

Student Self Service Time Reporting



Student Employees who are employed through the State report their time worked monthly via the Peoplesoft HR Center Self Service Timesheet.

1. Navigate to the myHumboldt portal and login in with your Humboldt User Name and Password.

my
humboldt

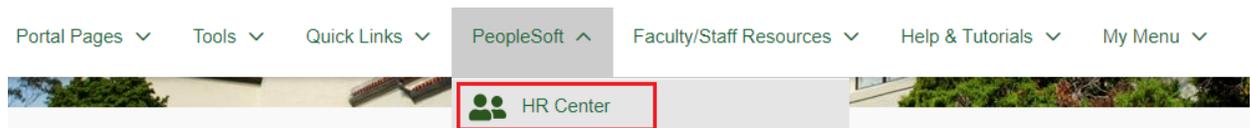
Humboldt User Name

Password

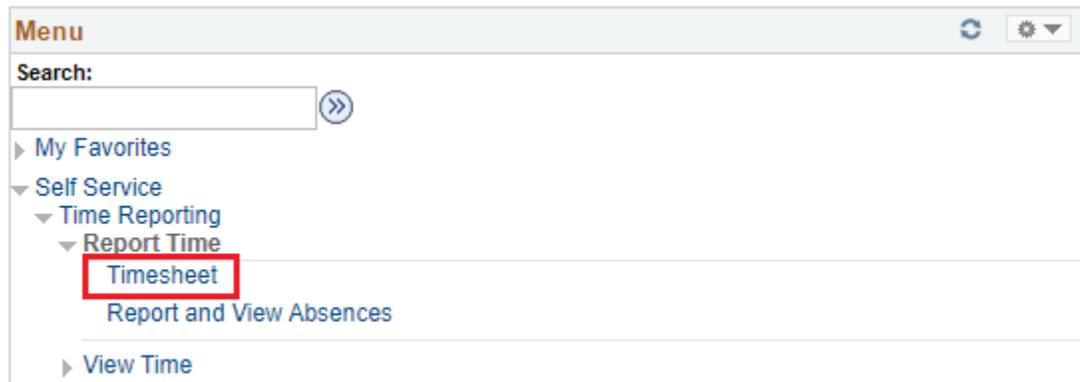
Forgot your user name or password? Need help?

Login

2. Once logged into myHumboldt select the Peoplesoft drop down menu at the top of the page and select HR Center.



- Once in HR Center navigate to the Self Service Timesheet to access available timesheets through the following path:



- Displayed on the Timesheet page will be all of your active jobs on campus. Select the job you wish to record hours in to proceed to the timesheet. If you do not know which job to report hours in or do not see your job you will need to follow up with your supervisor.

Report Time

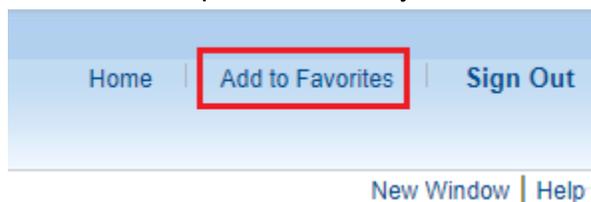
Timesheet

[View Instructions](#)

Personalize | Find | [New Window](#) | First | 1-3 of 3 | Last

Name	Empl Rcd Nbr	Department	Department Description
WORK STUDY INSTR STDT ASST	0	D40060	LEARNING CENTER
INSTRUCTIONAL STUDENT ASST	1	D40060	LEARNING CENTER
STUDENT ASSISTANT	3	D20057	WILDLIFE MANAGEMENT

On the top right of the page you can select 'Add to Favorites' to create a bookmark within HR Center for quick access to your timesheet(s).



- In your selected timesheet you will be able to enter your daily in and out times for the hours that you have worked during the current pay period.
 - Hours can be entered in 12 hour format with a trailing **a** for **AM** or **p** for **PM** (i.e 1:00p for 1:00 pm) or can be entered in 24 hour format (i.e 1300 for 1:00 pm).
 - Any unpaid breaks will require you to clock out and then add an additional line by clicking the plus symbol on the right of the timesheet for when you resume work. Additionally you can use the minus symbol to delete any unapproved lines.

- C. You can view your timesheet either by Day, Week, or Time Period.
- D. Comments can be added to each day by clicking on the thought bubble on the right side of the timesheet.

IMPORTANT: DO NOT CLICK ON THE [Show all Punch Types](#) BUTTON ON THE TIMESHEET.

[Select for Instructions](#)

View By: Week *Date: 04/01/2023 [Refresh](#) << Previous Week Next Week >>
 Previous Job Next Job

Reported Hours: 7.00 Hours Scheduled Hours: 0.00 Hours [Show all Punch Types](#)

From 04/01/2023 to 04/07/2023

[Timesheet](#)

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date	
	Sat	4/1	New	8:00:00AM	12:00:00PM		HSUTIME	PST	 
				12:30:00PM	3:30:00PM		HSUTIME	PST	4/1  
	Sun	4/2	New	1:00p	4:00p		HSUTIME	PST	4/2  
	Mon	4/3	New	1300	1600		HSUTIME	PST	4/3  
	Tue	4/4	New				HSUTIME	PST	4/4  

Once you have entered your hours you will click the submit button at the bottom of the Timesheet which will allow your designated Time Approver to approve the time for pay. You also have the option of clicking Save for Later if you are not ready to submit your time.

[Select for Instructions](#)

View By: Week *Date: 04/01/2023 [Refresh](#) << Previous Week Next Week >>
 Previous Job Next Job

Reported Hours: 13.00 Hours Scheduled Hours: 0.00 Hours [Show all Punch Types](#)

From 04/01/2023 to 04/07/2023

[Timesheet](#)

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date	
	Sat	4/1	Needs Approval	8:00:00AM	12:00:00PM	4.00	HSUTIME	PST	4/1  
			Needs Approval	12:30:00PM	3:30:00PM	3.00	HSUTIME	PST	4/1  
	Sun	4/2	Needs Approval	1:00:00PM	4:00:00PM	3.00	HSUTIME	PST	4/2  
	Mon	4/3	Needs Approval	1:00:00PM	4:00:00PM	3.00	HSUTIME	PST	4/3  
	Tue	4/4	New				HSUTIME	PST	4/4  
	Wed	4/5	New				HSUTIME	PST	4/5  
	Thu	4/6	New				HSUTIME	PST	4/6  
	Fri	4/7	New				HSUTIME	PST	4/7  

[Save for Later](#) [Submit](#) [Clear](#)