

My Student 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

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Employee Dashboa	<u>rd</u> - Timesheet			
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Approvals	Timesheet			
				Pay Period
Pay Period	Hours/Units	Submitted On Status		Tay we say
Student Employee, Office of Student Financial Assistance				Month
01/01/20XX-01/31/20	xx	01/07/20XX Approved (i)		

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

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

