# Table of Content

<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Self Service</td>
<td>1</td>
</tr>
<tr>
<td>Access HR Self-Service</td>
<td>2</td>
</tr>
<tr>
<td>1.0 My Benefits</td>
<td>3</td>
</tr>
<tr>
<td>1.1 Leave Balance</td>
<td>3</td>
</tr>
<tr>
<td>2.0 My Personal Information</td>
<td>4</td>
</tr>
<tr>
<td>2.1 My Paycheck</td>
<td>4</td>
</tr>
<tr>
<td>2.2 Getting to know View Paycheck</td>
<td>6</td>
</tr>
<tr>
<td>2.3 My Home Address</td>
<td>11</td>
</tr>
<tr>
<td>2.4 My Phone Numbers</td>
<td>12</td>
</tr>
<tr>
<td>3.0 My Time</td>
<td>13</td>
</tr>
<tr>
<td>3.1 Review and View Absence</td>
<td>13</td>
</tr>
<tr>
<td>3.2 Hourly Employees</td>
<td>14</td>
</tr>
<tr>
<td>4.0 Manager Self Service</td>
<td>15</td>
</tr>
<tr>
<td>4.1 Manager Self Service Menu</td>
<td>15</td>
</tr>
<tr>
<td>4.1.1 Manager Absence Administration</td>
<td>15</td>
</tr>
<tr>
<td>4.1.2 Manager Time Approval Administration</td>
<td>16</td>
</tr>
<tr>
<td>4.1.3 Timekeeper Approval Administration</td>
<td>17</td>
</tr>
<tr>
<td>5.0 SF State Careers/ Jobs</td>
<td>20</td>
</tr>
<tr>
<td>5.1 SF State Careers</td>
<td>20</td>
</tr>
<tr>
<td>6.0 Bookmark Favorites Pages</td>
<td>21</td>
</tr>
</tbody>
</table>
Access HR Self-Service

Once you sign in to the SF State Gateway, follow the instructions below to launch “HR Self-Service”

1. Login into the Gateway (gateway.sfsu.edu) and click on the “Employee Services link” on the menu on the SF State Gateway page.

2. Click on Launch HR Self-Service

3. A new window will open up showing the HR Self-Service Home page

<Back to Top>
Once you log in you will see that HR Self-service content has been laid out in 5 distinct folders

- My Benefits
- My Personal Information
- My Time
- Manager Self-Service
- SF State Careers

1.0 My Benefits

When you click on the My Benefits hyperlink, the following launch page will appear

<Back to Top>
1.1 Leave Balance
Once you click on Leave Balance you will see the Employee Balance Inquiry page.

Click on the “Show All columns” link for details on all leave balances.

2.0 My Personal Information
When you click on the “My Personal Information” hyperlink under My Menu, the following launch page will appear

2.1 My Paycheck
You can click on My Paycheck to review your current and prior period paychecks.

Once you click on it you will see paychecks for all the periods

<Back to Top>
Click on the “View 100” to see up to 100 paychecks one page. You can also click on the small arrow (as highlighted below) to navigate through the list.

Click on the hyperlink for a check date to see the Paycheck for that specific period.
2.2 Getting to know View Paycheck

Once you click on the Check Date link, the views of your check will display the following sections.

→ Click on the View a Different Paycheck link to go back to the Paycheck Selections list and select a different paycheck.

**VIEW PAYCHECK SECTION**

→ **Pay End Date** - the last day of the pay period.
→ **Net Pay** - the net amount paid for this pay period
→ **Company** - San Francisco State University
→ **Address** - the main address of San Francisco State University
→ **Check Date** - the Check Date is the date the paycheck issued.

- Overtime, shift differential or other types of pay in addition to your regular salary, will issues in the following month as a separate paycheck. Note that the pay period is for the period the work was performed.

**GENERAL SECTION**

This section displays general information about the university and pay period being paid

→ **Name** – Employee name as officially designated on file
→ **Employee ID** – SFSU employee id (this would be the 9 digit number assigned by the University)
→ **Address** - Employees current address on file with the University
→ **Business Unit** – All employees who work for San Francisco State work under the SFCMP business unit
→ **Pay Group** – All employees are paid under the Master Payroll Pay Group
→ **Department** – Employees department will list under department
→ **Location** – All employees will have a location code of “On Campus”
→ **Job Title** – All employees will list their Job Title even if they work multiple jobs.
→ **Pay Rate** – All employees will list their Job Rate
TAX DATA SECTION

This section WILL NOT displays your federal and state income tax withholding data. Please refer to your paystub issued by the State Controller’s Office for your current filing status. Please note any changes made during the pay period take place the month following the period.

→ Fed/Sate Addl. Percent: Not applicable to CSU employees.
PAYCHECK SUMMARY SECTION

- **Gross Earnings** - Your gross earnings for the selected paycheck
- **Fed Taxable Gross** - Your gross subject to federal and state income taxes for the selected paycheck
- **Total Taxes** - Total amount of taxes deducted for the selected paycheck.
- **Total Deductions** - Total amount of deductions for the paycheck.
  - May include retirement contributions, medical deductions and all other general deductions.
  - Adjustment deductions for prior periods, will not display, and has no affect on net pay.
- **Net Pay** - Net amount of your actual paycheck (gross earnings less total deductions)

EARNINGS & TAXES SECTIONS

**Earnings Description**: Identifies the type of payment or tax (i.e., Regular pay, Overtime pay, Shift Differential pay, Federal Withholding). If you receive other types of pay in addition to your regular salary; these payments are issued as separate paychecks for the pay period the work was performed although the pay issues in a different month.

**Shift Differential or Split Rates Views**

- Employees paid shift differential pay will see the hours worked and the factor of the shift differential.

**Hours** - Hours worked for the pay period. Applies to hourly employees or if pay is not for the entire pay period.
**Rate** - Hourly rate of pay, if applicable
**Amount** - Total gross amount of the earning being paid.
**Total** – The total gross of all payments being paid
**Taxes Description:** Identifies the type of deductions taken for taxes (i.e. Federal, State and any local tax if applicable).

**Amount** – The total amount taken for the described tax

**YTD Amount** – is the amount accumulated for the CSU calendar year.

→ **NOTE:** this amount should not be used at the end of the year to complete any annual tax returns. The CSU accounts all wages paid in a calendar year and any end of year payments will not reflect in the totals.

→ **YTD information is only shown on the current pay check view and prior check views will not have YTD totals.**

**BEFORE/AFTER TAX DEDUCTIONS & EMPLOYER PAID BENEFITS**

**BEFORE TAX DEDUCTIONS**

These are deductions that reduce the gross pay subject to federal and state income tax withholding.

- **Description:** Identifies the type of deduction not subject to federal and state income taxes.
- **Amount:** Amount of the deduction
- **Total:** Total amount of pre-tax deductions for selected paycheck

**AFTER TAX DEDUCTIONS**

These are deductions that do not reduce the gross pay subject to federal and state income tax withholdings

- **Description:** Identifies the type of tax
- **Amount:** Amount of deduction
- **Total:** Total amount of deductions

**EMPLOYER PAID BENEFITS**

These are deductions that do not reduce the gross pay and are not deducted from employee’s checks.

- **Description:** Identifies the type of employee benefit paid by SFSU.
  - An asterisk identifies benefits that are considered taxable and are added to gross for computation of taxes ONLY. The amount shown is not deducted from pay
- **Amount:** Amount paid by SFSU
- **Total:** Total cost of benefits paid by the employer.
NET PAY DISTRIBUTUION SECTION

This section shows the payment being issued this pay period

**Payment Type** – The method of payment funds were paid as. This will always be check

**Account Type** – The method of payment funds were delivered to make payment. This would be the elected method by the employee.

- Check – Live check was issued
- Direct Deposit – An automated deposit into the account requested by the employee

**Paycheck Number** – The check number is equivalent to the “warrant number” issued for both your deposit slip and your pay check issued.

DISCLAIMER: Paycheck information is updated monthly. This information is intended for “informational purposes only and it is not a confirmation of payment for direct deposit to your financial institution and it should not be used for W-2 tax reporting purposes. Pay warrants are generated by the State Controller’s Office (SCO) payroll system and pay statements will continue to be available for pick up using the normal distribution methods on payday. If there are any discrepancies between View Paycheck and the SCO pay warrant, the SCO payroll system shall supersede.

LEAVE BALANCES SECTION

**NOTE**: DO NOT USE THIS SECTION FOR LEAVE BALANCES. Please refer to My Benefits > Leave Balances for your leave balance information
2.3  My Home Address

You can click on My Home Address to review or update your Home Address.

Once you click on it you will see your current address:

Click on Edit to enter your new address.

Once you have entered your address do not forget to click on save.

<Back to Top>
2.4 My Phone Numbers

You can click on My Phone Numbers to add or update phone numbers, or specify your primary phone number.

Once you click on it you will see the details of your current phone numbers (on record):

Click on “Add a Phone Number” to enter a new Phone Number (select one of the available Phone Types)

You can mark a phone number preferred by checking the check box.

⚠️ You can only have one “Preferred” phone number. Preferred numbers “cannot be business.” By checking one number as preferred the previous “Preferred” number will be unchecked automatically.

<Back to Top>
### 3.0 My Time

When you click on the “My Time” hyperlink, the following launch page will appear.

![Launch Page Screenshot](image)

### 3.1 Review and View Absence

You can click on Report and View Absence to report new absences or to review your absence history. Clicking on the link will display the list of all the “Active Job” you have in the University.

![Job Title List Screenshot](image)

Click on the specific Job title for which you would like to enter time.

![Report Absences Screenshot](image)

<Back to Top>
3.2 Hourly Employees

Employees, click on the “Timesheets” link to enter time

After clicking on Timesheet, you will see a list of all Active employments. Click on the specific link to enter time for the respective employment.

After you click on the link you will be able to enter Time for the specific Job.

You will see a list of employees who report to you on the Approve Reported Absences page.

<Back to Top>
4.0 Manager Self Service

When you click on the “Manager Self-Service” hyperlink, the following launch page will appear.

4.1 Manager Self Service Menu

![Manager Self Service Menu Image](image)

4.1.1 Manager Absence Administration

Manager Balance Inquiry - Department Leave View

Select Manager Balance Inquiry hyperlink and the below page will appear

![Manager Balance Inquiry Image](image)

→ Complete the search criteria fields necessary to define the parameters of the inquiry.
→ Select the Refresh Employee List button to view the leave time balances.

Manager Absence Entry – Reporting Time

Select Manager Absence Entry hyperlink and the below page will appear

![Manager Absence Entry Image](image)

A list of the employees that report to you will appear
→ Select an employee ID for whom you wish to enter leave time information.
→ Click on the Employee ID to navigate to the "Report and View Absences" page.

<Back to Top>
Approve Reported Absence - Approve Time

Select Approve Reported Absence hyperlink and the below page will appear:

A list of employees who report to you on the Approve Reported Absences page will appear.
→ Check the boxes in the "Select" column or click “Select All” for the employee(s) whose absences you want to view.
→ Click on the "Continue" button to go to the detail page where you can approve the reported absences for the selected employees.

4.1.2 Manager Time Approval Administration

Reported Time Approval – 1st Level Approver

Select the Reported Time hyperlink and the below page will appear:

→ Select “view instructions” for detailed steps on running search
→ Select the employee(s) for approval or denial and click on the appropriate button

<Back to Top>
Payable Time Approval – 2nd Level Approver

Select the Payable Time hyperlink and the below page will appear.

→ Enter the required value for the description
→ Select the period you want to review and click the refresh button for data
→ Follow the instructions by selecting “view instruction” page once you have items to review.
→ Once your review is complete, either “select all” or select the appropriate employees and click “approve” button

4.1.3 Timekeeper Approval Administration

An employee may have the ability to approve and administer time on behalf of a department. This role is the “Timekeeper” role and the below menu will appear under “Manager Self-Service”.

<Back to Top>
Timekeeper Absence Review

Select Timekeeper Absence Review hyperlink and the below page will appear

→ A list of the employees who report to you will appear.
→ Select the employee(s) whose absences you wish to review; select the **Continue** button.

To view all employees listed, select the "Select All" button; and then select the **Continue** button
You will see the **Review Reported Absences** detail page.

Select the **Submit** button to record your review status.

<Back to Top>
Timekeeper Absence Entry

Select Timekeeper Absence Entry hyperlink and you will see a list of the department employees. Select an employee ID for whom you wish to enter leave time information.

**Note:** For instruction on how to enter time on behalf of an employee(s), select the Click for Instructions link or watch the Absence Training Tutorial.

You will see the Report and View Employee Absence page. Use this page to enter leave time taken and/or delete entries made in error.

To remove an entry, select the trash can icon at the end of the line.

To add an entry, select the type of leave from the drop down menu and enter the dates. Select Calculate Duration button to complete the Absence Duration field.

When you are done, select the Submit button to record your changes to the employee’s absence record.

Timekeeper Balance Inquiry

Select Timekeeper Balance Inquiry hyperlink, and the below page will appear.

→ Complete the search criteria fields necessary to define the parameters of the inquiry.

→ Select the Refresh Employee List button to view the leave time balance.
5.0 SF State Careers/ Jobs

5.1 SF State Careers

Once you click on SF State Careers you will see the Job Search page. Select a Job Title link to read a detailed description of the open position.

From the Job Description page, you can apply for the job, save the job description and/or email the job description.
6.0 Bookmark Favorites Pages

Once you have navigated to the page(s) of your choice, for your convenience, you can bookmark the pages you use frequently by adding them to your Favorites list for quick future access. Follow these instructions to bookmark a page:

In the upper right of the window, select Add to Favorites to open the bookmark dialog box.

![Add to Favorites Dialog Box]

Enter a brief description of the bookmark in the dialog box and select the OK button.

![Bookmark Dialog Box]

When the “favorite saved” message appears, select OK.

![Favorite Saved Message]

To view your bookmarks, select Favorites. The new page will appear on your list.

![Bookmarks List]

<Back to Top>