

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
 - o Month

		*	O Tommy Tige	ər
Employee Da	shboard • Timesheet			
limesheet				
Approvals	Timesheet			
			Pay Period	
Pay Period	Hours/Units	Submitted On Status	Pay Period	
Director of Sports and Teams, Student Services			Month	
01/01/20XX-01/31/20XX		01/07/20XX Approved (i)		

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

Phone: (713) 313-7521 Fax: (713) 313-4347 Email: hrinfo@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."

