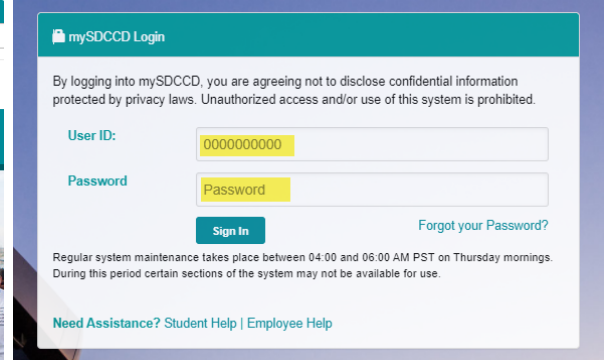
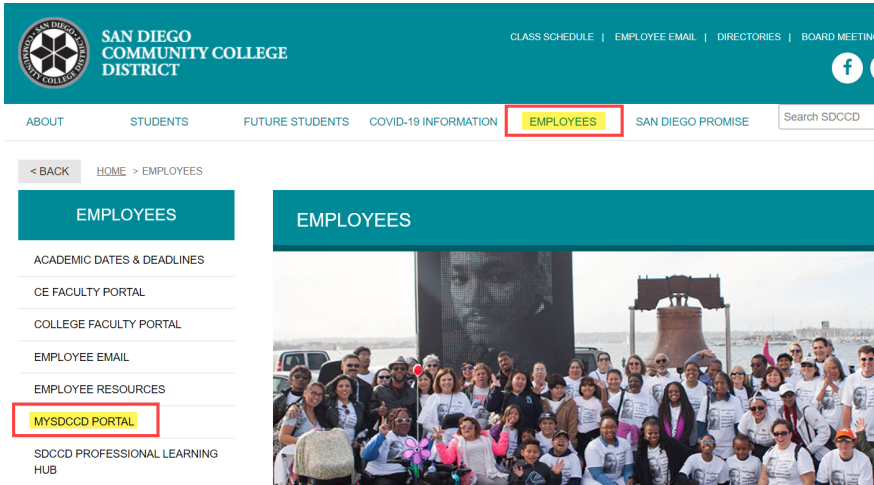


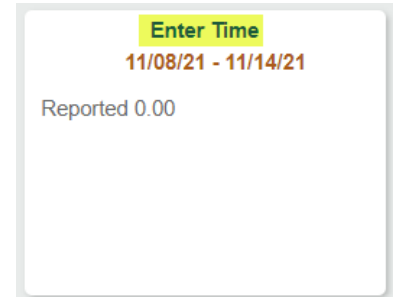
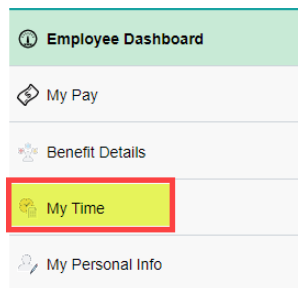
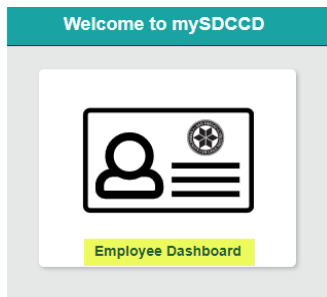
ACCESSING/COMPLETING A TIMESHEET

POSITIVE TIME REPORTERS – NANC EMPLOYEES (Non-WebClock)

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 time worked on the appropriate date.
- Select the appropriate **Time Reporting Code (TRC)** from the drop down (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- You can also add comments by clicking on the comment icon directly below the reported time.
- 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
Business 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
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01 VAC - Vacation L

				8.00			+	-
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Comments

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Time Code Drop Down Menu Sample

- 00 CSH - COVID Vaccine Sick Lve Hourly
- 00 CVH - COVID Vaccination Leave Hourly
- 01 REG - Regular Earnings
- 02 SLH - Sick Leave-Hrly
- 08 JUH - Jury Duty Leave - Hourly
- 74 TRH - District Travel Hourly
- 75 OSH - Off-Site Activity Hourly

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](#)

