SJSU Research Foundation
PI Online User Help

The Research Foundation has implemented a new PI Online Website. PIs and administrators can log in to check Account Status, Monthly Statements, and other reports. Also, the PI and Timecard signers can log in to approve their staff's timecards.

Logging in within the SJSU network is required for this website. If you are outside of the SJSU network, use the VPN to connect to the SJSU network before accessing the application. Follow **this link** to download the VPN software if needed.

Here is the URL of **PI Online**. The user ID and password are the same as the ones for approving timecards.

https://sjs-job-prod.sjscloud.aspgov.com/Production/

Login ID: SJSUAD\000111222
Password: SJSUOne password

Please follow the steps below -

1. **Login to the PI Online**

After login, the PI Online Dashboard will display. In PI Online, you can run reports, submit your timecard, and view/approve your staff's timecards.

Check the Account Status, Available Balance, Requisitions Pending Payments, Monthly Statements, and other reports

1. Run Reports

2. Submit your timecard

3. View or approve staff's timecards

2. **Run Report (Dashboard)**

   The Dashboard is organized into five sections:

   1) Urgent Tasks

      This section shows the items that need your attention promptly. If there is an urgent item, an item count will be displayed next to the item description. Please click on the item count to view the item detail.

   2) Project Staff

      List the active job assignments and staff vacation and sick accrual.

   3) Current Award Chart

      List the current award amount by PI.

   4) Proposal and Award
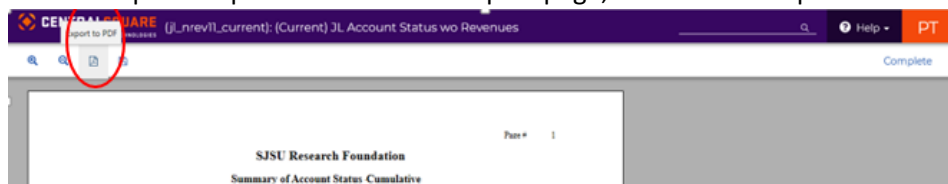
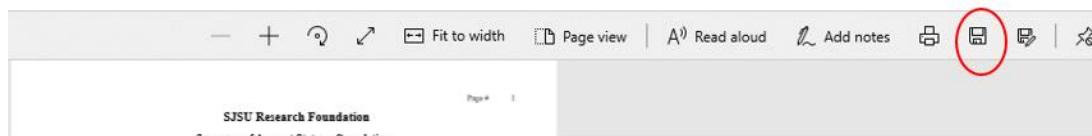   List the current and pending projects.

   5) My Account

      List the Account Status, Available Balance, Requisitions Pending Payments, Monthly Statements, and other reports.

Tips:

   1) Convert the report output to PDF: on the report page, click on the "Export to PDF" button to convert the report page to PDF.
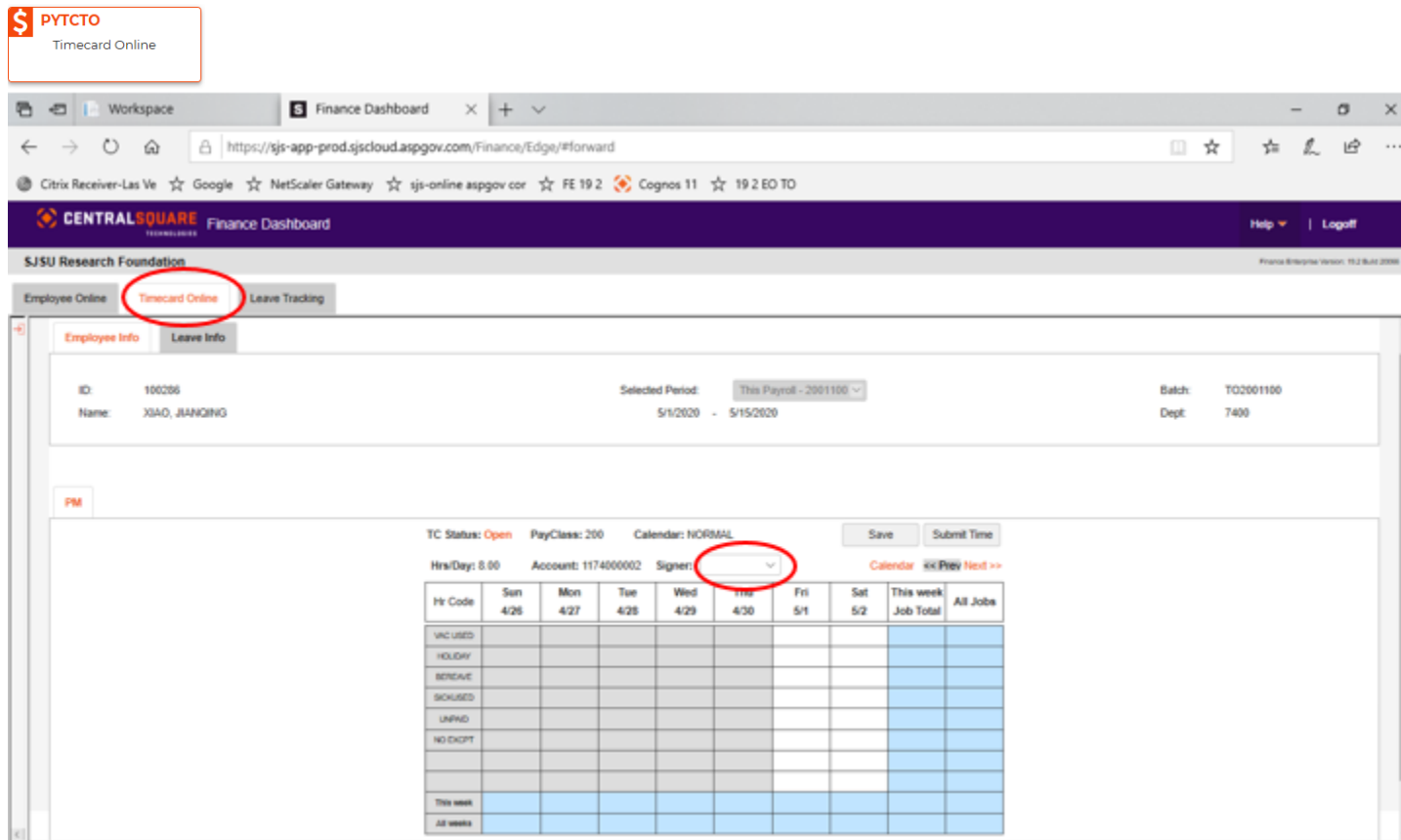

   2) Save the PDF to your computer

3. Submit your timecard

On the left panel of the workspace screen, click on "My Timecard" to access the Employee Online/Timecard Online screen.


On the timecard input screen,

1) Choose a Signer from the Signer Dropdown
2) Enter the hours for the first week and then click "Save" to save the hours
3) Click on "Next" button to move to the second week, enter the hours for the second week and then click "Save" to save the hours
4) Continue to enter all hours for the assignment. If you have multiple jobs, continue to input the hours for other assignments.
5) After all hours are inputted, click "Submit Time" to submit the timecard for approval.

4. View/Approve the staff's timecards

On the left panel of the workspace screen, click on "Task List" to open the timecard approval screen:
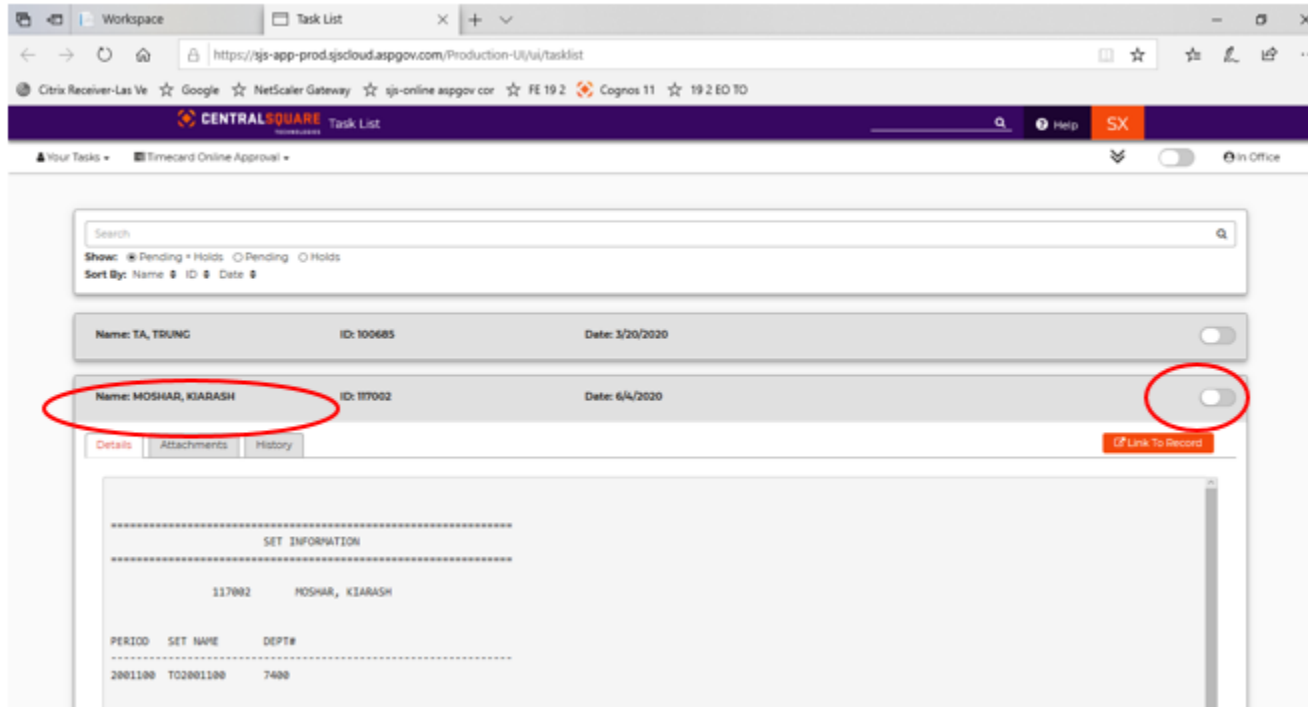
Tips:

Click on the employee's name to view the hour detail.

Click on the far end side of the employee's record, click on button to show the action buttons:

Click on "Approve" to approve timecard. The workflow system will notify the employee upon the timecard approval.

Click on "Reject" to reject the timecard. The workflow system will notify the employee to log in and make any necessary changes to the timecard and then resubmit the timecard for approval.

5. **Please email the research foundation IT team for technical assistance** fdn-it-group@sjsu.edu