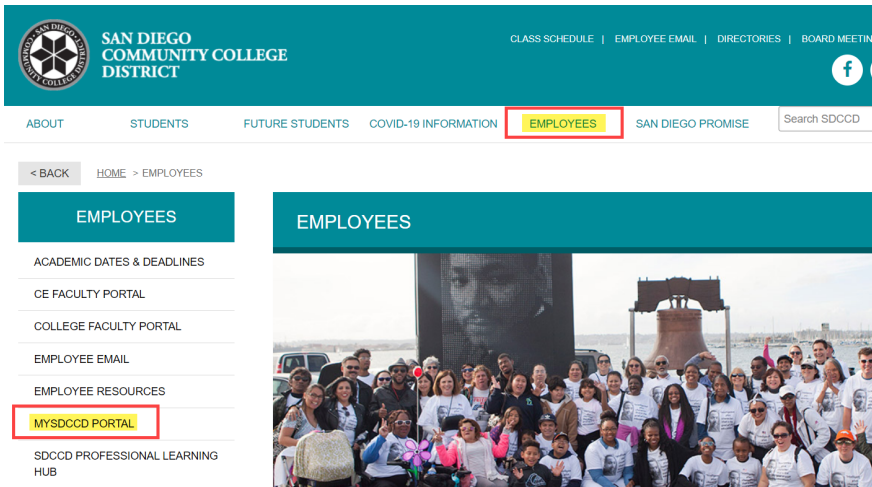# ACCESSING/COMPLETING A TIMESHEET

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.
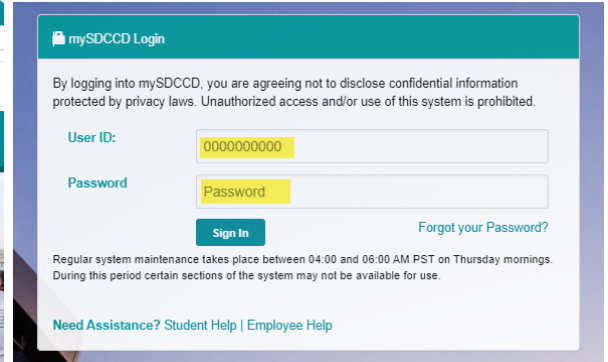
Click on **Employee Dashboard** to access Self Service tiles. Select **My Time** from the Employee Dashboard, then click on the **Enter Time** tile.
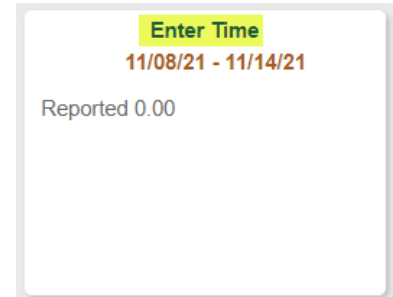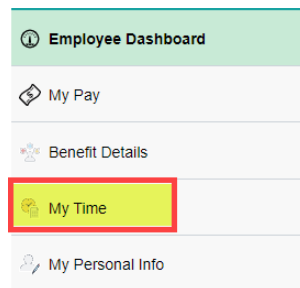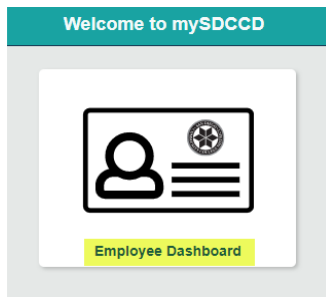
- ➢ Enter regular/sub hours worked or leave hours requested on the appropriate date
  NOTE: for adjunct/OL assignment paid on equal payments, no time reporting is required; except to report hours absent
- ➢ Select the appropriate **Time Reporting Code** (TRC) from the drop down (employees will only see 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
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	◯	◯	◯	◯	◯	◯	◯

Time Code Drop Down Menu Sample

00 CSH - COVID Vaccine Sick Lve Hourly
00 CSU - COVID Vaccine Sick Lv Unit Pay
00 CVH - COVID Vaccination Leave Hourly
00 CVU - COVID Vaccination Lve Unit Pay
01 REG - Regular Earnings
02 SUP - Sick Leave-Unit Pay
03 SLH - Sick Leave-Hrly
04 SFH - Family Necessity Leave - Hrly
04 SFU - Family Necessity Lv - Unit Pay
05 SPH - Personal Necessity Leave- Hrly
06 SPU - Personal Necessity Lv-Unit Pay
06 SUB - Substitute Earnings Code

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

Adjust or Delete Hours Not Worked/Leave Not Taken
➢ Adjust hours not worked or leave not taken 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	💬	💬	💬	💬	💬	💬	💬		