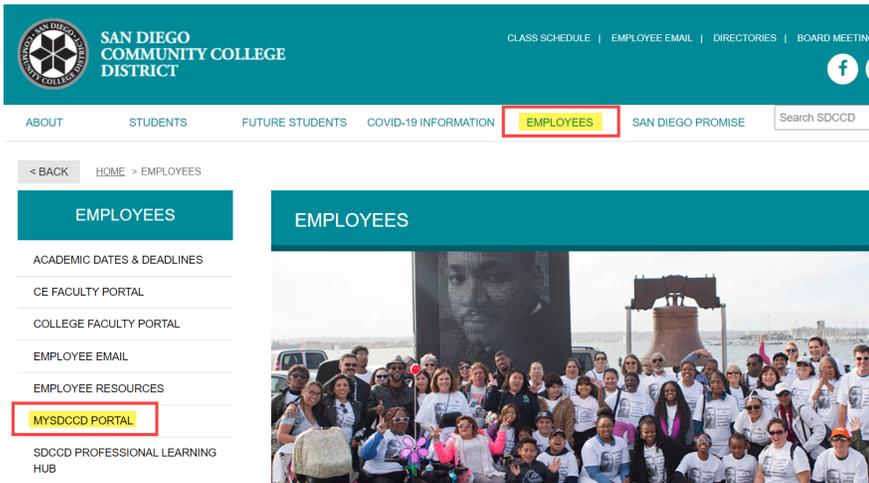# ACCESSING/COMPLETING A TIMESHEET

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.
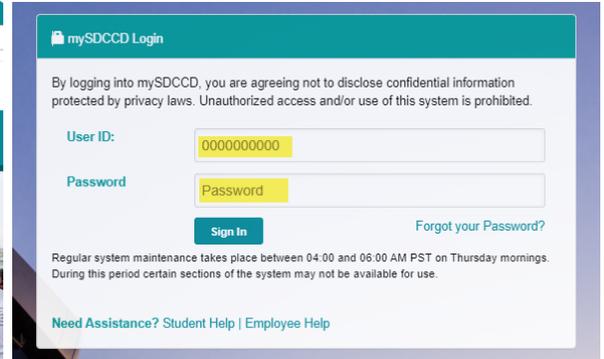
Click on **Employee Dashboard** to access Self Service tiles. Select **My Time** from the Employee Dashboard, then click on the **Enter Time** tile.
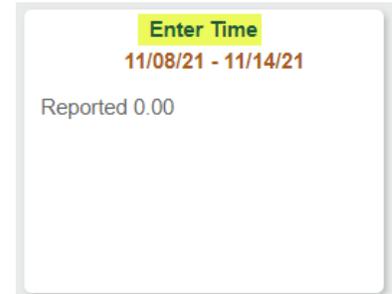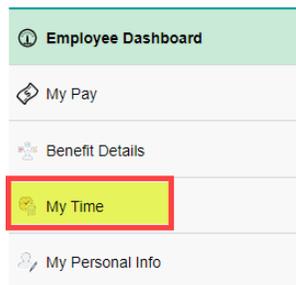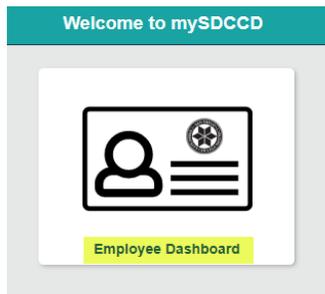
- ➤ Enter Leave hours requested on the appropriate date, or
- ➤ Enter Overtime/Comp Time hours worked on the appropriate date (hours worked over normal scheduled hours only; do not calculate at OT rate)
- ➤ You can also add comments by clicking on the comment icon directly below the reported time.
- ➤ 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.

Enter Time

▼ **Job Information**

Employee ID 0000
Employee Rcd 0
Buiness Unit
Department Business Office

James ⌄
Administrative Technician
Return to Select Employee

◀ **8 November - 14 November 2021** ▶
Weekly
Reported 8 Hours

View Legend

Print Timesheet Submit

*Time Reporting Code / Time Details	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
	Reported 0	Reported 0	Reported 0	Reported 8	Reported 8	Reported 0	Reported 0
01 VAC - Vacation L ⌄					8.00			➕ ➖
Comments	💬	💬	💬	💬	💬	💬	💬

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.

▼ Job Information

Employee ID
Employee Rcd 1
Buiness Unit MIR01
Department 34133 Speech

*Job Title Communication Studies Adjunct ⌄
Communication Studies Adjunct
Communication Studies Adjunct
Communication Studies Adjunct
Communication Studies Adjunct

View Legend

Time Code Drop Down Menu Sample

00 CSL - COVID Vaccine Sick Leave
00 CVL - COVID Vaccination Leave
01 VAC - Vacation Leave
02 SLS - Sick Leave
04 SFN - Family Necessity Leave
05 SPN - Personal Necessity Leave
06 LPB - Personal Business w/Pay
07 LPW - Personal Business w/o Pay
08 JUR - Jury Duty Leave

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

*Time Reporting Code / Time Details		8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday
		Reported 0	Reported 0	Reported 0	Reported 0	Reported 8	Reported 0	Reported 0
01 VAC - Vacation Leave						8.00		+ −
Comments		💬	💬	💬	💬	💬	💬	💬