

How to enter time in MyJaxState – Students on Biweekly Payroll only

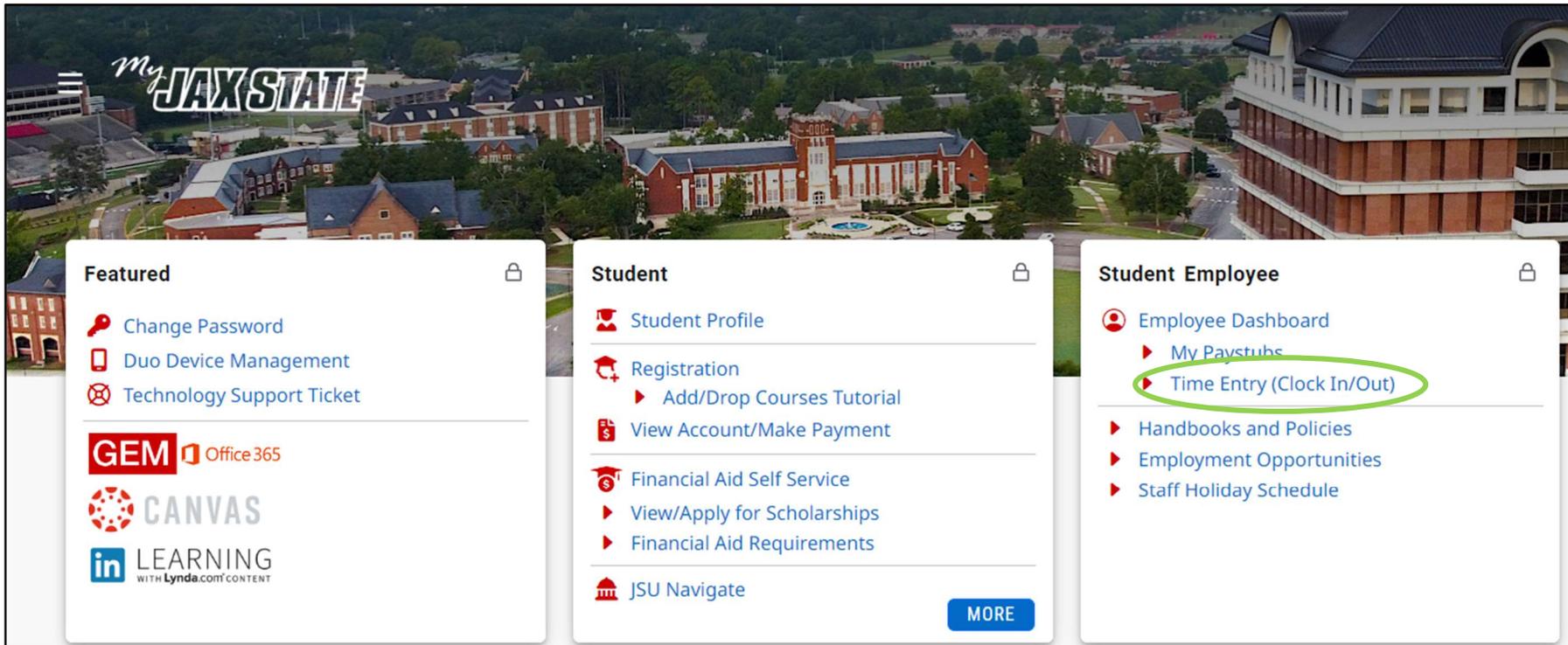
If you are a student employee that is paid an hourly rate, you will be paid on the biweekly payroll. Your student contract indicates if you are paid an hourly rate and will list the maximum number of hours you may work per week.

You **must** clock in and clock out every day that you work. Clock in when you arrive, and clock out when you leave.

DO NOT edit your timesheet to enter your work schedule all at one time for the pay period. **YOU MUST** clock in when you arrive to work every day and clock out when you leave every day.

It is acceptable to edit your timesheet if you forgot to clock in or out, but this should not be an everyday occurrence. Timesheets are monitored for excessive editing.

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



2). Click **Start Timesheet**

The screenshot shows the JSU Employee Dashboard with the 'Timesheet' tab selected. The 'Pay Period' dropdown is set to 'Federal Work Study, 025000-00, J, 60001, VP Finance and Administration'. The status is 'Not Started'. A green circle highlights the 'Start Timesheet' button.

3). Click **Clock In**. You can close the screen or minimize it until you are ready to clock out for the day. **Do not click Save after clocking in.** If you click Save, this requires you to enter a comment.

The screenshot shows the JSU Employee Dashboard with the 'Timesheet' tab selected. The 'Pay Period' dropdown is set to 'Federal Work Study, 025000-00, J, 60001, VP Finance and Administration'. The status is 'In Progress'. The calendar view shows the current date is Friday, 02/11/2022, with 23.75 hours recorded. The 'Clock In' button is circled in green.

4). When you are leaving for the day, open your timesheet again through MyJaxState and click **Clock Out**. **Don't click Save. Just exit the screen.** If you click Save, this requires you to enter a comment.

JSU Employee Dashboard • Timesheet

Timesheet

Pay Period

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

07/18/2022 - 07/31/2022 **Click In This Area To Open Timesheet** In Progress

Prior Periods

JSU Employee Dashboard • Timesheet • Federal Work Study, 025000-00, J, 60001, VP Finance and Administration

Federal Work Study, 025000-00, J, 60001, VP Finance and Administration

01/31/2022 - 02/13/2022 | 23.75 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

6 7 8 9 10 11 12

2.00 Hours 3.00 Hours 3.00 Hours 3.00 Hours

Add Earn Code

FEDERAL WORK STUDY 01:30 PM -

Clock Time: 01:30 PM - **Clock Out**

Clock In Comment: guinea pig

Total: 0.00 Hours

5). At the end of the pay period, submit your timesheet for approval after you clock out. To do this, **after you clock out**, click **Preview**.

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, there is a red header with the JSU logo and a navigation bar containing 'Employee Dashboard', 'Timesheet', and 'Federal Work Study, 025000-00, J, 60001, VP Finance and Administration'. A green notification box indicates 'Timesheet data successfully saved.' Below this, the current pay period is '01/31/2022 - 02/13/2022' with a total of '25.75 Hours'. A calendar view shows days from Sunday to Saturday. Friday, February 11th, is highlighted in orange and shows '2.00 Hours'. Below the calendar, a detailed view for 'FEDERAL WORK STUDY' is shown with a clock-in time of 01:30 PM and a clock-out time of 03:29 PM, totaling 2.00 hours. A 'Clock In' button is visible. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview', with the 'Preview' button circled in green.

Employee Dashboard • Timesheet • Federal Work Study, 025000-00, J, 60001, VP Finance and Administration

Federal Work Study, 025000-00, J, 60001, VP Finance and Administration

01/31/2022 - 02/13/2022 | 25.75 Hours | In Progress | Submit By 02/14/2022, 09:00 AM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|-----------------|-----------------|-----------------|------------------|------------------|----------|
| 6 | 7 2.00 Hours | 8 3.00 Hours | 9 3.00 Hours | 10 3.00 Hours | 11 2.00 Hours | 12 |

+ Add Earn Code

FEDERAL WORK STUDY | 01:30 PM - 03:30 PM | 2.00 Hours
Clock Time: 01:30 PM - 03:29 PM

⌚ Clock In

Total: 2.00 Hours | Account Distribution

Exit Page | Cancel | Save | Preview

6). Next, click **Submit**

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[Employee Dashboard](#) • [Timesheet](#) • [Federal Work Study, 025000-00, J, 60001, VP Finance and Administration](#) • [Preview](#)

Timesheet Detail Summary

Federal Work Study, 025000-00, J, 60001, VP Finance and Administration 🖨️

Pay Period: 01/31/2022 - 02/13/2022 | 25.75 Hours | In Progress | Submit By 02/14/2022, 09:00 AM

Time Entry Detail

| Date | Earn Code | Shift | Total |
|------------|-------------------------|-------|------------|
| 02/01/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/02/2022 | FWS, FEDERAL WORK STUDY | 1 | 4.75 Hours |
| 02/03/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/04/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 Hours |
| 02/07/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 Hours |
| 02/08/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/09/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/10/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/11/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 Hours |

Time Information

| Date | Earn Code | Shift | Hours/Units | Time In | System In | Comment In | Time Out | System Out | Comment Out |
|------------|-------------------------|-------|-------------|----------|-----------|--------------------|----------|------------|-------------|
| 02/01/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 | 01:30 PM | 01:30 PM | | 04:30 PM | 04:27 PM | |
| 02/02/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 | 08:30 AM | 08:30 AM | | 10:30 AM | 10:26 AM | |
| 02/02/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.75 | 01:00 PM | 03:51 PM | forgot to clock in | 03:45 PM | 03:52 PM | |
| 02/03/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 | 01:30 PM | 01:29 PM | | 04:30 PM | 04:28 PM | |
| 02/04/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 | 01:30 PM | 01:33 PM | | 03:30 PM | 03:30 PM | |
| 02/07/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 | 08:30 AM | 08:32 AM | | 10:30 AM | 10:29 AM | |

7). You will have a message in the upper right-hand corner stating that your timesheet has been successfully submitted.

The screenshot displays the JSU Employee Dashboard. At the top, there is a red navigation bar with the JSU logo and a user profile icon. Below the navigation bar, a breadcrumb trail shows the path: [Employee Dashboard](#) > [Timesheet](#) > [Federal Work Study, 025000-00, J, 60001, VP Finance and Administration](#) > [Preview](#). A green oval highlights a notification message in the top right corner: "The timesheet has been successfully submitted." Below this, the "Timesheet Detail Summary" section shows the title "Federal Work Study, 025000-00, J, 60001, VP Finance and Administration" and the pay period "01/31/2022 - 02/13/2022" with a total of "25.75 Hours" and a status of "Pending". The "Submitted On" date is "02/11/2022, 03:30 PM". The "Time Entry Detail" table lists dates from 02/01/2022 to 02/11/2022, all with an "Earn Code" of "FWS, FEDERAL WORK STUDY" and a "Shift" of "1". The "Total" column shows hours ranging from 2.00 to 4.75. The "Time Information" table provides a detailed view of each entry, including "Time In", "System In", "Time Out", and "System Out" times. A "Return" button is located at the bottom right of the page.

| Date | Earn Code | Shift | Total |
|------------|-------------------------|-------|------------|
| 02/01/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/02/2022 | FWS, FEDERAL WORK STUDY | 1 | 4.75 Hours |
| 02/03/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/04/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 Hours |
| 02/07/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 Hours |
| 02/08/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/09/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/10/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 Hours |
| 02/11/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 Hours |

| Date | Earn Code | Shift | Hours/Units | Time In | System In | Comment In | Time Out | System Out | Comment Out |
|------------|-------------------------|-------|-------------|----------|-----------|--------------------|----------|------------|-------------|
| 02/01/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 | 01:30 PM | 01:30 PM | | 04:30 PM | 04:27 PM | |
| 02/02/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 | 08:30 AM | 08:30 AM | | 10:30 AM | 10:26 AM | |
| 02/02/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.75 | 01:00 PM | 03:51 PM | forgot to clock in | 03:45 PM | 03:52 PM | |
| 02/03/2022 | FWS, FEDERAL WORK STUDY | 1 | 3.00 | 01:30 PM | 01:29 PM | | 04:30 PM | 04:28 PM | |
| 02/04/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 | 01:30 PM | 01:33 PM | | 03:30 PM | 03:30 PM | |
| 02/07/2022 | FWS, FEDERAL WORK STUDY | 1 | 2.00 | 08:30 AM | 08:32 AM | | 10:30 AM | 10:29 AM | |

8). You have finished your timesheet for the pay period. All deadlines for submitting as well as pay dates and other important dates can be found on the biweekly calendar on the JSU Payroll webpage.

If you have any questions, please contact the Payroll Office at payroll@jsu.edu.