

Steps to complete electronic timesheets

Instructions: Use TAB to navigate through the fillable fields

1. Enter **employee information**: CSUN ID #, Last, First Name, M.I, Job code/title, Department ID, and department name.



Campus Timesheet

(Work-Study / Student / Hourly)

Today's Date: 08/11/2026

Instructions: Use TAB to navigate through the fillable fields, then save as as PDF, E-sign, date, and email to supervisor for review and approval and signature.

Employee Information			
CSUN ID	Last Name	First Name	M.I.
123456789	Smith	Johan	L
Job Code / Title	Department ID	Department Name	
1860 - Student Assistant	10050	Finance & Personnel	

Student employees are limited to 20 hours per week (Sunday-Saturday) during the school year, across all positions.

1860 - Student Assistant

1150 - ISA, On-Campus
1151 - ISA, On-Campus Work-Study
1152 - ISA, Off-Campus
1153 - ISA, Off-Campus Work-Study
1800 - Casual Worker
1860 - Student Assistant
1868 - Non-Resident
1861 - On-Campus Work-Study
1874 - Bridge Student Asst
4662 - Special Consultant Hourly

Job Code/Title Choose from the drop-down menu

1860-Non-Federal Work Study Student Assistant

1861-Federal Work Study Student Assistant

1868-International Student Assistant

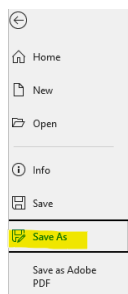
2. Enter hours for current pay period:

- Select the month by using the dropdown (Alt+Down Arrow) and type in the current year.
- Enter hours worked per day (Do not enter hours on holidays), make sure weekly total doesn't exceed 20 hours per week, and enter your hourly pay rate.

August						2026	
January						Saturday	Weekly Total
February						7	
March							
April							
May						8	
June							
July							
August						15	
September							
October						22	
November							
December							
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	
Pay Period Total Hours:							
Hourly Pay Rate:							

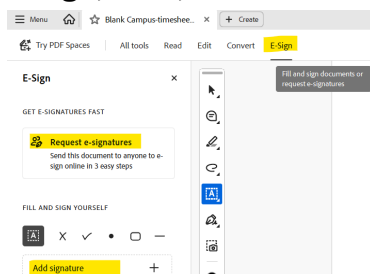
Report Fractions of Hours as Tenths	
Minutes	Tenths
1-6	0.1
7-12	0.2
13-18	0.3
19-24	0.4
25-30	0.5
31-36	0.6
37-42	0.7
43-48	0.8
49-54	0.9
55-60	1.0

3. Save in PDF format: Click on **File**→ **Save As**→ **Month-year-First Name-Last Name-Timesheet.pdf**



Aug-2026-Johan-Smith-Timesheet

4. **E-sign, date, and email to your supervisor for review, approval, and signature**



Employee Signature

Date