**How to Report Time (Student/Hourly Staff)**

**Step 1. Log into the Gateway Portal through gateway.sfsu.edu**

![SF State Global Login](image.png)
Step 2. In the sub-heading *Student*, click on “Financial/Jobs”
Step 3. Under HR Self Service, select “Launch HR Self Service”
Step 4. Select “My Time” and then “Timesheet”
Step 5. Select the job classification and record

**Please note: if you do not know which job classification or record to select, please contact your department**
Step 6. Report time for the month

- A. “View By” – timesheet can be viewed by week, day or time period (i.e. whole month)
  - Please Note: if appointment does not begin at the beginning of the pay period (reference hourly staff and student payroll calendar: [http://hr.sfsu.edu/calendar_launch](http://hr.sfsu.edu/calendar_launch)), then view the timesheet by “day” or “week” and change the “Date” to the appointments effective date. **Future time can only be submitted 7 days in advance**

- B. “Date” – corresponds to the selection in “View By”, after changing the date, click “refresh”

- C. “Time Reporting Code” – always select “REG – Regular Hours Worked”

- D. “Save for Later” – saves time reported until it is ready to be submitted

- E. “Submit” – after submission it should indicate “Needs Approval”, hours have successful been submitted and hours are waiting for next chain of approval