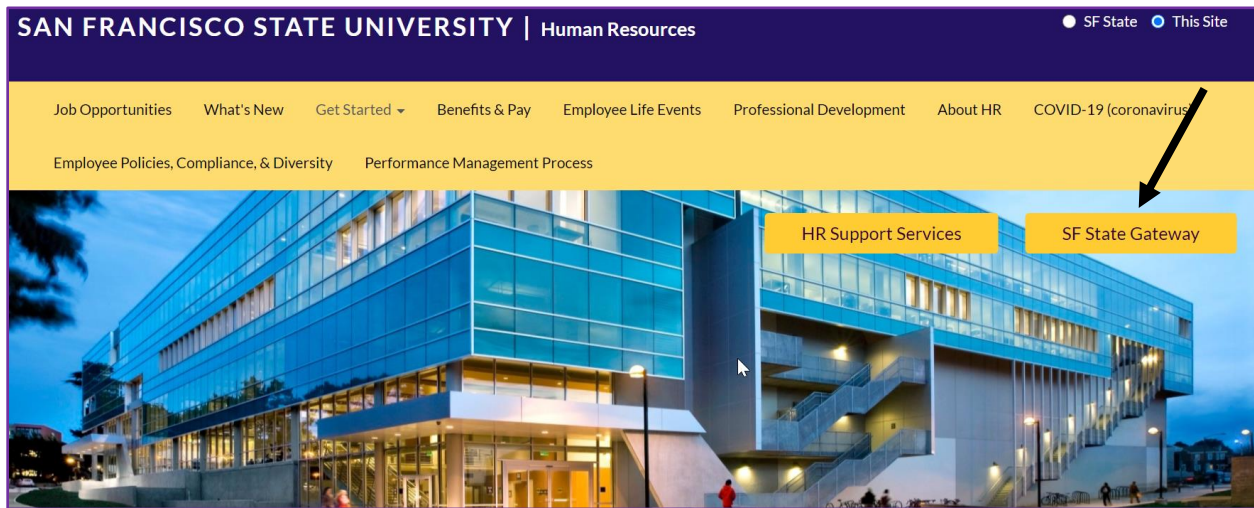


## Supplemental Paid Sick Leave (SPSL) time reporting

(Hourly and Student Employees except work study student employees)

Once your Supplemental Paid Sick Leave (SPSL) request has been approved.

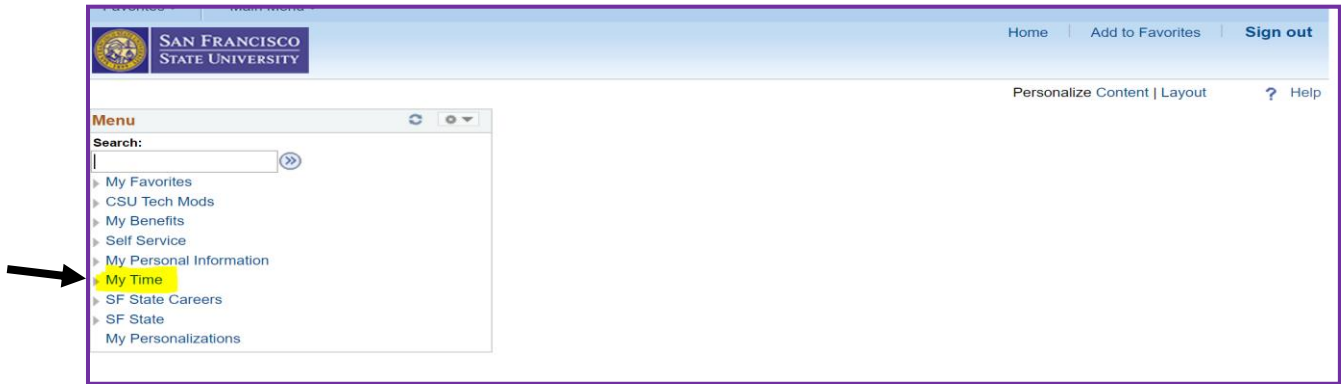
Log in to <https://hr.sfsu.edu/> and click on SF State Gateway



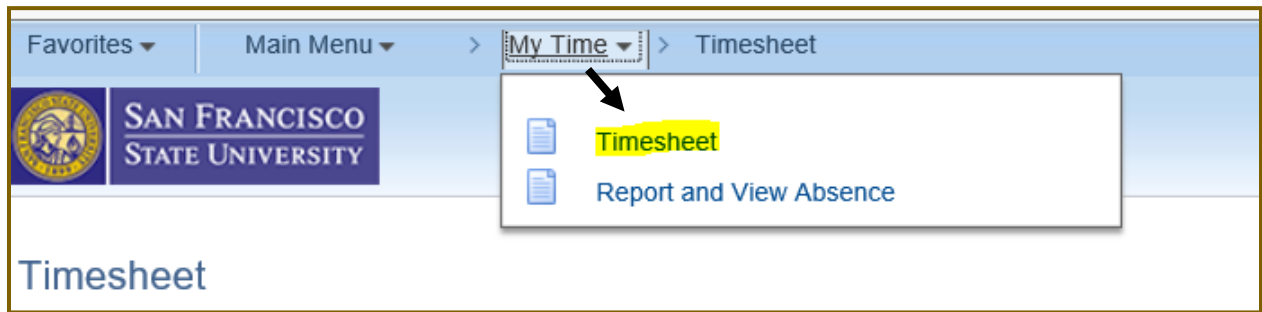
After logging in to your gateway, click on HR Self-Service webpage



**Next click on “My time”**



**Under “My time”, click on “Timesheet”**



**Report “Time Reporting Code” by selecting “SPSL”**

**SPSL** can be used on consecutive days or intermittently on your scheduled workday(s), based on need, and can be reported along with your regular worked hours.

**Example for entering the hours:**

1. 1/27/22 reported 4 hours “REG” (worked hours)
2. 1/26/22 reported 4 hours approved “SPSL”

Wed 1/26	Thu 1/27	Fri 1/28	Sat 1/29	Sun 1/30	Mon 1/31	Total	Time Reporting Code	Taskgroup
	4						REG - Regular Hours Worked	CSU
4							SPSL - Supplemental Paid Sick Leave	CSU
								CSU

**Click “Submit**

For any further questions, please feel free to contact the [Payroll Representative](#) for your area