### 2009 ISA Dates To Remember

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>ISA Time Entry Period</th>
<th>Last Day To Enter Time (by midnight)</th>
<th>Final Approval Period</th>
<th>ISA Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>4/1 through 4/30</td>
<td>5/1</td>
<td>5/4 and 5/5</td>
<td>5/11</td>
</tr>
<tr>
<td>May</td>
<td>5/1 through 5/31</td>
<td>6/1</td>
<td>6/2 and 6/3</td>
<td>6/10</td>
</tr>
<tr>
<td>June</td>
<td>6/1 through 6/30</td>
<td>7/1</td>
<td>7/2 and 7/3</td>
<td>7/10</td>
</tr>
<tr>
<td>July</td>
<td>7/1 through 7/30</td>
<td>7/31</td>
<td>8/3 and 8/4</td>
<td>8/10</td>
</tr>
<tr>
<td>August</td>
<td>7/31 through 8/31</td>
<td>9/1</td>
<td>9/2 and 9/3</td>
<td>9/10</td>
</tr>
<tr>
<td>September</td>
<td>9/1 through 9/30</td>
<td>10/1</td>
<td>10/2 and 10/5</td>
<td>10/9</td>
</tr>
<tr>
<td>October</td>
<td>10/1 through 10/31</td>
<td>11/2</td>
<td>11/3 and 11/4</td>
<td>11/10</td>
</tr>
<tr>
<td>November</td>
<td>11/1 through 12/1</td>
<td>12/2</td>
<td>12/3 and 12/4</td>
<td>12/10</td>
</tr>
<tr>
<td>December</td>
<td>12/2 through 12/31</td>
<td>1/4</td>
<td>1/5 only</td>
<td>1/11</td>
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</tbody>
</table>

**Pick up your paycheck on ISA pay day, after 3 p.m. in the Admin Bldg. Room 211, Student Accounts**

The payroll calendar and other helpful ISA information can be found on the Payroll Services Website:

[http://www.afd.calpoly.edu/payroll/isa_selfservice.asp](http://www.afd.calpoly.edu/payroll/isa_selfservice.asp) or call our office at 756-2605

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**Instructional Student Assistant (ISA)**

**Self-Service Time Entry Quick Start Guide**

**Online time entry begins 4/1/2009 for Spring Quarter**

Questions? Call Payroll Services

Visit our ISA web page!

[www.afd.calpoly.edu/payroll/isa_selfservice.asp](http://www.afd.calpoly.edu/payroll/isa_selfservice.asp)
Getting Started

1. Log into the My Cal Poly Portal
2. In the upper left section called “Single Click Access to…”, click on the GO button for ISA Pay - ISA Employee Access.
3. This link is ONLY for hours worked as an Instructional Student Assistant. If you are also a regular Student Assistant, please use the “Student Pay - Student Assistant Access” to enter your hours worked. These are two separate student employee classifications.
4. When will my timesheet become available? Timesheet access becomes available after your job has been entered in PeopleSoft by Academic Personnel, and a nightly refresh has processed. Please keep checking for your access. If it has been longer than a week since you started working and you still cannot view your timesheet call Payroll Services at 756-2605.

If you only have one ISA position, once you click on the “ISA Pay-ISA Employee Access”, it will take you directly to your timesheet. If you have multiple ISA positions, you will be brought to a select screen where you need to click on the appropriate record number for the job you wish to report hours in.

Please take note of the correct record number for the job you are reporting in. This record determines which department you are working in, what pay rate you receive and which department approver/timekeeper can do your online approval!

Entering Hours Worked

You are ready to begin entering your time!
- Time entry is done using the punch time entry format. You will clock “In” when you arrive, and clock “Out” when you leave.
- Your timesheet will allow you to clock in and out 4 times per day.
- You MUST enter “am” or “pm” using a 12 hour clock format (not military time)

Example: If you work 8:30 a.m. to 12 Noon. You clock “In” at 8:30 a.m. and “Out” at 12 p.m.

You will automatically be taken to the current week we are in. If you need to report time for other than the current week, navigate using the “Previous Week” or “Next Week” or you can change the “View by” to daily, weekly or time period. You can also view time you keyed in previous pay periods by using the “previous week” navigation.

Please note: you can only enter time for the current pay period. Once the entry period is over, you will not be able to enter your hours online. If it is still during the online approval period, you can ask your department approver/timekeeper to enter your time for you. If both entry periods have passed, you will need to submit your time on a late ISA paper timesheet. Late ISA timesheets are located on the Payroll Website.

Please check with your department approver/timekeeper for your department approval process. Your department may want you to do a screen shot of the hours you’ve entered to have your immediate supervisor sign, etc. before your department approver/timekeeper can do the online approvals. Your hours entered online cannot be paid until they have been approved. See the back of this guide for important entry, approval and pay dates. More information can be found on the ISA Self-Service and Information page on the Payroll Website at the following address:

http://www.afd.calpoly.edu/payroll/isa_selfservice.asp