

myTime

Faculty/Professional Salary (Semimonthly)

Log on to myTime.

1. Open your web browser, navigate to **CSUOHIO.EDU**,

myTime

Faculty/Professional Salary (Semimonthly) continued

Record your non-worked time (continued from prior page).

5. Repeat steps 3 through 4 to enter another Pay Code or different week. If you need to delete a row, click the **trash can** at the end of the row.
6. Press **Save** in the top right corner once all rows are added..
7. Remember: **DO NOT** record any hours in the **BLANK timeoff** row.
8. University holidays will be listed but do not require hours to be entered.

Approve your time at the end of the pay period.

1. Select the correct pay