Introduction

All non-exempt employees have access in PeopleSoft HR (SJSU @ Work) to enter their own hours for overtime they work and for which they would like to earn Compensatory Time Off (CTO) instead of getting paid.

Some departments will use a Timekeeper to key this information on behalf of employees in their departments. Confirm the process for your department with your manager. This guide reviews the steps an employee can use to enter their own hours.

Please note: All overtime hours must be approved by your appropriate administrator PRIOR to being worked. See your Collective Bargaining Agreement for more information.

Enter Overtime Hours for CTO

In one.SJSU, click the Complete My Timesheet tile	
1. To find the tile from the one.SJSU homepage, enter the word "absence" in the search bar 2. Click on the Enter My Absences task 3. Make the tile a favorite by clicking the open heart 4. Click Start	

SJSU | UNIVERSITY PERSONNEL
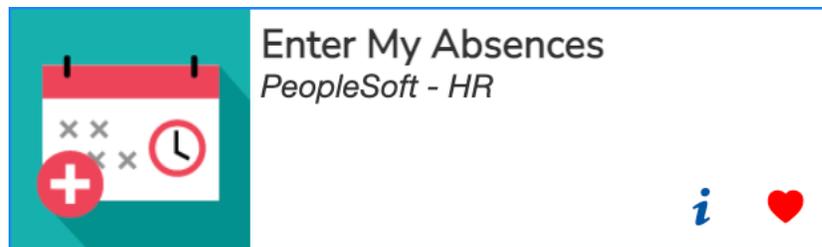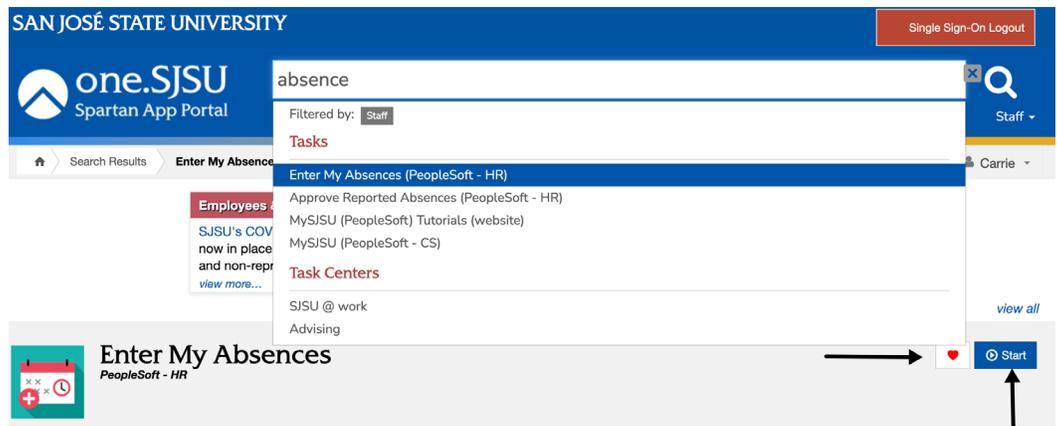
The Report and View Absences page is displayed – Enter your hours 5. The page defaults to the current pay period (A) 6. Select the Absence Name for either CTO Premium Earn or CTO Straight Earn* (B) *CTO Premium Earn should be used for hours worked above 40 hours in a week; CTO Straight Earn should be used for callback time and other applicable entries. For more information, please contact your Payroll Representative.	Report and View Absences Click for Instructions From 09/01/2021 Through 09/30/2021 (A) **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name Begin Date End Date Absence Duration Unit Type Last Updated By **Enter New Absence Events** (B) Absence Name *Begin Date *End Date Absence Duration Unit Type No Leave Taken 09/01/2021 09/30/2021 Add Comments + − Calculate Duration (B) Bereavement/Funeral CTO Premium Earn CTO Straight Earn CTO Take Holiday ADO Expiring Take Holiday CTO Take Jury Duty ✓ No Leave Taken Personal Holiday Sick – Bereavement Sick – Family Care Sick – Self Vacation
Acknowledge the Message When the CTO Premium or Straight Earn Absence Name is selected, a message will appear stating that the type requires pre-approval. 7. Click OK to continue (A)	Report and View Absences Click for Instructions From 09/01/2021 Through 09/30/2021 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name Begin Date End Date Absence Duration Unit Type Last Updated By **Enter New Absence Events** Absence Name *Begin Date *End Date Balance *Partial Days CTO Premium Earn 09/01/2021 09/01/2021 0 Partial Hours Calculate Duration Message (A) Use of this leave type requires preapproval. (27500,434) OK

Enter the Date, Hours and Reason for the CTO

8. Enter the date(s) the overtime was worked (A)
9. Enter the hours worked (B)
10. Click Add Comments (C) to enter the reason for the CTO

Please note, if hours differ by date, each date must be entered separately by inserting a new row.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
CTO Premium Earn	09/14/2021	09/14/2021	0	Partial Hours	1.00		Hours	Add Comments	+ -
CTO Premium Earn	09/15/2021	09/15/2021	0	Partial Hours	1.50		Hours	Add Comments	+ -
CTO Premium Earn	09/16/2021	09/17/2021	0	Partial Hours	2.00		Hours	Add Comments	+ -

Example shown above:
- 9/14 – employee worked 1 hour of OT to be claimed as CTO
- 9/15 – employee worked 1.5 hours of OT to be claimed as CTO
- 9/16 and 9/17 – employee worked 1 hour of OT on each day; all to be claimed as CTO

Enter the Comments

11. Enter a reason for the OT (A)
12. Click Save Comments (B)

Please note, this must be done for each CTO Earn entry.

Absence Event Comments

Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.

Event support

Save Comments

Ensure Comments are Entered

13. The Add Comments hyperlink will change to Edit Comments once a comment has been entered (A)

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
CTO Premium Earn	09/14/2021	09/14/2021	0	Partial Hours	1.00		Hours	Edit Comments	+ -
CTO Premium Earn	09/15/2021	09/15/2021	0	Partial Hours	1.50		Hours	Add Comments	+ -
CTO Premium Earn	09/16/2021	09/17/2021	0	Partial Hours	2.00		Hours	Add Comments	+ -

Submit the Absences	
14. Click Submit (A) 15. If everything was entered correctly, you will receive a confirmation; click OK to continue (B)	

The Report and View Absences page is displayed	
16. The hours submitted are displayed in the Existing Absence Events Section (A) 17. To delete a Submitted entry prior to Approval, click the trash icon (B)	