Cal Poly – Payroll Services

Instructional Student Assistant (ISA)

Self-Service Time Entry Quick Start Guide

Visit our ISA web page!

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

Getting Started

- Log into the My Cal Poly Portal.
- In the upper left section, called "Single Click Links", click on "ISA Timesheet".
- This link is ONLY for hours worked as an Instructional Student Assistant. If you are **also a regular Student Assistant**, please use the "Student Assistant Timesheet" to enter those hours. (These are two separate student employee classifications.)

If you only have one ISA position, once you click on the "ISA Timesheet", it will take you directly to your timesheet. If you have multiple ISA and SA/TA/GA 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. ONLY enter time for ISA jobs on this page.

> **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 received and which department approver/timekeeper can do your online approval.**

Report Time

Timesheet

Daniel Young			Customize	Find First ◁ 1-3 of 3 ▷ Last
Name	**Empl Rcd Nbr**	**Department**	**Department Description**
Instructional Studnt Asst	0	115400	CSM-Mathematics
Instructional Studnt Asst	1	115300	CSM-Statistics
Instructional Studnt Asst	4	140408	SAS - Study Session

Entering Hours Worked

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" links or you can change the "View by" to a daily, weekly or time period view. You can also view time in previous pay periods in the same manner.

- Time entry is done using the punch time entry format. You will clock "In" when you start and clock "Out" when you finish.
- Your timesheet will allow you to clock in and out 4 times per day.
- If using a 12 hour format, you must enter 'am' or 'pm' or you may use 24 hour (military time).
  - Example – You work 8:30 am to 1pm. You clock "In" at 8:30 am and "Out" at 1 pm (or in at 0830 and out at 1300).

- When you have finished entering time, chose "submit" and follow the prompts (submit = save).
- 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 later ISA paper timesheet. Late ISA timesheets are located on the Payroll Website.

Important Dates

Please see our Payroll calendar located at the link [here](#).

The last day for you to enter your time online is the last day of the pay period. This is indicated by the symbol ^ on the Payroll Calendar.

Other Information

- Please check with your department approver/timekeeper for your department's 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 online approvals are done.
- Do not work more than 20 hours per week in all student jobs combined.
- Do not work during academic break periods unless you have been hired into a separate "break period" position. Contact your department for more details.
- Pick up your paycheck on ISA pay day in Student Accounts Admin Bldg. 1 Room 211. If you wish your checks to be mailed, you must make arrangements with Student Accounts.