

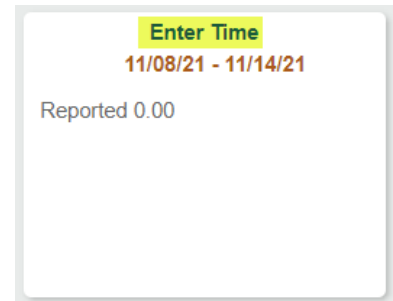
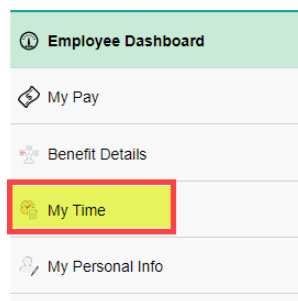
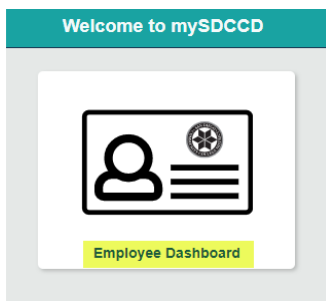
ACCESSING/COMPLETING A TIMESHEET

CLASSIFIED and ACADEMIC CONTRACT

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **My DCCD** in the header to access your Employee Dashboard.



Click on **Employee Dashboard** to access Self Service tiles. Select **My Time** from the Employee Dashboard, then click on the **Enter Time** tile.



- Enter Leave hours requested on the appropriate date, or
- Enter Overtime/Comp Time hours worked on the appropriate date (hours worked over normal scheduled hours only; do not calculate at OT rate)
- You can also add comments by clicking on the comment icon directly below the reported time.
- Select the appropriate **Time Reporting Code (TRC)** from the drop down on the left (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- 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



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.

▼ 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](#)

Time Code Drop Down Menu Sample

00 CSL - COVID Vaccine Sick Leave
 00 CVL - COVID Vaccination Leave
 01 VAC - Vacation Leave
 02 SLS - Sick Leave
 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

Adjust or Delete Leave Not Taken or OT/Comp Hours Not Worked

- Adjust leave taken or OT/Comp hours not worked 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							