Access HR Self Service

Once you sign-in to the SF State Gateway, follow the instructions below to report or approve hours worked and/or leave time taken.

1. Select the Employee Services link on the menu on the SF State Gateway page.

   ![SF State Gateway Page—Employee Services](image1)

   Figure 1 SF State Gateway Page—Employee Services

2. Select the **Launch HR Self Service** link to access HR Self Service.

3. You will see the **Self-Service Main Menu** page.

   ![Self Service Main Menu](image2)

   Figure 2 Self Service Main Menu

To log off, please close your browser
Report Your Time

Follow the instructions below to submit your hours worked.

1. From the Self Service Home Page menu, select Self Service.

2. From the Self Service menu, select Report Time.

3. From the Report Time menu, select Timesheet.
4. You will see the **Timesheet** entry page.
Bookmark Favorite 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

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

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

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

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

To log off, please close your browser