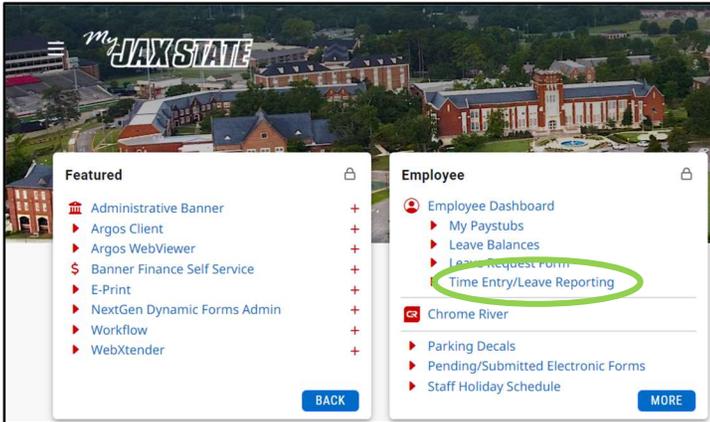
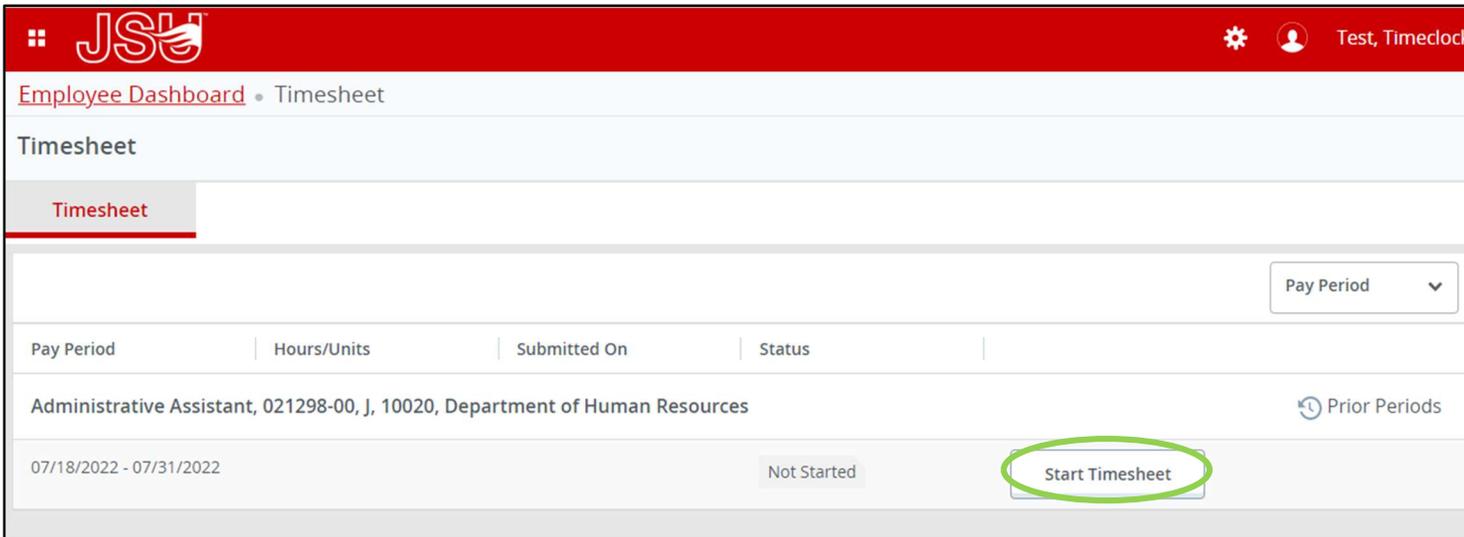


## How to enter time in MyJaxState – Employees on Biweekly Payroll

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 displays a web-based timesheet application. At the top, a red header bar contains the JSU logo on the left, a settings gear icon, a user profile icon, the text 'Test, Timeclock', and a yellow box with the number '1'. Below the header, a breadcrumb trail reads 'Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, D'. A green notification banner states 'Timesheet successfully created.' Below this, the user's name and department are listed: 'Administrative Assistant, 021298-00, J, 10020, Department of Human Resources'. On the right side of this section are links for 'Restart Time' and 'Leave Balances'. A date range '07/18/2022 - 07/31/2022' is shown on the left, with an 'In Progress' status and a 'Submit By 08/01/2022, 09:00 AM' deadline on the right. A calendar grid shows days from Sunday (17) to Saturday (23), with Friday (22) highlighted in orange. Below the calendar is a '+ Add Earn Code' button. The main input area features 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 with '0.00'. A '+ Add More Time' button is located at the bottom of the input area.

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

Test, Timeclock 1

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.

**JSU** Test, Timeclock

[Employee Dashboard](#) • Timesheet

Timesheet

Timesheet

Pay Period ▾

Pay Period	Hours/Units	Status
Administrative Assistant, 021298-00, J, 10020, Department of Human Resources		
07/18/2022 - 07/31/2022		In Progress

Click In This Area To Open Timesheet

Prior Periods ⓘ

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 | i 🗨

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.

**JSU** Test, Timedlock

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 i ≡

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

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
<b>Total Hours</b>		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
<b>Total Hours</b>		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. The top navigation bar includes the JSD logo and user information: "Test, Timeclock". The breadcrumb trail shows: "Employee Dashboard" > "Timesheet" > "Administrative Assistant, 021298-00, J, 10020, Department of Human Resources". The main header identifies the user as "Administrative Assistant, 021298-00, J, 10020, Department of Human Resources" and includes "Restart Time" and "Leave Balances" options. The timesheet period is "07/18/2022 - 07/31/2022", with a status of "In Progress" and a "Submit By 08/01/2022, 09:00 AM" deadline. The calendar shows days from Sunday (17) to Saturday (23). Friday (22) is highlighted in orange. Navigation arrows are visible on the left and right sides of the calendar. Below the calendar is an "Add Earn Code" button. A dropdown menu is open, listing earn codes: "REGULAR EARNINGS", "COMP TIME USED", "SICK LEAVE PAY" (circled in green), "ANNUAL LEAVE PAY", and "HOLIDAY PAY". To the right of the dropdown are "Clock In", "Clock Out", and "Hours" (0.00) fields. An "Add More Time" button is also present. At the bottom of the interface 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 content area shows a date range of "07/18/2022 - 07/31/2022" with an information icon and a notification badge. Below this, it says "In Progress" and "Submit By 08/01/2022, 09:00 AM". A calendar view shows the days of the week from Sunday to Saturday, with the 22nd highlighted in orange. A "+ Add Earn Code" button is visible. The "Add Earn Code" form is open, showing "SICK LEAVE PAY" in the "Earn Code" dropdown. The "Start Time\*" and "End Time\*" fields are set to "hh:mm a" and have small clock icons. The "Hours" field is set to "0.00". A time selection window is open for the Start Time, showing a grid of times from 07:00 AM to 09:15 PM. The "08:00 AM" option is selected. The "SET" button at the bottom of the time selection window is highlighted in red. A text box on the right says: "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. The "Save" button is highlighted with a green circle. The "Exit Page" link is 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 JSA Timesheet interface. At the top, the navigation bar includes the JSA logo, a settings icon, and the user name 'Test, Timeclock'. Below this, the breadcrumb trail reads: 'Employee Dashboard • Timesheet • Administrative Assistant, 021298-00, J, 10020, Department of Human Resources'. The main header shows the employee's name and department, along with 'Restart Time' and 'Leave Balances' links. The date range is '07/18/2022 - 07/31/2022', and the status is 'In Progress' with a 'Submit By 08/01/2022, 09:00 AM' deadline. A calendar view shows the days from Sunday (17) to Saturday (23). Friday (22) is highlighted in orange. Below the calendar, there is an 'Add Earn Code' button. The 'Add Earn Code' modal is open, showing a list of Earn Codes: '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 of the modal, there are 'Cancel', 'Save', and 'Preview' buttons. The 'Exit Page' link is visible in the bottom left corner.

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** 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 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](#)

07

08 00 AM

09 15 PM

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](#)

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

The screenshot displays the JSU Timeclock interface. At the top, the header includes the JSU logo and the user's name 'Test, Timeclock'. Below the header, the breadcrumb trail shows 'Employee Dashboard' > 'Timesheet' > 'Administrative Assistant, 021298-00, J, 10020, Department of Human Resources'. The main content area shows the employee's name 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 Friday, 08/01/2022, highlighted in orange. Below the calendar, there is an 'Add Earn Code' button. The main form area contains the following fields:

Earn Code	Start Time*	End Time*	Hours
HOLIDAY PAY	08:00 AM	04:00 PM	8.00

Below the form, there is an 'Add More Time' button. At the bottom of the interface, there are three buttons: 'Exit Page', 'Save', and 'Preview'. The 'Exit Page' and 'Save' buttons are circled in green.

**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.