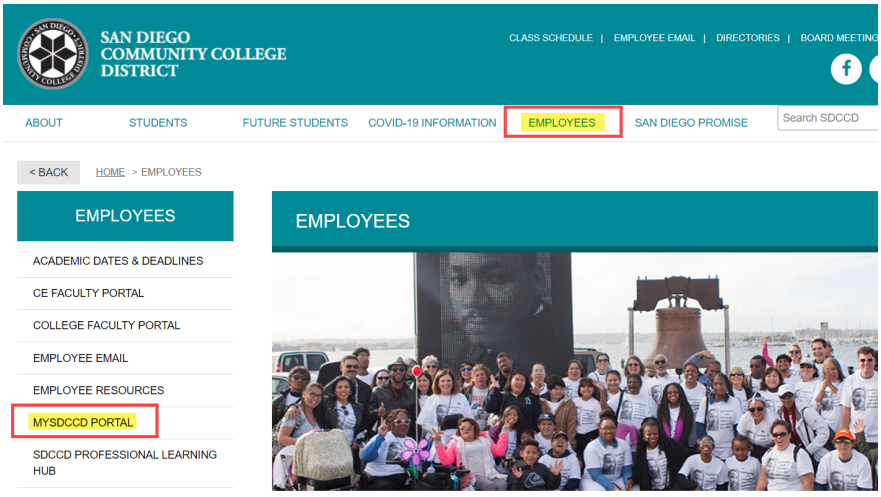
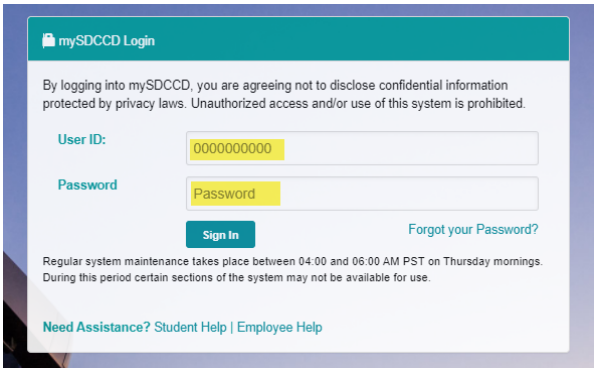
ACCESSING/COMPLETING A TIMESHEET

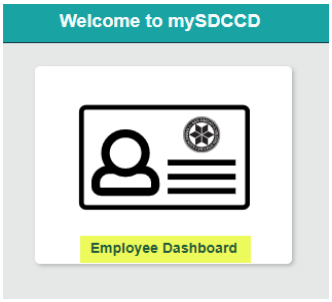
POSITIVE TIME REPORTERS – ADJUNCT/OL

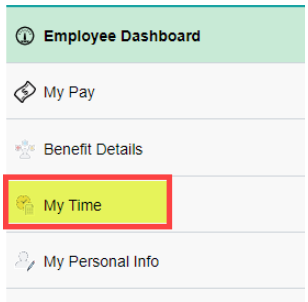
Log in to the PeopleSoft portal via the District website. Click on the **EMPLOYEES** link in the top menu bar. In the EMPLOYEES menu on the left, click on **MYSDCCD PORTAL**. Log in using your your User ID and Password.

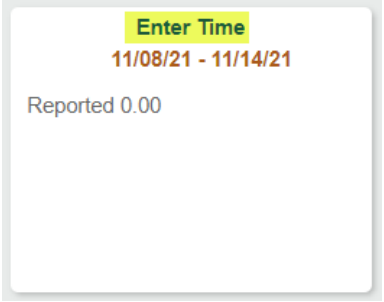




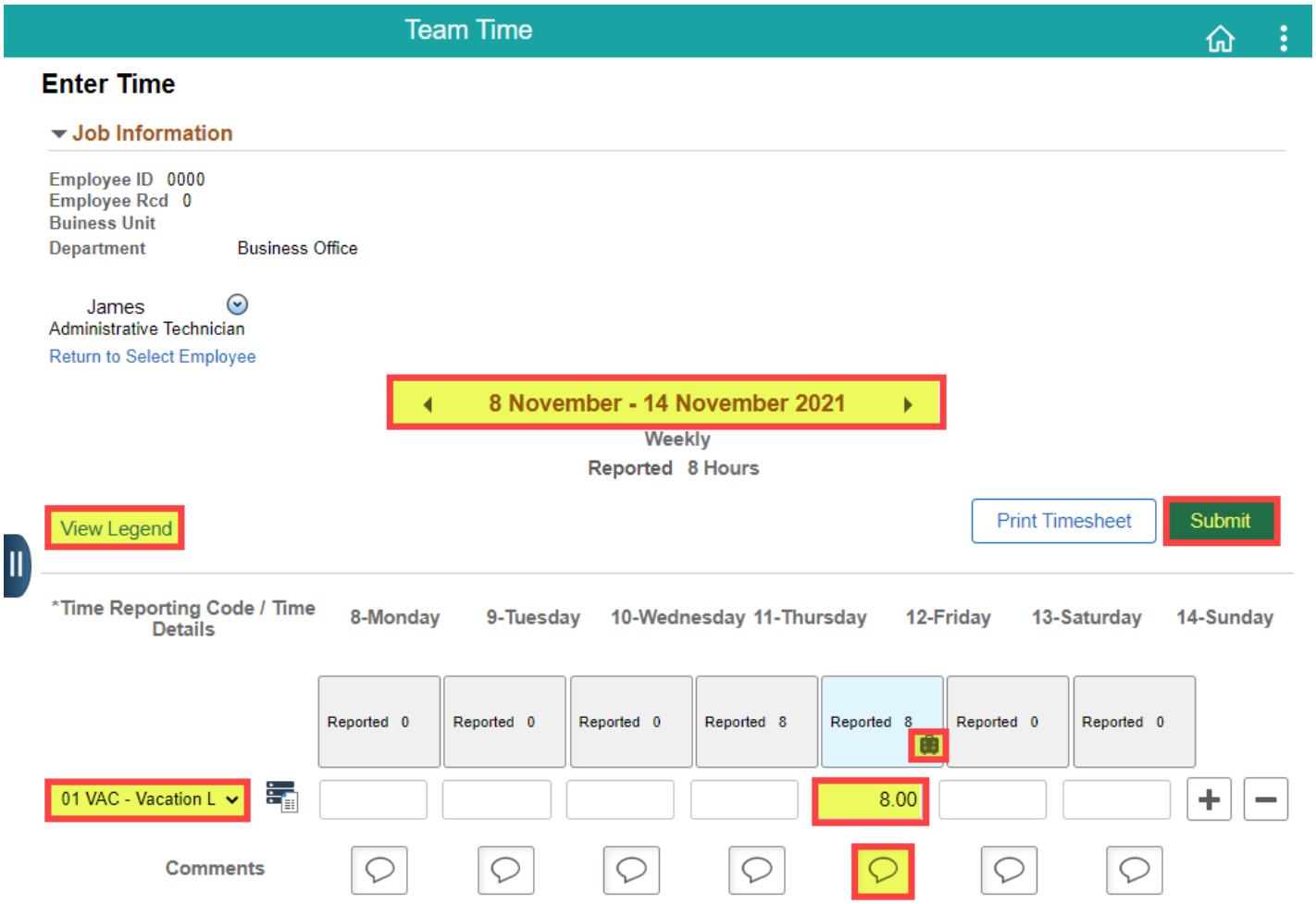
Click on **Employee Dashboard** to access Self Service tiles. Select **My Time** from the Employee Dashboard, then click on the **Enter Time** tile.



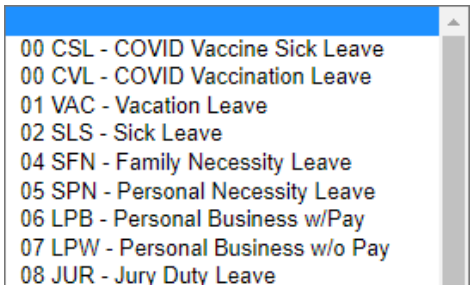




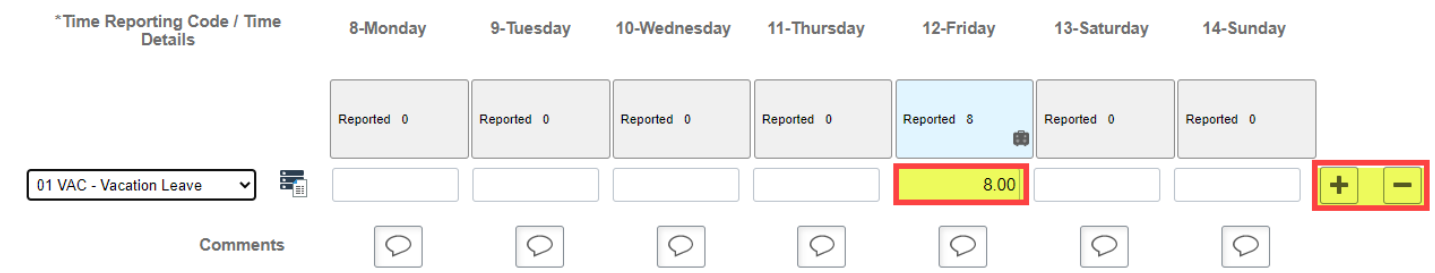
- Enter Leave hours requested on the appropriate date, or
- Enter Overtime/Comp Time hours worked on the appropriate date (hours worked over normal scheduled hours only; do not calculate at OT rate)
- You can also add comments by clicking on the comment icon directly below the reported time.
- Select the appropriate **Time Reporting Code** (TRC) from the drop down on the left (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- If reporting multiple TRCs, click the "+" button to add a row, enter hours and select TRC
- Click **Submit** button
- Once submitted, an icon will appear on the day the time was reported. View the legend on the left side to see icon definitions.
- NOTE: For multiple job titles see **Multiple Job Titles** below.



Time Code Drop Down Menu Sample



Multiple Job Titles: For employees with multiple job titles a drop down menu will appear under **Job Information**. Select the correct job to record your time. IF multiple jobs have the same title use the Buisness Unit and Department to ID the correct one.

Adjust or Delete Leave Not Taken or OT/Comp Hours Not Worked

- Adjust leave taken or OT/Comp hours not worked on appropriate date OR delete entire row by clicking the "-" button
- Click the Submit button to re-submit and update timesheet