allison K.	In the Queue	

10). A green message will appear that says Timesheet successfully submitted. You have finished submitting your timesheet for the pay period.

The screenshot shows the JSU Employee Dashboard. At the top, there is a red header with the JSU logo and a user profile for 'Test, Timeclock'. A green message box is highlighted with a green oval, containing a checkmark and the text 'Timesheet successfully submitted.' Below the message, the breadcrumb navigation shows 'Employee Dashboard > Timesheet > Administrative A Resources > Preview'. The main content area is titled 'Timesheet Detail Summary' and includes the following information:

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources
Pay Period: 07/18/2022 - 07/31/2022 | 0.25 Hours | Pending | Submitted On 07/22/2022, 02:15 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/22/2022	REG, REGULAR EARNINGS	1	0.25 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	Comment In	Time Out	Comment Out
07/22/2022	REG, REGULAR EARNINGS	1	0.25	02:00 PM		02:15 PM	

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, REGULAR EARNINGS	1	0.25			0.25 Hours
Total Hours		0.25			

Routing and Status

Name	Action	Date & Time
Test, Timeclock	Originated	07/22/2022, 01:54 PM
Test, Timeclock	Submitted	07/22/2022, 02:15 PM

Return

FREQUENTLY ASKED QUESTIONS:

HOW DO I ENTER ANNUAL LEAVE, SICK LEAVE, OR COMP TIME USED?

1). To enter annual leave, sick leave, or comp time used on your timesheet, you will need to change your earn code to one of these options. For this example, I will use Sick Leave.

Click on the date you are reporting leave and **Select** the type of leave you are reporting. If you need to change the week you are viewing on your timesheet, you can click the Left or Right arrows.

The screenshot displays the JSD Employee Dashboard Timesheet interface. At the top, the user is identified as 'Administrative Assistant, 021298-00, J, 10020, Department of Human Resources'. The current view is for the week of 07/18/2022 to 07/31/2022. The calendar shows days from Sunday to Saturday. The Friday, 7/22/2022 cell is highlighted in orange. A dropdown menu is open for the selected date, showing the following options: REGULAR EARNINGS, REGULAR EARNINGS, COMP TIME USED, SICK LEAVE PAY (circled in green), ANNUAL LEAVE PAY, and HOLIDAY PAY. The interface also includes navigation arrows (circled in green), an 'Add Earn Code' button, and a form for entering time with 'Clock In', 'Clock Out', and 'Hours' fields. The 'Hours' field currently shows 0.00. At the bottom, there are 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons.

2). Enter the hours of leave you are taking. If you are taking a full day, you need to report 8 hours of leave. For the Start Time, enter 08:00 AM and for the End Time enter 04:00 PM by using your mouse to scroll through the time. Then click **Save**. You can enter your leave ahead of time for the pay period if you know you will be absent.

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the JSU logo is on the left, and a settings gear, a user profile icon, and the text "Test, Timeclock" are on the right. Below the header, the breadcrumb navigation reads "Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources". A sub-header identifies the user as "Administrative Assistant, 021298-00, J, 10020, Department of Human Resources" and includes "Restart Time" and "Leave Balances" links. The main area shows a calendar for the period "07/18/2022 - 07/31/2022" with a "Submit By 08/01/2022, 09:00 AM" deadline. The calendar highlights Friday, July 22nd. Below the calendar is an "Add Earn Code" button. The "Add Earn Code" form is open, showing "SICK LEAVE PAY" selected in the "Earn Code" dropdown. The "Start Time*" and "End Time*" fields are set to "hh:mm a" and are circled in green. A time selection window is open for the Start Time, showing a grid with "08" selected in the hour column and "00" selected in the minute column, with "AM" selected in the period column. The "SET" button at the bottom of this window is also circled in green. A text box to the right of the time selection window contains the instruction: "Click the small clock to open the window that sets the Start Time and End Time. Use your mouse to scroll to the appropriate time, and then click Set." At the bottom of the form, there are "Cancel", "Save", and "Preview" buttons, with the "Save" button circled in green. An "Exit Page" link is located in the bottom left corner.

JSU

Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

07/18/2022 - 07/31/2022 | In Progress Submit By 08/01/2022, 09:00 AM

SUN MON TUE WED THU FRI SAT

17 18 19 20 21 22 23

+ Add Earn Code

Earn Code Start Time* End Time* Hours

SICK LEAVE PAY hh:mm a hh:mm a 0.00

07
08 00 AM
09 15 PM

CANCEL SET

Cancel Save Preview

Exit Page

Click the small clock to open the window that sets the Start Time and End Time. Use your mouse to scroll to the appropriate time, and then click Set.

FREQUENTLY ASKED QUESTIONS:

HOW DO I EDIT MY TIMESHEET?

1). Click the **Pencil Icon** to edit your time. You can change your clock in time and/or your clock out time. Any time you edit your timesheet, you must leave a comment. Edited timesheets and comments are monitored; please remember to clock in and out properly to avoid excessive editing.

Employee Dashboard • [Timesheet](#) • Administrative A Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

07/18/2022 - 07/31/2022 | In Progress Submit By 08/01/2022, 09:00 AM

SUN MON TUE WED THU FRI SAT

17 18 19 20 21 22 23

+ Add Earn Code

REGULAR EARNINGS 02:30 PM -

Clock Time: 02:31 PM - Clock Out

Total: 0.00 Hours

Exit Page Cancel Save Preview

2). After editing your time, click **Save** and exit the page.

JSU Test, Timeclock

[Employee Dashboard](#) • [Timesheet](#) • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources Restart Time Leave Balances

07/18/2022 - 07/31/2022 | i 1

In Progress Submit By 08/01/2022, 09:00 AM

SUN	MON	TUE	WED	THU	FRI	SAT
17	18	19	20	21	22	23

+ Add Earn Code

Earn Code
REGULAR EARNINGS

In Time* 08:00 AM 🕒 Comment* Forgot to clock in ✎ Clock Out 🕒

+ Add More Time

Total: 0.00 Hours

[Exit Page](#) Cancel Save Preview

<https://employee-test.jsu.edu/EmployeeSelfService/>

FREQUENTLY ASKED QUESTIONS:

HOW DO I ENTER HOLIDAY PAY?

1). Select the day that is a Holiday and select Holiday Pay in the Earn Code drop-down box

The screenshot displays the JSU Timesheet interface. At the top, the navigation bar includes the JSU logo, a settings icon, a user profile icon labeled 'Test, Timeclock', and a breadcrumb trail: 'Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources'. Below this, the user's name and department are repeated, along with 'Restart Time' and 'Leave Balances' links. The main area shows a calendar for the period '07/18/2022 - 07/31/2022'. The days of the week are labeled: SUNDAY (17), MONDAY (18), TUESDAY (19), WEDNESDAY (20), THURSDAY (21), FRIDAY (22), and SATURDAY (23). The Friday, 22nd is highlighted in orange. A status bar indicates 'In Progress' and 'Submit By 08/01/2022, 09:00 AM'. Below the calendar is an 'Add Earn Code' button. A modal window is open, showing a list of 'Earn Code' options: 'REGULAR EARNINGS', 'REGULAR EARNINGS', 'COMP TIME USED', 'SICK LEAVE PAY', 'ANNUAL LEAVE PAY', and 'HOLIDAY PAY'. The 'HOLIDAY PAY' option is circled in green. To the right of the list are 'Clock In' and 'Clock Out' buttons, and a 'Hours' input field set to '0.00'. Below these is an 'Add More Time' button. At the bottom left is an 'Exit Page' link, and at the bottom right are 'Cancel', 'Save', and 'Preview' buttons.

2). Enter 8 hours of Holiday pay. Start time should be 08:00 AM and End Time should be 04:00 PM. Use your mouse to scroll to the correct start and end times.

JSU

Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

07/18/2022 - 07/31/2022 | In Progress | Submit By 08/01/2022, 09:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

17 18 19 20 21 22 23

+ Add Earn Code

Earn Code: HOLIDAY PAY

Start Time*: hh:mm a

End Time*: hh:mm a

Hours: 0.00

+ Add More Time

07
08 00 AM
09 15 PM

CANCEL SET

Click the small clock to open the window that sets the Start Time and End Time. Use your mouse to scroll to the appropriate time, and then click Set.

Exit Page

Cancel Save Preview

3). When you have 08:00 AM to 04:00 PM entered, click **Save** and then **Exit Page**.

JSU Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources

Administrative Assistant, 021298-00, J, 10020, Department of Human Resources Restart Time Leave Balances

07/18/2022 - 07/31/2022 | In Progress Submit By 08/01/2022, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
17	18	19	20	21	22	23

[Add Earn Code](#)

Earn Code: Start Time*: End Time*: Hours:

[Add More Time](#)

[Exit Page](#)

IMPORTANT INFORMATION TO REMEMBER BEFORE SUBMITTING YOUR TIMESHEET:

- The total hours for each week must equal at least 37.50 hours. The total hours for both weeks must equal at least 75.00 hours.
- If you work over 37.50 hours in week one it can't carry over into week two. Each week must equal at least 37.50 hours.
- If you are taking leave but you know your leave balance is not large enough to cover the amount of leave you are taking, you still must report the leave on your timesheet. Our system knows if you are taking more leave than you have. It will calculate the amount your pay will be docked. You must report all leave you are taking, even if you know you don't have enough leave to cover your absence.
- If you are taking an entire day of leave, you need to report 8 hours for that day.