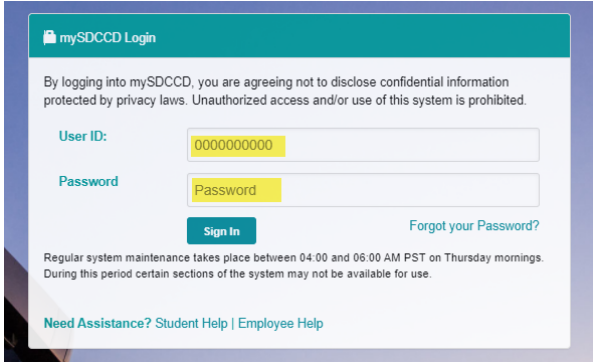
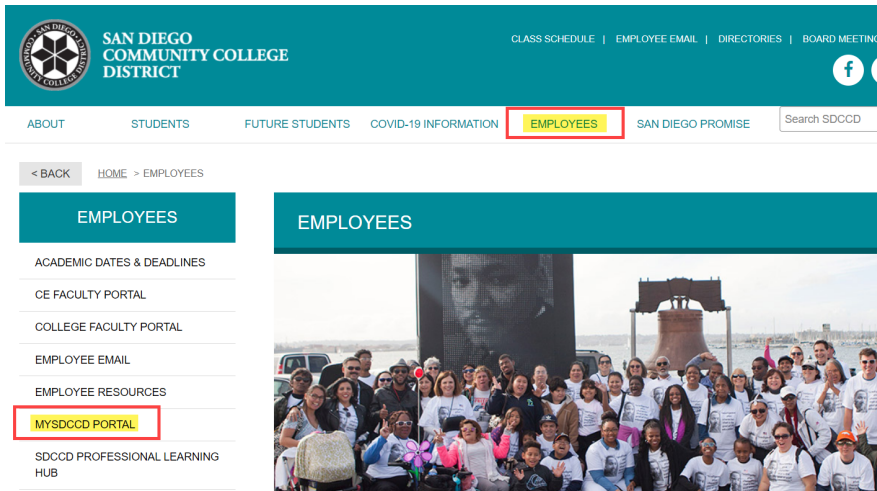
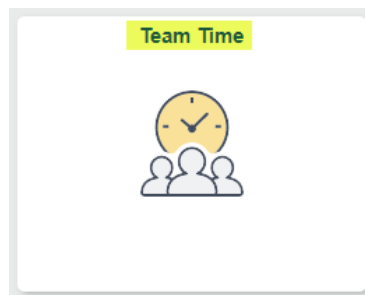
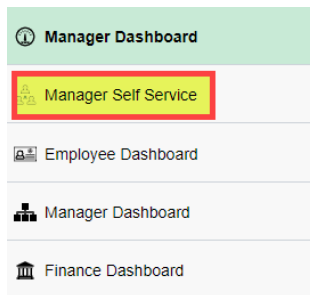
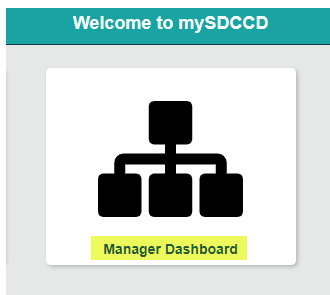


HOW TO ENTER TIME ON BEHALF OF YOUR EMPLOYEE

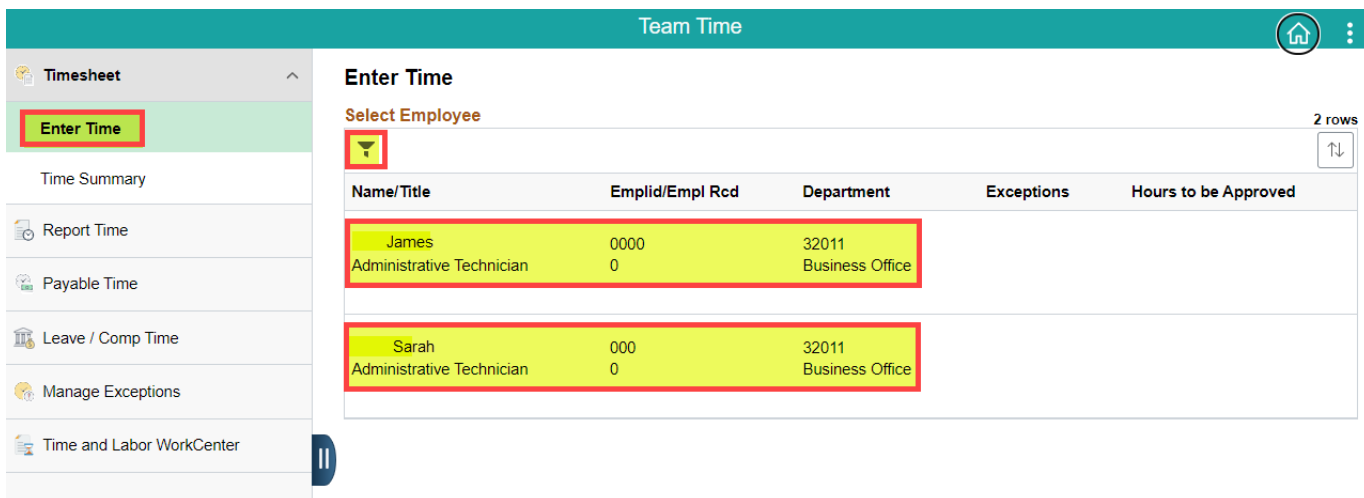
Log in to the PeopleSoft portal via the District website. Click on the **EMPLOYEES** link in the top menu bar. In the EMPLOYEES menu on the left, click on **MYSDCCD PORTAL**. Log in using your your User ID and Password.



Click on **Manager Dashboard** to access Self Service tiles. Select **Manager Self Service** from the Manager Dashboard, then click on the **Team Time** tile.



In Team Time select the employee that requires time entered. You can also use the filter option to find employees not immediately listed by using, employee ID, name, job code, etc. NOTE: The "Report To" field will always auto-populate with the person logged in at the time. Make sure to clear this field if searching for employees not listed.



The current work week is selected by default however, you can select different work weeks by clicking on the arrows. Enter the hours/minutes in the blank field below the desired day of the week. You can also add comments by clicking on the comment icon directly below the reported time. From the drop down menu on the left, select the appropriate time code, then click submit. 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.**

Team Time

Enter Time

Job Information

Employee ID 0000
 Employee Rcd 0
 Business Unit
 Department Business Office

James
 Administrative Technician
[Return to Select Employee](#)

Previous
Next

◀ 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
 Business 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