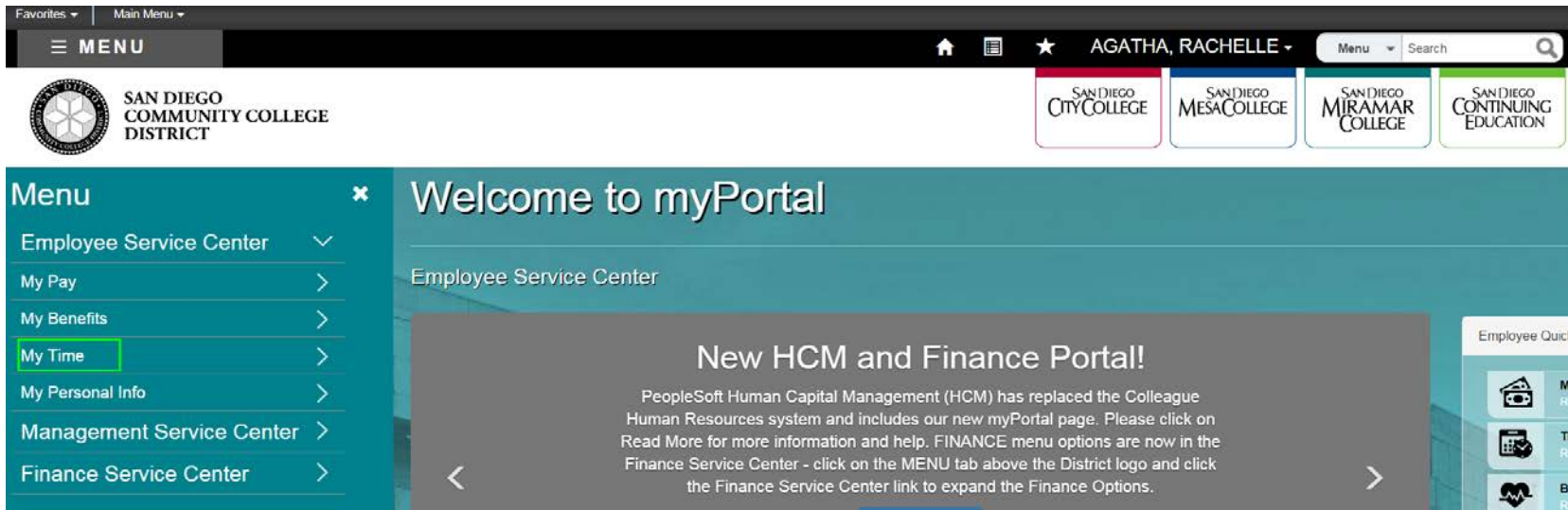


MESA HCM JOB AID

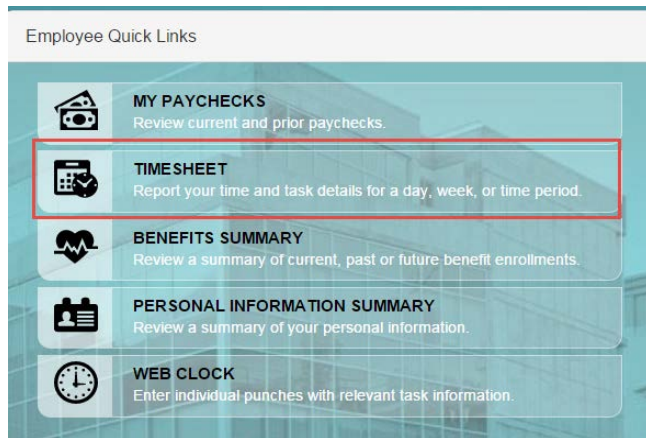
NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

1 Employees enter time in one of two ways.

OPTION 1 - Select the **Menu**, then **Employee Service Center**, then **My Time**



OPTION 2: select the **Time Sheet** in the **Employee Quick Link**



The rest of the Job Aid will use **Option 1**.



NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- 2 Navigate to your time sheet



- 3 You may have more than one job code, select the job code which you wish to enter time.

Report Time
Timesheet

Rachelle Agatha			Personalize Find 	1-3 of 3
Select Job 				
Job Title	Department ID	Department		
Business Adjunct	34263	Business Administration		
Accounting Adjunct	34261	Accounting		
VP, Administrative Services	22010	VP of Administrative Services		

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

4 The time sheet will appear once selected. Review to be sure you are in the right time sheet:

- A Name
- B Position
- C Employee ID

Timesheet

Rachelle Agatha A

VP, Administrative Services B

Employee ID [REDACTED] C

Empl Record 0

Earliest Change Date 05/29/2016

Actions ▾

Select Another Timesheet

*View By

[Previous Week](#) [Next Week](#)




*Date  

[Previous Job](#)

Reported Hours 0.00

[Print Timesheet](#)

From Monday 01/25/2016 to Sunday 01/31/2016 

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="PSNONCATSK"/>	PSNONCATSK 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="PSNONCATSK"/>	PSNONCATSK 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="PSNONCATSK"/>	PSNONCATSK 

Submit

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Status

Personalize | Find |  |  | 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

[Return to Select Job](#)

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- 5 Other screen items to note:
- A You may select to view by week or use the drop down to select other options
 - B The default view is the current week.
 - C Previous week and Next Week buttons will help you navigate

Timesheet

Rachelle Agatha

VP, Administrative Services

Employee ID [REDACTED]

Empl Record 0

Actions ▾

Earliest Change Date 05/29/2016

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 01/25/2016 Previous Job

Reported Hours 0.00 Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016 ?

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup
									PSNONCATSK
									PSNONCATSK
									PSNONCATSK

Submit

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

Reported Time Status Personalize | Find | 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

[Return to Select Job](#)

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- D In your timesheet, hover over the **job title** under your name. **Job information** will appear which will include your department number and location

TR Comments ✕ Help

Comments

Rachelle Agatha Employee ID [REDACTED]
VP, Administrative Services Employment Record 0

Job Information

Department	22010	
Location Code	MES	San Diego Mesa College Campus
Pay Group	C12	Acad Mgr/Sup 12M Class Con12
Position	002255	Vice President, Administrative
HR Status	Active	
Employee Type	Salaried	
Full/Part Time	Full-Time	
Regular/Temporary	Regular	
Standard Hours	164.00	
Standard Work Period	M12	
Workgroup	MGCLA	Managers Exempt-Classified
Time Period ID	SDMONSUN	02/01/2016 03/20/2016

Apply for one or more entered comment, you will

All | | | First ◀ 1 of 1 ▶ Last

⋮

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- 6 Other screen items to note:
 - A Enter time worked or exception time based on the time reporting code (TRC) from the drop down box.
 - B You will only see the TRC codes you are eligible for so your screen might not look exactly as below.
 - C You may add additional lines with the + and - icons

The screenshot displays the 'Timesheet' application for Rachelle Agatha, VP, Administrative Services. The interface includes a navigation menu, search bar, and college logos. The main area shows a calendar grid for the week of 01/25/2016 to 01/31/2016. A dropdown menu for 'Total Time Reporting Code' is open, listing various codes such as 01 VAC - Vacation Leave, 02 SLS - Sick Leave Salary, 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, 09 LBL - Bereavement Leave, 10 LCA - Court Appearance Leave, 11 LML - Short Term Military Leave, 12 LWO - Leave Without Pay, 25 IA1 - Industrial Accident 1, 58 PDL - Pregnancy Disability Leave, 74 TRS - District Travel Salary, and 75 OSS - Off-Site Activity Salary. The 'Reported Time Status' table shows a total of 0.000000 hours. The 'Taskgroup' section shows three entries for PSNONCATSK with search, add, and minus icons.

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

7 Once you complete all of the time and leave entry, you must **SUBMIT**

Timesheet

Rachelle Agatha

VP, Administrative Services

Employee ID [REDACTED]

Empl Record 0

Actions ▾

Earliest Change Date 05/29/2016

Select Another Timesheet

*View By Week ▾

Previous Week Next Week

*Date 01/25/2016 [B1] ↻

Previous Job

Reported Hours 0.00

Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016 ?

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code
			8					01 VAC - Vacation Leave

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Payable Time

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- 8 To add comments on your timesheet, enter the time per above and TRC, and select submit. The **Reported Time Status** tab will then have **Add Comments** (looks like a little bubble). Enter your comments and then select **Submit** again.

Timesheet

Rachelle Agatha

VP, Administrative Services

Employee ID [REDACTED]

Empl Record 0

Actions ▾

Earliest Change Date 01/31/2016

Select Another Timesheet

*View By Week ▾

Previous Week Next Week

*Date 02/15/2016  

Previous Job

Reported Hours 16.00

Print Timesheet

From Monday 02/15/2016 to Sunday 02/21/2016 

Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Sun 2/21	Total	Time Reporting Code
			8.00	8.00			16.00	01 VAC - Vacation 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 
02/18/2016	Submitted	8.00	VAC	Vacation Leave	
02/19/2016	Submitted	8.00	VAC	Vacation Leave	

Return to Select Job

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- A The **Reported Time Status** tab will then have **Add Comments** (looks like a little bubble). Enter your comments and then select **Submit** again.

The screenshot displays the San Diego Community College District Timesheet interface. A modal dialog box titled "TR Comments" is open, showing a "Comments" section for user "Rachelle Agatha" (Employee ID [REDACTED]). The dialog includes a "Note" stating that comment history cannot be altered or removed. Below this is a table of "Comments related to time entered for 02/18/2016". The table has columns for User ID, DateTime Created, Source, and Comment. A row for user RAGATHA on 01/28/2016 at 12:50PM from "Time Reporting" is shown, with a green box highlighting the empty comment field. At the bottom of the dialog are "Add Comment", "OK", "Cancel", and "Apply" buttons.

San Diego Community College District

Timesheet

Rachelle Agatha
VP, Administrative Services

Actions ▾
Select Another Timesheet

*View By Week
*Date 02/15/2016

Reported Time Status Summary Leave / Compensatory Time

Reported Time Status

Date	Reported Status	Total	TR
02/18/2016	Submitted	0.00	0.00

TR Comments

Comments

Rachelle Agatha Employee ID [REDACTED]
VP, Administrative Services 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 02/18/2016 Personalize | Find | View All | First 1 of 1 Last

User ID	DateTime Created	Source	Comment
RAGATHA	01/28/2016 12:50PM	Time Reporting	

Add Comment

OK Cancel Apply

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- 9 Make sure to press "OK" to certify your time sheet when the pop-up box appears.

The screenshot shows a web-based timesheet interface for Rachelle Agatha, VP. Administrative Services. The interface includes fields for Employee ID, Empl Record, and Earliest Change Date. A "Select Another Timesheet" section has a "View By" dropdown set to "Week" and a "Date" field set to "01/25/2016". Below this, a table shows reported hours for the week of Monday 01/25/2016 to Sunday 01/31/2016. A "Message" pop-up box is overlaid on the interface, containing the text "I certify this timesheet submission, is accurate to the best of my knowledge (25001,1)" and an "OK" button, which is circled in green.

- 10 A second pop-up box will appear with the message below - press ok. **NOW YOU ARE DONE!**

The screenshot shows a second "Message" pop-up box. The text inside reads: "Rules have successfully been applied. (13504,1626)" and "Press OK to refresh your timesheet with updated payable time." The "OK" button at the bottom of the box is circled in green, and a red arrow points to it.

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

- 11 You may adjust time or leave or make corrections by re-entering your time sheet.
- A You may delete or add a line with the + / - icons
 - B You may change the hours on a given day, or select a different TRC
 - C You may move to a different time period.
 - D Just remember to re-submit and select **OK** to both message boxes.

Timesheet

Rachelle Agatha

VP, Administrative Services

Employee ID [REDACTED]

Empl Record 0

Earliest Change Date 02/01/2016

Actions ▾

Select Another Timesheet

*View By Previous Week Next Week

*Date Previous Job

Reported Hours 0.00 Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016 ?

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK	+	-

NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

12 The **Payable Time** tab will show you the status of your submitted time.

Menu

- Employee Service Center
- My Pay
- My Benefits
- My Time
- Timesheet
- Payable Time Detail**
- Web Clock
- My Personal Info
- Management Service Center
- Finance Service Center

Payable Time Detail

Rachelle Agatha
VP, Administrative Services

Employee ID [REDACTED]
Employment Record 0

Start Date 01/22/2016
End Date 04/30/2016

Previous Job

Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
[REDACTED]	Approved		VAC	8.00	Hours
[REDACTED]	Approved		VAC	8.00	Hours
[REDACTED]	Approved		VAC	8.00	Hours

Return to Select Job