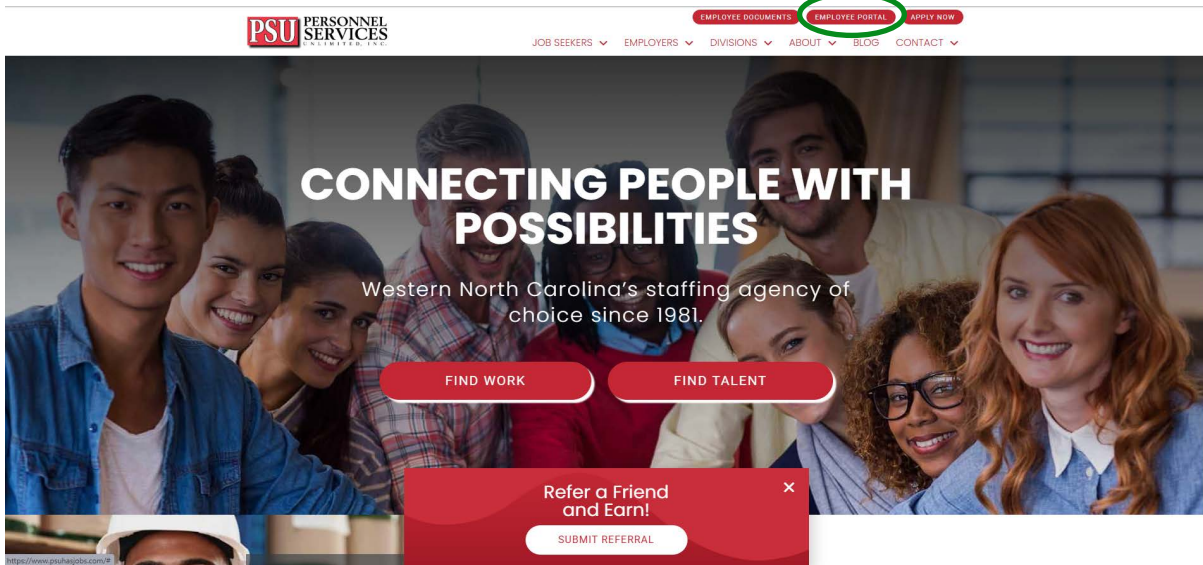


Employee Timekeeping User Guide

STEP 1 - Open the Employee Portal

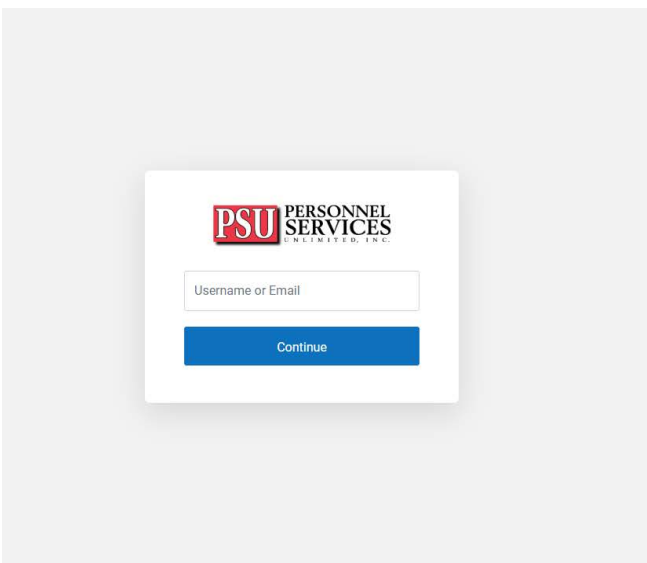
Go to www.psuhasjobs.com

On your home page, click the **EMPLOYEE PORTAL** in the upper- right corner.



STEP 2 - Sign In

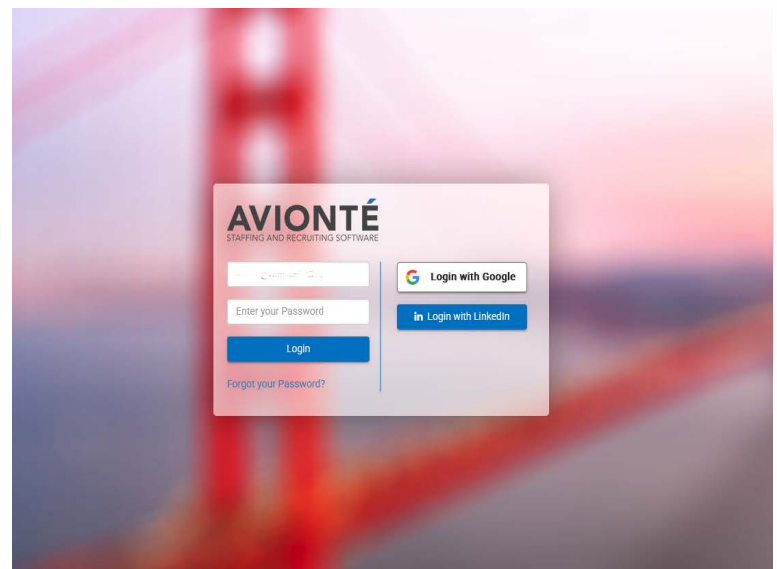
Sign in using the email address you used when you applied.



STEP 3 - Enter Your Password

Enter your Password and click **Login**.

Forgot your password? Click **Forgot Password** to reset.



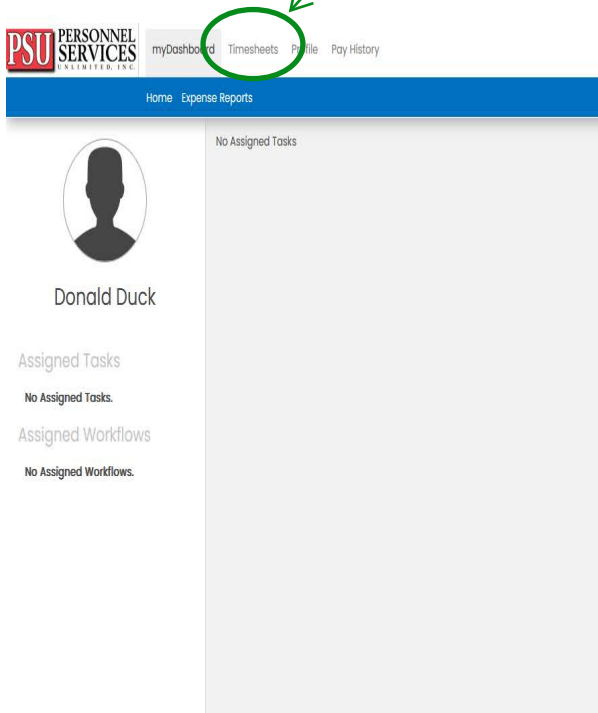
STEP 4 - Open Your Timesheet

After logging in, you'll arrive at your **MyDashboard**.

- Click the **Timesheets** tab

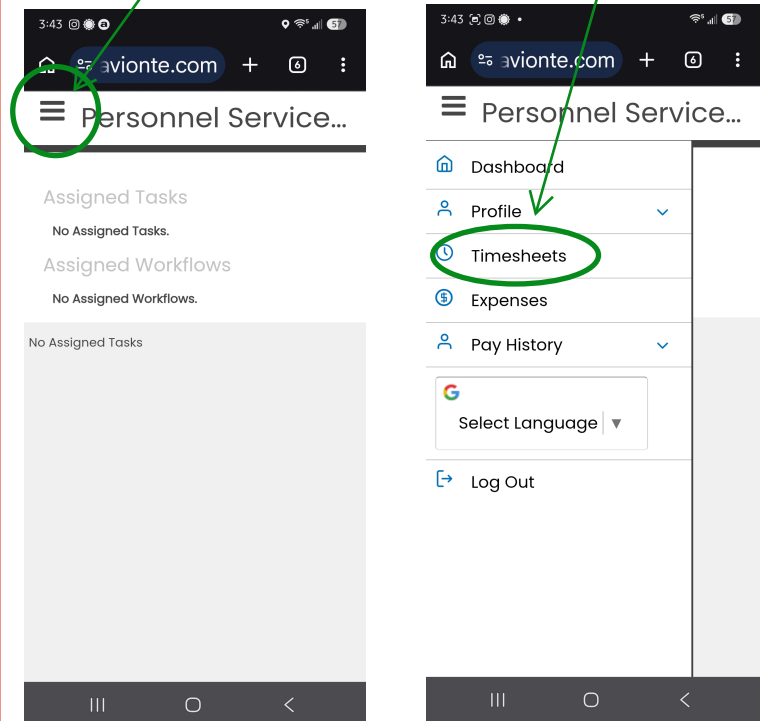
Desktop View

Click the **Timesheets** tab.



Mobile View

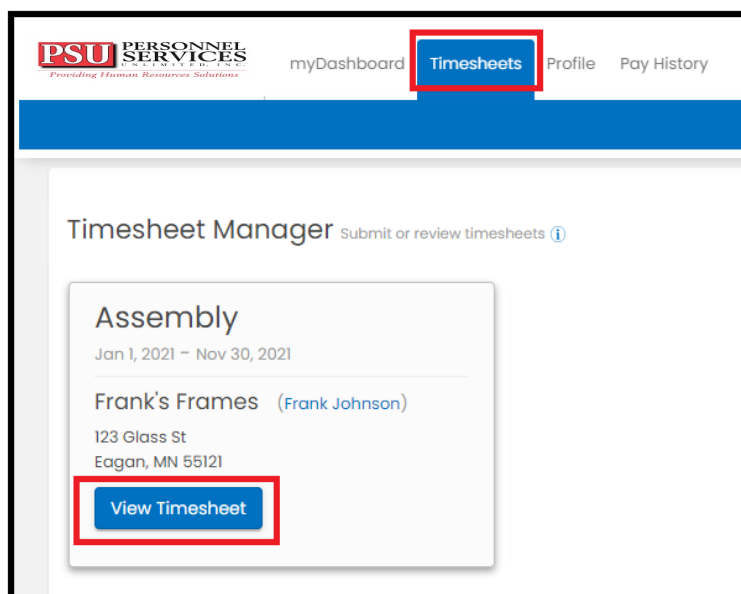
Click the **Three-line Menu** icon, then click **Timesheets**



STEP 5- Select the Correct Assignment

On the **Timesheet Manager** page

1. Click the blue **Timesheets** Tab
2. Click on the **View Timesheet** button
 - a. This brings you to the current week to enter time.
 - b. If you have multiple jobs, then you will see each one listed



Step 6 - Enter Your Hours

Enter your clock-in and clock-out times for each day

Enter your meal break start and end times

Be sure to select **AM** or **PM** correctly.

Click the **blue Save Timesheet** button each day after entering your hours.

Save your time Daily. Do Not wait until the end of the week to enter all of your hours.

Mobile View

Mobile app interface showing the 'Week Ending Sep 24 2017' screen. It includes navigation for 'Last Week', 'Back', and 'Next Week'. Below are buttons for 'Notes', 'Leave' (with a '0' icon), and 'Apply Default'. The main section shows input fields for 'Monday Sep 18 2017' and 'Tuesday Sep 19 2017', including 'Mon In', 'Break Start', 'Break End', and 'Mon Out'/'Tue In' times. There are also 'Break' buttons with plus and minus icons.

Mobile app interface showing the 'Regular Hours' screen with a large green '40.00' display. At the bottom, there are three buttons: 'Save Timesheet' (blue, highlighted with a red box and a green arrow), 'Save & Submit Timesheet' (orange), and 'Submit Zero Hours' (red).

Desktop View

Desktop app interface showing a weekly timesheet for 'Week Ending Aug 08 2021'. It includes a navigation bar with 'Week ending: Sun Aug 01 2021', 'Back to Timesheet Manager', and 'Week ending: Sun Aug 15 2021'. The main area shows a grid of input fields for each day from Monday Aug 02 to Sunday Aug 08, including 'Mon In', 'Break Start', 'Break End', and 'Mon Out'/'Tue In' times. At the bottom, there are three buttons: 'Save Timesheet' (blue, highlighted with a red box and a green arrow), 'Save & Submit Timesheet' (green), and 'Submit Zero Hours' (red).

STEP 7 - End of Week | Submit Timesheet

- At the **End** of the work week, when all of your hours have been entered, the Timesheet will need to be submitted.
- Double check the hours you are submitting are correct.
- Click the **green Save & Submit Timesheet** button.

Regular Hours

8.00

Save Timesheet Save & Submit Timesheet Submit Zero Hours

Week ending: Sun Jan 30 2022

Back to Timesheet Manager

Week Ending Feb 06 2022

Events Notes PDF Extract Apply Default

Consultant: John Locke Company: AMtec Industries Manager: David Sun Job Title: Administrative Assistant Job Dates: 11/1/21 - 2/1/00

Monday Jan 31 2022 Tuesday Feb 01 2022 Wednesday Feb 02 2022 Thursday Feb 03 2022 Friday Feb 04 2022 Saturday Feb 05 2022 Sunday Feb 06 2022

Mon In 8:00 AM Tue In Break Start Break End Break Start Break End Break Start Break End Break Start Break End Break Start Break End Break Start Break End Break Start Break End

Mon Out 5:00 PM Tue Out Wed Out 5:00 PM Thu Out Fri Out Sat Out Sun Out

8 Regular 0.5 Ovr 8 Regular 0.5 Ovr

Regular Hours Overtime Hours

16.00 1.00

Save Timesheet Save & Submit Timesheet Submit Zero Hours

STEP 8- Submit Timesheet to Manager /Approver

A confirmation window will appear. Enter any notes to send to the Timesheet approver (not required).

- Click on the **blue Submit Timesheet** button

Desktop View

Submit Hours

Submit Feb 06 2022 timesheet to your manager or timesheet approver.

Notice! By submitting these hours, you agree that they are an accurate representation of the time you worked this week.

Notes:

Enter any notes you would like to include with this submittal

Set as Default Cancel Submit Timesheet

Mobile View

Submit Hours

Submit Sep 24 2017 timesheet to your manager or timesheet approver.

Notice! By submitting these hours, you agree that they are an accurate representation of the time you worked this week.

Warning! You are submitting time for days that have not happened yet! You have logged 8 hours for 9/20/17.

Notes:

Enter any notes you would like to include with this submittal

Set as Default Cancel Submit Timesheet

STEP9-Confirmation

A yellow box will appear. This confirms your timesheet has been submitted. Once submitted, you cannot make any changes.

You will get an **email** when your Timesheet Approver reviews your timesheet.

- **This email may not arrive the same day you submit your timesheet. It could take a few days.** Check your email regularly so you don't miss it.

Jan 30 2022 Wex

[Back to Timesheet Manager](#)

Week Ending Feb 06 2022 Events 4 Notes 0 PDF Extract

Consultant: John Locke Company: AMtec Industries Manager: David Sun Job Title: Administrative Assistant Job Dates: 1/1/21 - 2/1/00

Monday Jan 31 2022	Tuesday Feb 01 2022	Wednesday Feb 02 2022	Thursday Feb 03 2022	Friday Feb 04 2022	Saturday Feb 05 2022	Sunday Feb 06 2022
Mon In: 8:00 AM	Tue In:	Wed In: 8:00 AM	Thu In:	Fri In:	Sat In:	Sun In:
Break Start: 11:30 AM	Break Start:	Break Start: 11:45 AM	Break Start:	Break Start:	Break Start:	Break Start:
Break End: 12:00 PM	Break End:	Break End: 12:15 PM	Break End:	Break End:	Break End:	Break End:
Mon Out: 5:00 PM	Tue Out:	Wed Out: 5:00 PM	Thu Out:	Fri Out:	Sat Out:	Sun Out:
0 Regular 0.0 Over		0 Regular 0.0 Over				

Regular Hours: 16.00 Overtime Hours: 1.00



This timesheet has been submitted on 3/16/22 12:09 PM and no further updates are allowed.
[Re-Enter Timesheet](#)

What to do if the Timesheet Approver rejects my timesheet

If your Timesheet Approver rejects your timesheet and sends it back for corrections:

1. Update the hours to the correct amount.
2. Click **[Re-Enter Timesheet]**.

Important: Correct and resubmit your timesheet as soon as possible. Waiting too long could delay your pay for that week.