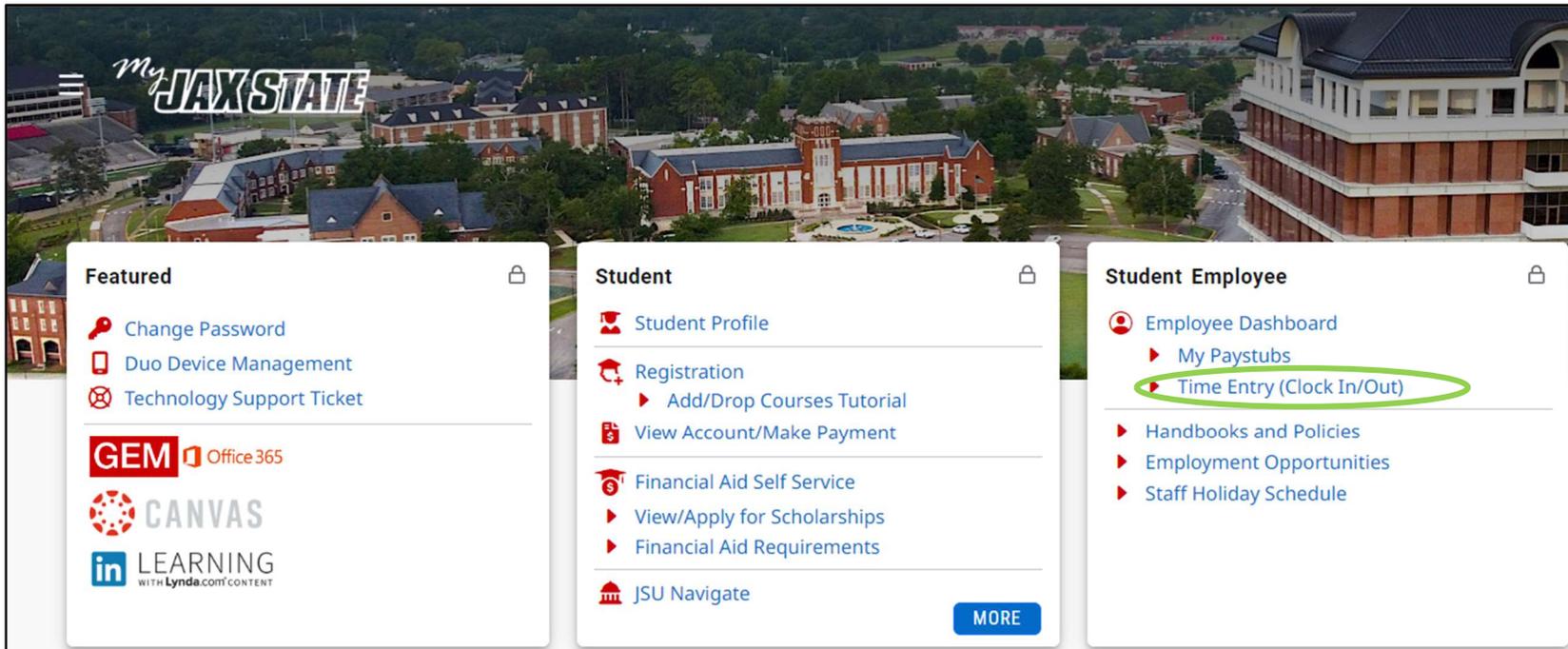
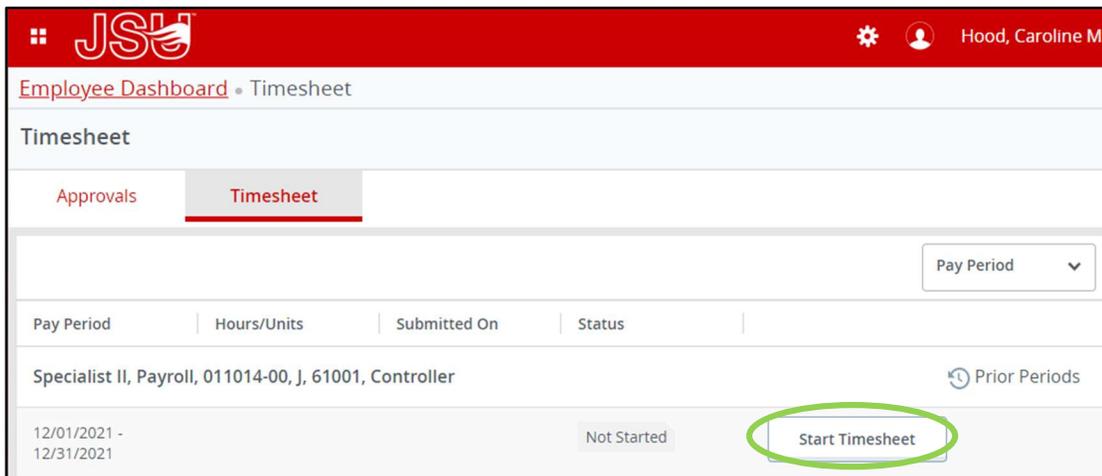


How to enter time in MyJaxState – Students on Monthly Payroll only

1). Log in to MyJaxState and click **Time Entry**



2). Click **Start Timesheet**



3). Now you may begin to enter hours on your timesheet. Click on one day of the month (it does not matter which day) and select your earn code (this will vary depending on the type of student employment contract you have; it could be “University Aide” or “Graduate Student”)

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the JSU logo is on the left, and the user's name 'Hood, Caroline M.' is on the right. Below the header, the breadcrumb trail reads 'Employee Dashboard • Timesheet • Specialist II, Payroll, 011014-00, J, 61001, Controller'. The main title is 'Specialist II, Payroll, 011014-00, J, 61001, Controller', with 'Restart Time' and 'Leave Balances' links. The date range is '12/01/2021 - 12/31/2021', and the status is 'In Progress' with a 'Submit By 12/10/2021, 03:00 PM' deadline. A calendar view shows days 5 through 11, with Monday the 6th highlighted in orange. Below the calendar is a '+ Add Earn Code' button. An 'Earn Code' dropdown menu is open, showing 'Select Earn Code' and 'GRADUATE STUDENT' as the selected option, which is circled in green.

4). After selecting your earn code, **enter 1 hour** and then click **Save**.

You do not have to enter the hours you worked each day of the month. Since you are paid the same amount each month, you do not have to submit the hours you work – your department may keep up with your hours worked if they wish.

Payroll only needs you to enter 1 hour on just 1 day of the month.

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the JSU logo is on the left, and the user's name 'Hood, Caroline M.' is on the right. The main header shows the user's role: 'Specialist II, Payroll, 011014-00, J, 61001, Controller'. Below this, there are options to 'Restart Time' and 'Leave Balances'. The calendar view shows the period from 12/01/2021 to 12/31/2021, with the status 'In Progress' and a 'Submit By 12/10/2021, 03:00 PM' deadline. The calendar grid highlights Monday, December 6th, in orange. Below the calendar is an 'Add Earn Code' section. It features a dropdown menu for 'Earn Code' currently set to 'GRADUATE STUDENT' and a text input field for 'Hours' containing the number '1'. The 'Save' button at the bottom right of the form is circled in green.

5). You will see a message in the top right corner "Timesheet data successfully saved." Next, click **Preview**.

The screenshot displays the JSU Employee Dashboard Timesheet interface. At the top, the JSU logo is on the left, and the user's name 'Hood, Caroline M.' and a notification bell icon are on the right. Below the header, the breadcrumb trail reads 'Employee Dashboard > Timesheet > Specialist II, Payroll, 01'. A green notification box in the top right corner contains the message 'Timesheet data successfully saved.' with a checkmark icon. The main content area shows the employee's name 'Specialist II, Payroll, 011014-00, J, 61001, Controller' and options for 'Restart Time' and 'Leave Balances'. The timesheet period is '12/01/2021 - 12/31/2021' with a total of '0.00 Hours'. The status is 'In Progress' and the 'Submit By' date is '12/10/2021, 03:00 PM'. A calendar view shows the days of the week from Sunday to Saturday. The date 12/06/2021 (Monday) is highlighted in orange and shows '0.00 Hours'. Below the calendar, there is an 'Add Earn Code' button and a list of codes, including 'ANNUAL LEAV' and 'E PAY', both with '0.00 Hours'. The total hours for the week is 'Total: 0.00 Hours'. At the bottom, there are three buttons: 'Exit Page', 'Cancel', and 'Preview'. The 'Preview' button is circled in green.

6). Next, click **Submit**.

You have now finished submitting your timesheet.

If you have any questions, please contact the Payroll Office at Payroll@jsu.edu.

The screenshot shows the JSU Employee Dashboard interface. At the top, there is a red header with the JSU logo, a settings icon, a user profile icon for 'Hood, Caroline M.', and a breadcrumb trail: 'Employee Dashboard > Timesheet > Specialist II, Payroll, 011014-00, J, 61001, Controller > Preview'. Below the header is the 'Timesheet Detail Summary' section. It includes the employee name 'Specialist II, Payroll, 011014-00, J, 61001, Controller', a 'Pay Period' of '12/01/2021 - 12/31/2021', '0.00 Hours', and a status of 'In Progress' with a 'Submit By' date of '12/10/2021, 03:00 PM'. There is a 'Time Entry Detail' table with columns for Date, Earn Code, Shift, and Total. A single entry is shown for '12/06/2021' with 'AL, ANNUAL LEAVE PAY' and '1' shift, totaling '0.00 Hours'. Below this is a 'Summary' table with columns for Earn Code, Shift, and weeks 1 through 5, plus a Total column. The entry for 'AL, ANNUAL LEAVE PAY' shows '1' in the Total column. The 'Routing and Status' section shows a table with columns for Name, Action, and Date & Time. Two entries are listed: 'Hood, Caroline M.' with 'Originated' on '12/06/2021, 09:19 AM' and 'Stephenson, Lori A.' with 'In the Queue'. A 'Comment (Optional):' section contains a text area with the placeholder 'Add Comment' and a '2000 characters remaining' indicator. At the bottom, there are two buttons: 'Return' and 'Submit'. The 'Submit' button is highlighted with a green circle.

Date	Earn Code	Shift	Total
12/06/2021	AL, ANNUAL LEAVE PAY	1	0.00 Hours

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
AL, ANNUAL LEAVE PAY							1

Name	Action	Date & Time
Hood, Caroline M.	Originated	12/06/2021, 09:19 AM
Stephenson, Lori A.	In the Queue	