

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

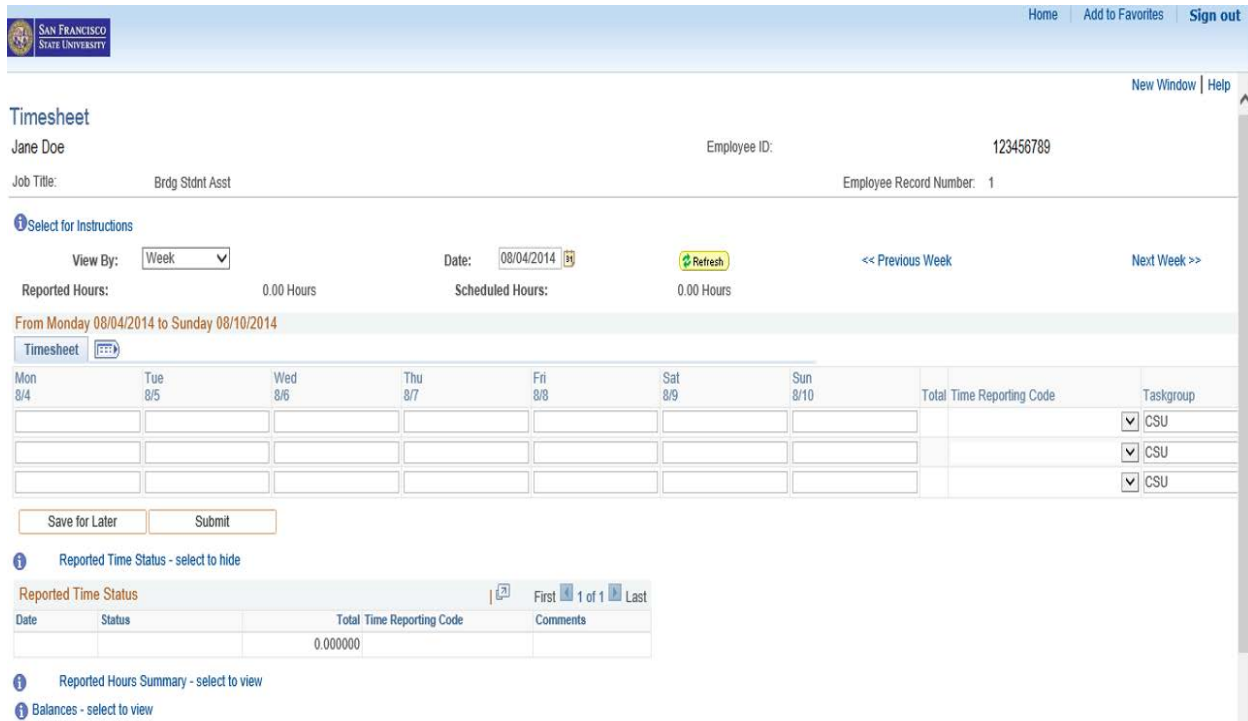
- This will bring you to your student center

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