

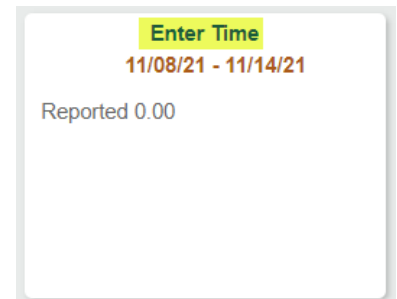
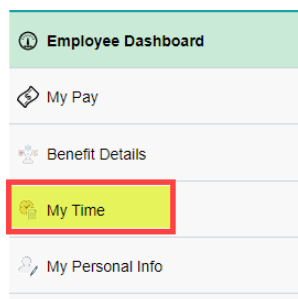
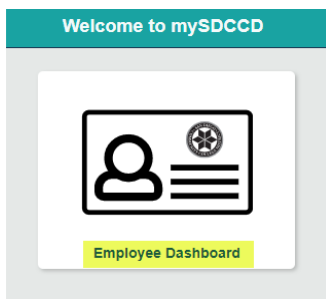
ACCESSING/COMPLETING A TIMESHEET

POSITIVE TIME REPORTERS – NANC EMPLOYEES (Non-WebClock)

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** 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 time worked on the appropriate date.
- 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
 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

01 VAC - Vacation L ▼



8.00

+

-

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 CSH - COVID Vaccine Sick Lve Hourly
 00 CVH - COVID Vaccination Leave Hourly
 01 REG - Regular Earnings
 02 SLH - Sick Leave-Hrly
 08 JUH - Jury Duty Leave - Hourly
 74 TRH - District Travel Hourly
 75 OSH - Off-Site Activity Hourly

Adjust or Delete Time Not Worked/Leave Not Taken

- Adjust time worked/leave 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							