


## Summer 2020 Pay Period Dates & Due Dates

For summer 2020, the following are the pay period begin/end dates:

- **June:** 6/1/20 - 6/30/20
- **July:** 7/1/20 - 7/30/20
- **August:** 7/31/20 - 8/31/20\*

 The Fall 2020 semester begins on August 22<sup>nd</sup>; therefore the last day for faculty to complete work for a summer (work break) appointment is August 21<sup>st</sup> even though the pay period does not end until August 31<sup>st</sup>.

Time worked entries are typically due within 5 calendar days after the start of the next month (e.g., the June pay period is closed as of July 5th).

After the August pay period is closed, you will need to submit an adjustment form to Payroll which is available on [the HRDI Forms webpage](#).

## Access Your Timesheet

1. Log in to [the campus portal](#) and go to Titan Online.
2. Click on **Time Reporting** in the Employee Self Service section under My Absence Management & Time Management.
3. Select the position associated with your summer (work break) appointment.



The screenshot shows the 'Employee Self Service' interface with four main categories: My Personal Profile, My Benefits Information, My Payroll and Compensation, and My Absence & Time Management. The 'Time Reporting' link under 'My Absence & Time Management' is highlighted with a red box.


Report Time

Timesheet

[View Instructions](#)

**Philip Pirrip** Personalize | Find | [\[?\]](#) First 1-6 of 6 Last

Name	Empl Rcd Nbr	Department	Department Description
Instr Fac AY	0	10036	Biological Science
Special Consultant	2	10036	Biological Science
Special Consultant	5	10036	Biological Science
Instr Fac, Extension Non-Credit	9	10311	EE Degree Programs-Special Ses
Special Consultant	10	10372	AVP Academic Programs
Special Consultant	11	10036	Biological Science

 You can find the Empl Rcd Nbr for your summer (work break) appointment in the email confirmation that was sent to you when the appointment was processed. Consult your department timekeeper if you are unsure which to choose.

### Option 1: Entering Time Worked Daily/Weekly

1. Enter a **1** on each day that you worked.
2. Choose **FACSM – Faculty Summer** as the Time Reporting Code.
3. Click **Submit**.

View By:  \*Date:

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours

From Monday 06/03/2019 to Sunday 06/09/2019

Timesheet

Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Sun 6/9	Time Reporting Code	Taskgroup
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	FACSM - Faculty Summer	FAP

### Option 2: Entering Time Worked Monthly

1. Choose the last day of the pay period (June 30, 2020, July 30, 2020, or August 31, 2020).
2. Enter the total number of days that you worked during that pay period (e.g., 12 = 12 days total worked).
3. Choose **FACSM – Faculty Summer** as the Time Reporting Code.
4. Click **Submit**.

View By:  \*Date:

Reported Hours: 0.00 Hours Scheduled Hours: 8.00 Hours

Sunday 06/30/2019

Timesheet

Sun 6/30	Total	Time Reporting Code	Taskgroup
<input type="text" value="12.00"/>	<input type="text" value=""/>	FACSM - Faculty Summer	FAP

### Need More Help?

Contact your department timekeeper or Payroll at 657-278-2521 or [payroll@fullerton.edu](mailto:payroll@fullerton.edu).

[View the Faculty Time Reporting for Summer \(Work Break\) Appointments user guide.](#)