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

1). Log in to MyJaxState and click **Time Entry**
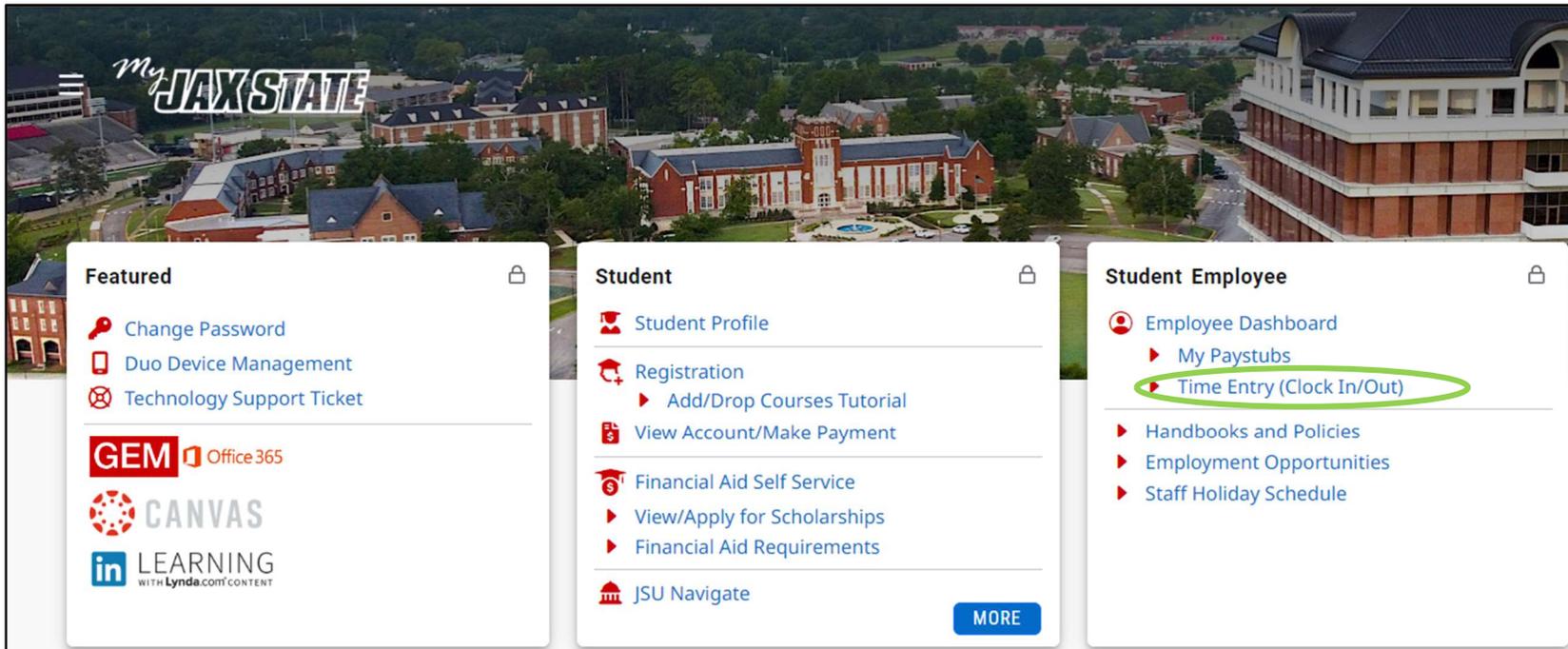
2). Click **Start Timesheet**
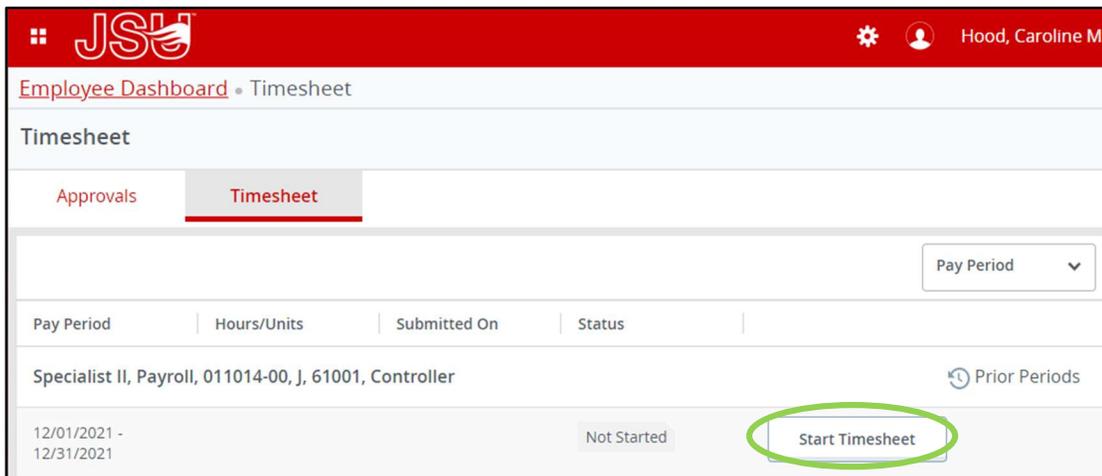
3). Now you may begin to enter hours on your timesheet. Click on one day of the month (it does not matter which day) and select your earn code (this will vary depending on the type of student employment contract you have; it could be "University Aide" or "Graduate Student")

4). After selecting your earn code, **enter 1 hour** and then click **Save**.

You do not have to enter the hours you worked each day of the month. Since you are paid the same amount each month, you do not have to submit the hours you work – your department may keep up with your hours worked if they wish.

Payroll only needs you to enter 1 hour on just 1 day of the month.

5). You will see a message in the top right corner "Timesheet data successfully saved." Next, click **Preview**.

6). Next, click **Submit**.

You have now finished submitting your timesheet.

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