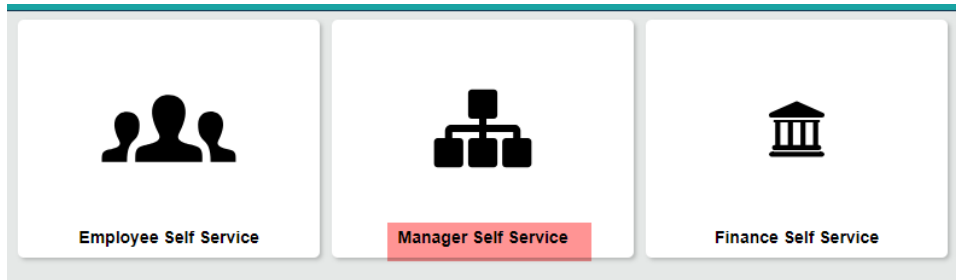


How to Enter Time on Behalf of Your Employee

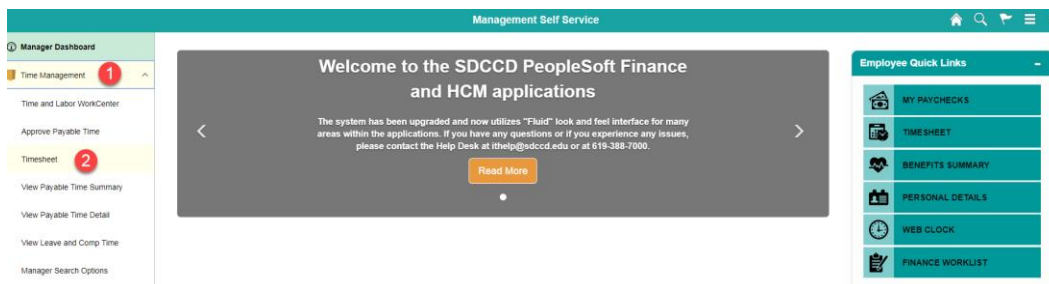
Log into PeopleSoft HCM (i.e. mySDCCD Portal)

Click on Manager Self Service

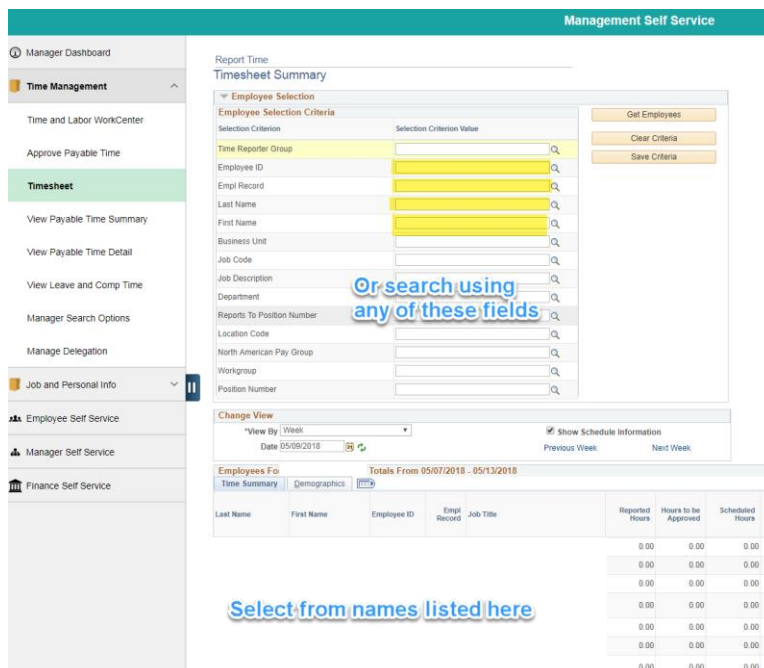


Click on Time Management

Click on Timesheet



Select your employee or search for them



Select the appropriate Time Reporting Code
 Enter the hours, then click Submit

Timesheet

Employee ID
 Empl Record 0
 Earliest Change Date 05/14/2018

Actions ▾
 Select Another Timesheet

*View By Week
 *Date 05/07/2018 [by] [refresh]
 Reported Hours 0.00

Previous Week Next Week
 Next Employee
 Print Timesheet

From Monday 05/07/2018 to Sunday 05/13/2018

Mon 5/7	Tue 5/8	Wed 5/9	Thu 5/10	Fri 5/11	Sat 5/12	Sun 5/13	Total	Time Reporting Code

Submit

- 00 IB1 - Industrial Accident Balance 1
- 01 VAC - Vacation Leave
- 02 SLS - Sick Leave Salary
- 04 SFN - Family Necessity Leave
- 05 SPN - Personal Necessity Leave
- 06 LPB - Personal Business w/Pav

Once submitted, you may enter notes under the Add Comments section by clicking on the notes bubble

Timesheet

Employee ID
 Empl Record 0
 Earliest Change Date 05/14/2018

Actions ▾
 Select Another Timesheet

*View By Week
 *Date 04/30/2018 [by] [refresh]
 Reported Hours 9.50

Previous Week Next Week
 Next Employee
 Print Timesheet

From Monday 04/30/2018 to Sunday 05/06/2018

Mon 4/30	Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5	Sun 5/6	Total	Time Reporting Code
		8.00		1.50			9.50	05 SPN - Personal Necessity Leave

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1-2 of 2

Date	Reported Status	Total TRC	Description	Add Comments
05/02/2018	Submitted	8.00 SPN	Personal Necessity Leave	🗨️
05/04/2018	Submitted	1.50 SPN	Personal Necessity Leave	🗨️

Return to Select Employee

The comments section will pop up. Enter comments and click on ok.

TR Comments

Comments

Employee ID
 Employment Record 0

Actions ▾

Note
 Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 05/02/2018 Personalize | Find | View All | 1 of 1 | Last

Date	User ID	Date/Time Created	Source	Comment
1 05/02/2018	BROBLESL	05/09/2018 10:46AM	Time Reporting	

Add Comment

OK Cancel Apply

That's it! You've entered time on your employee's timesheet on their behalf.