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 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.
**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 Business Unit and Department to ID the correct one.
### 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

<table>
<thead>
<tr>
<th>Time Reporting Code / Time Details</th>
<th>8-Monday</th>
<th>9-Tuesday</th>
<th>10-Wednesday</th>
<th>11-Thursday</th>
<th>12-Friday</th>
<th>13-Saturday</th>
<th>14-Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported 0</td>
<td>Reported 0</td>
<td>Reported 2</td>
<td>Reported 0</td>
<td>Reported 5</td>
<td>Reported 0</td>
<td>Reported 0</td>
<td>Reported 0</td>
</tr>
<tr>
<td>01 VAC - Vacation Leave</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

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