

Summer Pay Period Dates & Due Dates

The following are the pay period begin/end dates according to the most updated [payroll calendar](#):

- **June:** June 1st - June 30th
- **July:** July 1st – August 1st
- **August:** August 2nd - August 31st*



Note that the Fall semester begins mid-August; therefore, the last day for faculty to complete work for summer (work break) appointment is the day before fall semester begins, even though the pay period does not end until August 31st.

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.

Employee Self Service

- My Personal Profile**
 - Personal Information
 - Home Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
- My Benefits Information**
 - Health Plans Summary
 - Dependents Coverage Summary
 - Life and LTD Plans
 - HCRA & DCRA - (FSA)
- My Payroll and Compensation**
 - Compensation History
 - Employee Pay Stub
- My Absence & Time Management**
 - Report and View Absences
 - View Absence Balance
 - View Monthly Schedule
 - Time Reporting**
 - Timesheet Preferences

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 |

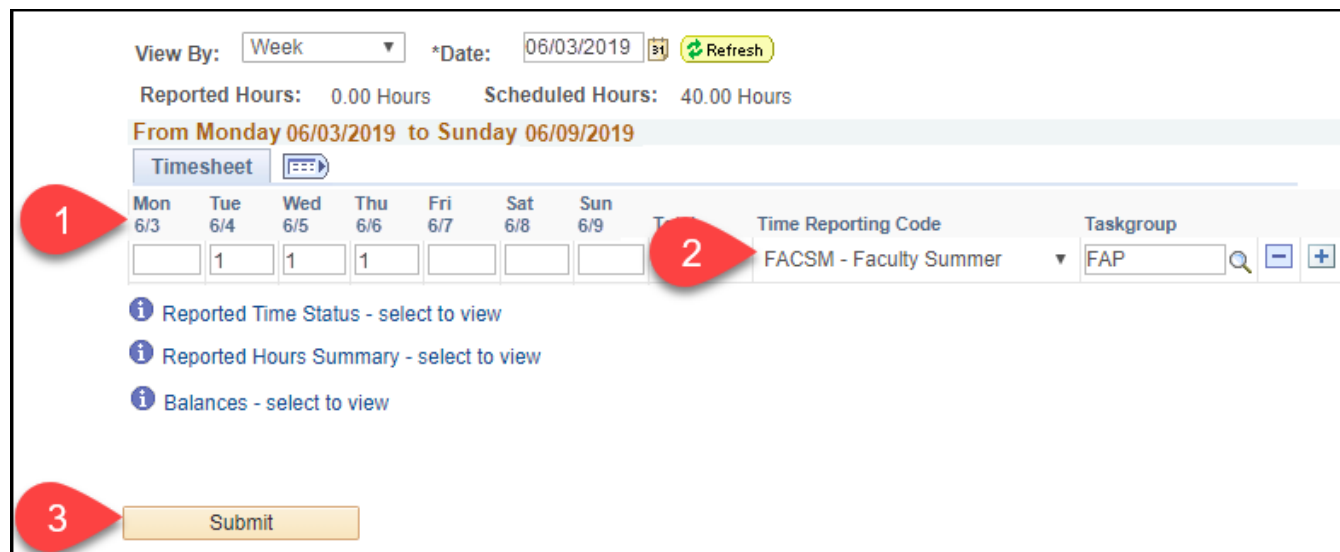


You can find the Empl Rcd Nbr for your summer (work break) appointment in the email confirmation that was sent to you when the appointment was processed. Consult your department timekeeper if you are unsure which to choose.

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**.

 Clicking Submit does not finalize your timesheet. You can return to the timesheet to make additional entries until the pay period closes which is typically 5 calendar days after the start of the next month (e.g., the June pay period is closed as of July 5th).



The screenshot shows the Faculty Summer Time Reporting interface. At the top, there is a 'View By:' dropdown set to 'Week' and a '*Date:' field set to '06/03/2019' with a calendar icon and a 'Refresh' button. Below this, it shows 'Reported Hours: 0.00 Hours' and 'Scheduled Hours: 40.00 Hours'. A date range 'From Monday 06/03/2019 to Sunday 06/09/2019' is displayed. A 'Timesheet' tab is active. The main table has columns for days of the week (Mon 6/3, Tue 6/4, Wed 6/5, Thu 6/6, Fri 6/7, Sat 6/8, Sun 6/9) and 'Time Reporting Code' and 'Taskgroup'. Red callout 1 points to the '1' entered in the Tuesday (6/4) column. Red callout 2 points to 'FACSM - Faculty Summer' in the 'Time Reporting Code' dropdown. Red callout 3 points to the 'Submit' button at the bottom. Below the table, there are links for 'Reported Time Status - select to view', 'Reported Hours Summary - select to view', and 'Balances - select to view'.

| 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 |
|---------|---------|---------|---------|---------|---------|---------|------------------------|-----------|
| | 1 | 1 | 1 | | | | FACSM - Faculty Summer | FAP |

[Reported Time Status - select to view](#)
[Reported Hours Summary - select to view](#)
[Balances - select to view](#)

Submit

Need More Help?

Contact your department timekeeper or Payroll at 657-278-2521 or payroll@fullerton.edu.

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