

# SJSU Research Foundation Timecard & PI Online Dashboard

## Employee Online / Timecard Online

For Research Foundation employee timecard submissions, W2 info, digital paystubs, and more.

Login: <https://sjs-online-prod.aspgov.com/Finance/Edge>

If you are unable to login, please email the SJSU Research Foundation IT group for assistance: [fdn-it-group@sjsu.edu](mailto:fdn-it-group@sjsu.edu)

## PI Online Dashboard / Timecard Approvals

This applies to you if you are a PI and/or you approve timecards for Research Foundation employees.

1. Disconnect from any VPNs you are currently connected to, including MLML's Junos Pulse/Pulse Secure VPN.
2. Login to the [SJSU VPN](#).
  1. **IMPORTANT:** You must select the "Foundation" Group from the Group dropdown list to access the PI Online Dashboard. "Staff\_Faculty" may not work.
3. Login to the PI Online Dashboard: <https://sjs-job-prod.sjscloud.aspgov.com/Production/>
4. Disconnect from the SJSU VPN when you are finished.

- Login troubleshooting
    - SJSU VPN
      - Submit a ticket via SJSU's iSupport site: <https://isupport.sjsu.edu>
    - PI Online Dashboard
      - Please email the SJSU Research Foundation IT group for assistance: [fdn-it-group@sjsu.edu](mailto:fdn-it-group@sjsu.edu)
-

Revision #7

Created 9 June 2020 18:00:57

Updated 5 July 2023 19:17:29