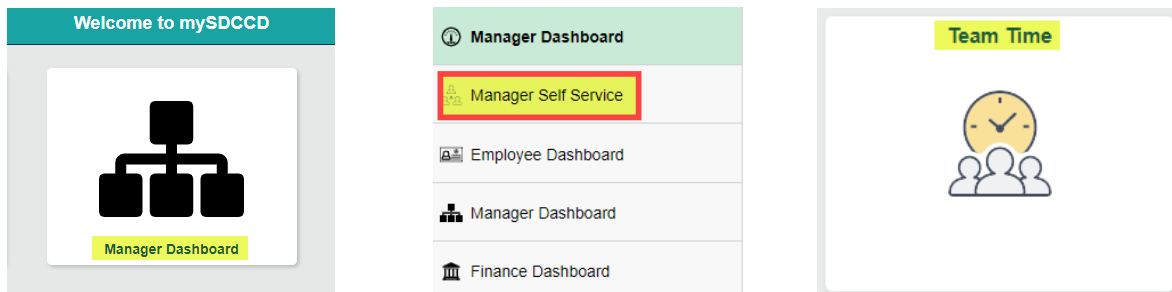


HOW TO ENTER TIME ON BEHALF OF YOUR EMPLOYEE

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 **Manager Dashboard** to access Self Service tiles. Select **Manager Self Service** from the Manager Dashboard, then click on the **Team Time** tile.



In Team Time select the employee that requires time entered. You can also use the filter option to find employees not immediately listed by using, employee ID, name, job code, etc. NOTE: The "Report To" field will always auto-populate with the person logged in at the time. Make sure to clear this field if searching for employees not listed.

Team Time 🏠 ⋮

Timesheet

Enter Time

Time Summary

Report Time

Payable Time

Leave / Comp Time

Manage Exceptions

Time and Labor WorkCenter

Enter Time

Select Employee

2 rows

Name/Title	Emplid/Empl Rcd	Department	Exceptions	Hours to be Approved
James Administrative Technician	0000 0	32011 Business Office		
Sarah Administrative Technician	000 0	32011 Business Office		

The current work week is selected by default however, you can select different work weeks by clicking on the arrows. Enter the hours/minutes in the blank field below the desired day of the week. You can also add comments by clicking on the comment icon directly below the reported time. From the drop down menu on the left, select the appropriate time code, then click submit. 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.**

Team Time

Enter Time

Job Information

Employee ID 0000
 Employee Rcd 0
 Business Unit
 Department Business Office

James
 Administrative Technician
[Return to Select Employee](#)

Previous
 [Next](#)

◀ 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
<div style="border: 1px solid red; padding: 2px;">01 VAC - Vacation L ▼</div>					8.00		<div style="border: 1px solid #ccc; padding: 2px 5px;">+</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">-</div>
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 Buisness 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