1   Employees enter time in one of two ways.

   OPTION 1 - Select the **Menu**, then **Employee Service Center**, then **My Time**
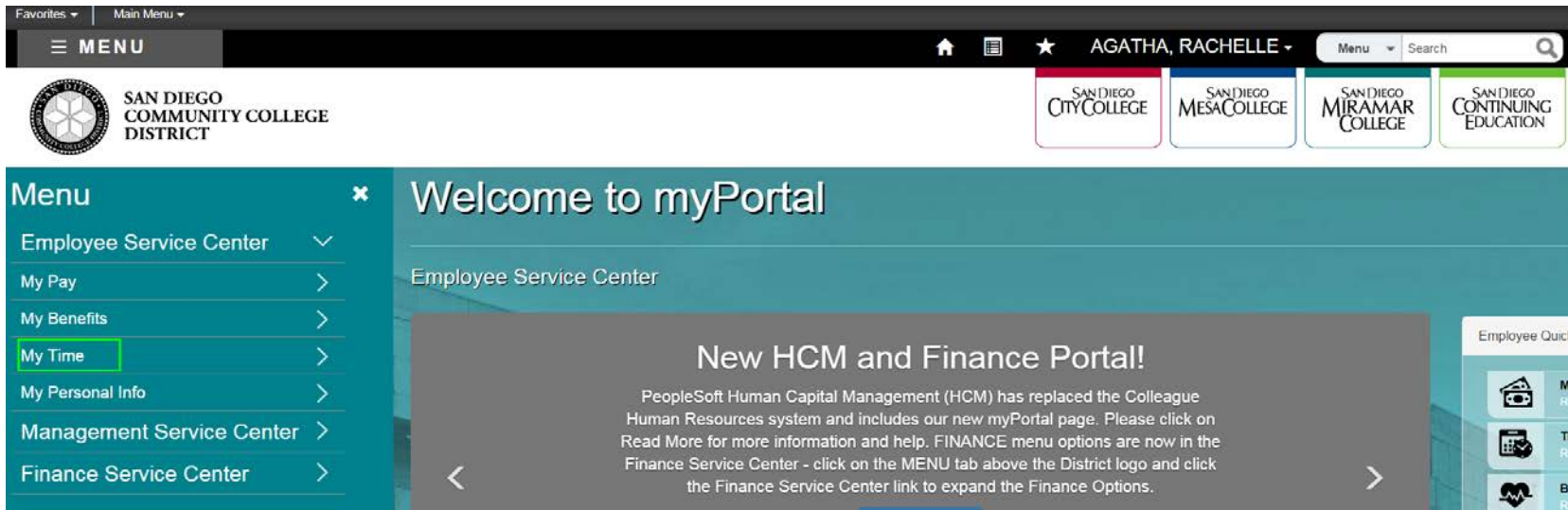
   OPTION 2: select the **Time Sheet** in the **Employee Quick Link**
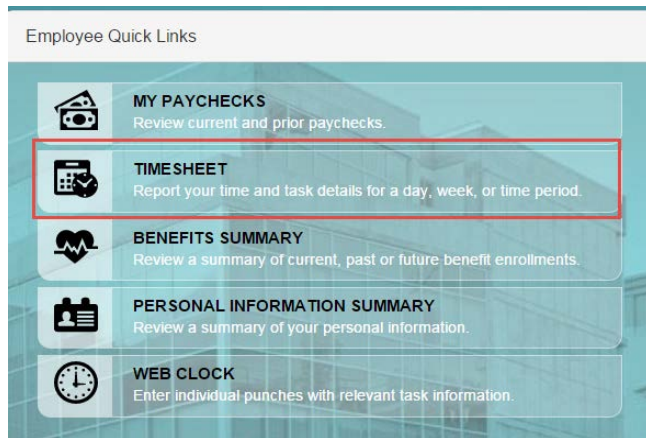
The rest of the Job Aid will use **Option 1**.

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.

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)

Actions ▾

Employee ID ▮▮▮▮▮ (C)

Empl Record 0

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

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
Actions ▾

Employee ID
Empl Record 0
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

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 ▓▓▓▓▓▓▓

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

...ply for one or more entered comment, you will

All | 🔲 | 📊   First ◀ 1 of 1 ▶ Last

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

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

Timesheet

Rachelle Agatha   Employee ID ▮▮▮▮▮▮▮▮

VP, Administrative Services   Empl Record 0

Actions ▾   Earliest Change Date 05/29/2016

Select Another Timesheet

*View By	Week ▾	
*Date	01/25/2016 📅 ↻	

Previous Week   Next Week

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 |

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.

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

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

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

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 my 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

Actions ▾

Employee ID

Empl Record 0

Earliest Change Date 02/01/2016

Select Another Timesheet

*View By Week

*Date 01/25/2016

Reported Hours 0.00

Previous Week   Next Week

Previous Job

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

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