Student Access to HR Self Service

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

1. Select the **Financial/Jobs** link under the Student heading on the SF State Gateway page menu.
2. Select the **Launch HR Self Service** link to access HR Self Service.

![Figure 1 SF State Gateway Page—Employee Services](image1)

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

![Figure 2 Self Service Main Menu](image2)

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.