Submitting e-Timesheets for approval

1. Log into MyUSF
2. Click on Employee Self Service
3. Click on "Time Sheet"

E-mail Exchanges

e-Timesheets Exchange etimesheets@usfca.edu

Payroll Exchange payroll@usfca.edu

- Scanned e-Timesheets corrections
- Paycheck inquiries
- Special Check & Stop Payment requests
- Direct Deposit, W4, DE4 Tax forms

- ABS Mission Statement -

Our mission is to safeguard the University's assets and provide accounting information and services in support of the Vision, Mission and Values of the University of San Francisco.

Payroll Department

Lone Mountain North 3rd Floor
2130 Fulton Street
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Tel: (415) 422-5743
Fax: (415) 422-2530
Sick Time & Holidays

• Report medical appointments as sick leave.
• For USF holidays, do not enter any hours unless you worked the holiday.

Over-time

Students

• Use the Overtime Premium (OTP) 1.5 earnings category (for 1.5x regular pay) to report work performed:
  1. In excess of eight hours up to and including 12 hours in any work day.
  2. In excess of 40 hours per work week.
  3. In the first eight hours on the seventh consecutive day of work in a work week.
• Use the Overtime (OT2) 2.0 earnings category (for 2x regular pay) to report work performed:
  1. In excess of 12 hours in any work day.
  2. Any hours worked on the seventh consecutive day of work.
*For students, the work week is defined as Sunday through Saturday.

How do I approve an e-timesheet?

• 1. Log into MyUSF.
• 2. Click on Employee Self Service.
• 3. Click on the Employee tab.
• 4. Select "Approve or Acknowledge Time" and click on "Select".
• 5. Choose the correct Pay Period (from the drop-down list) for the correct department and click on "Select".
• 6. Click on the name of the submitter to view his/her e-timesheet.
• 7. Choose "Change Record" if you need to make changes. If you make changes, enter a comment and notify the submitter by email.
• 8. Click "Save."
• 9. Click "Approve" to approve.

How can I make corrections?

• Choose change record on e-Timesheets
• Submit paper timesheet to payroll

Common Access Issues

Student cannot access their e-Timesheet

• No EPAF for assignment
• Supervisor changed position
• Supervisor termination
No e-Timesheet in approval queue

• Student has not reported their time and submitted for approval