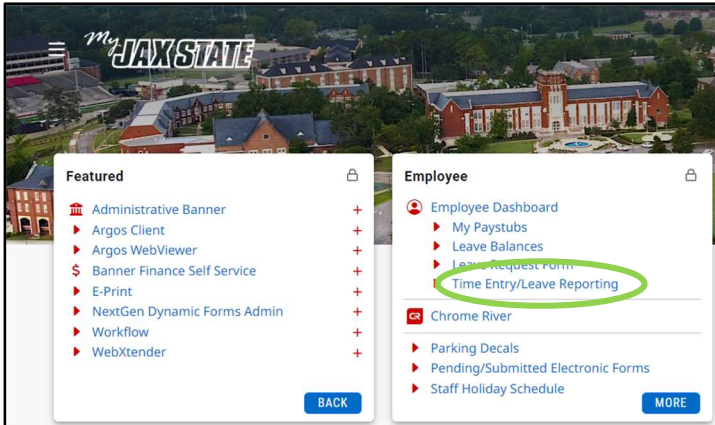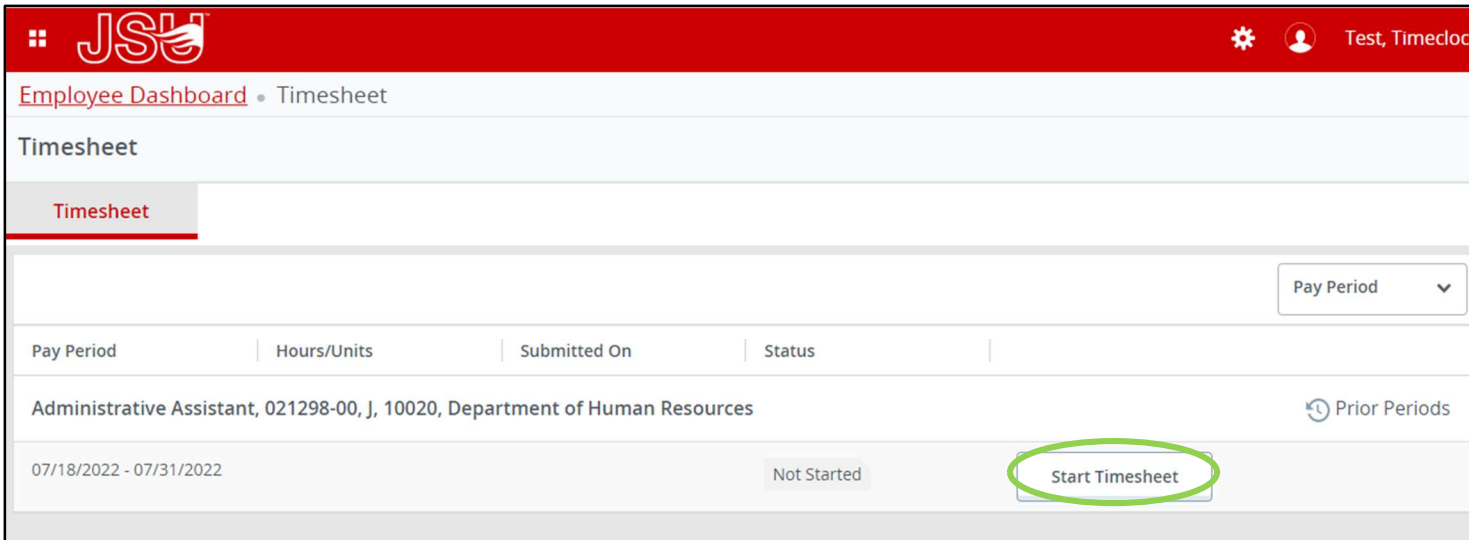**How to enter time in MyJaxState – Employees on Biweekly Payroll**

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**

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.

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.

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

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.

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.

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	

| Return | Submit |

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

JSU

Test, Timeclock   1

Employee Dashboard • Timesheet • Administrative A   ✓ Timesheet successfully submitted.
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   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.

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.

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.

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

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

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.

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.

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