Inputting Time Instructions for Hourly Employee

Step 1: Log onto SF State Gateway

Step 2: Locate and Click on the “Financial/ Jobs” link on the left hand side of the page

Step 3: Next, click on “Student Center” located in the center of the page
- This will bring you to your student center

Step 4: Click on “Main Menu” on the top left hand side of the page

Step 6: On the drop down list please click on “My Time”

Step 7: Click the “Timesheet” link
- Please make sure to pick the correct timesheet
- Once the correct timesheet loads it should look like the below screen shot

Step 8: Below each date mark the number of hours, you worked that day.
- Example: if you worked 5 and half hours you would place 5.5 in the box below the date
- You will only be using the top line under the dates: Please disregard the other two rows

Step 9: Be sure after filling out all hours worked under “Time Reporting Code” select from the drop down list “REG-Regular Hours Worked”

Step 10: Next, press submit: once you have submitted your time under Reported Time Status your hours should say Needs Approval next to them