



TEXAS SOUTHERN UNIVERSITY

My Employee Portal User Guide

Enter Time

1. Navigate to MyTSU portal landing page click, ‘**Human Resource**’



2. Choose “**Employee Self Service**”



“**Employee**” dashboard will launch.

3. Navigate to “**My Activities**” section

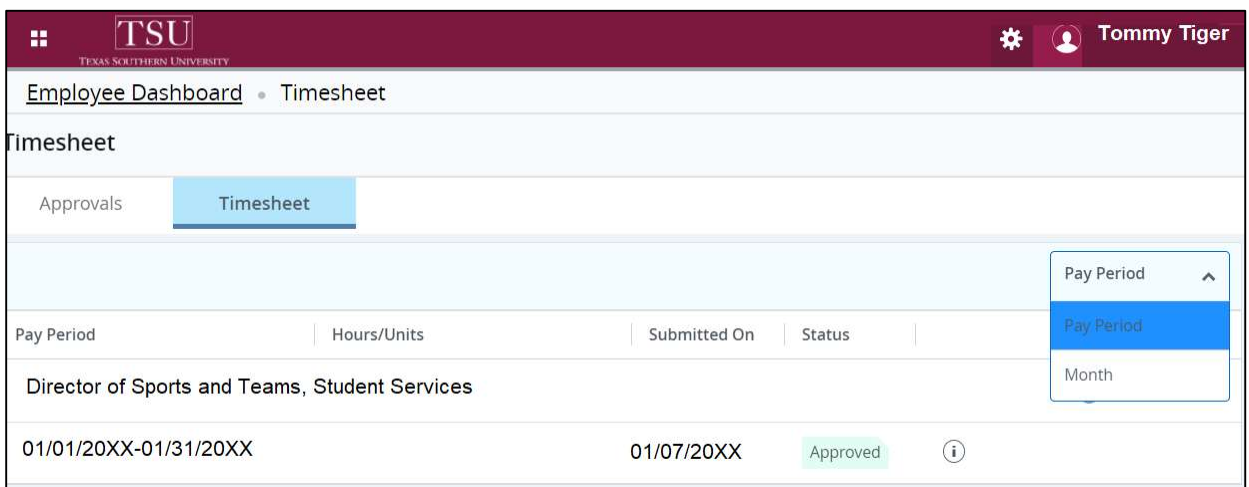


4. Click “Enter time”



Employee Timesheet will display

- View by:
 - Pay Period
 - Month



Contact a representative in the Office of Human Resources for more information.

Phone: (713) 313-7521
Fax: (713) 313-4347
Email: hinfo@tsu.edu

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: **<http://itservicecenter.tsu.edu>**

As always, we appreciate your support as we continue to improve the tools that ensure
“Excellence in Achievement.”

