



How to Report Time for Summer School/ESY

All scheduled hours worked are required to be reported in Time & Labor for Summer School/ ESY staff, certificated and classified. For time worked, timekeepers must enter the number of hours the employee worked that day on the timesheet. For absences, timekeepers must enter data on two (2) rows on timesheet; the first row reports the number of hours the employee *would* have worked that day, the second row reports the number of hours the employee was absent on that date. Contact Payroll for questions or issues.

May 2022

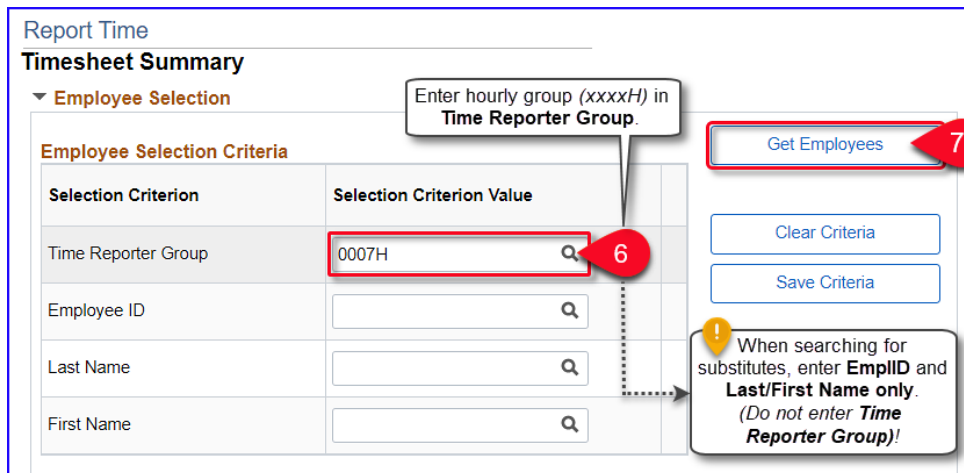
To Report Time Worked

1. Log into [PeopleSoft HCM](#) with your six digit ID number and password.
2. Click the **Navbar icon in upper right corner**  then select **Navigator**  icon.
3. Select **Manager Self-Service**.
4. Select **Time Management**.
5. Select **Time and Labor WorkCenter**.

The timesheet will appear on the right side of the page.

On the **Timesheet Summary** page:

6. Enter the hourly group code (four-digit dept code + H, *example: 0007H*) in **Time Reporter Group**.
Note: When searching for substitutes, enter the **EmplID and Name only**.
7. Click **Get Employees**.



Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	0007H
Employee ID	
Last Name	
First Name	

Get Employees

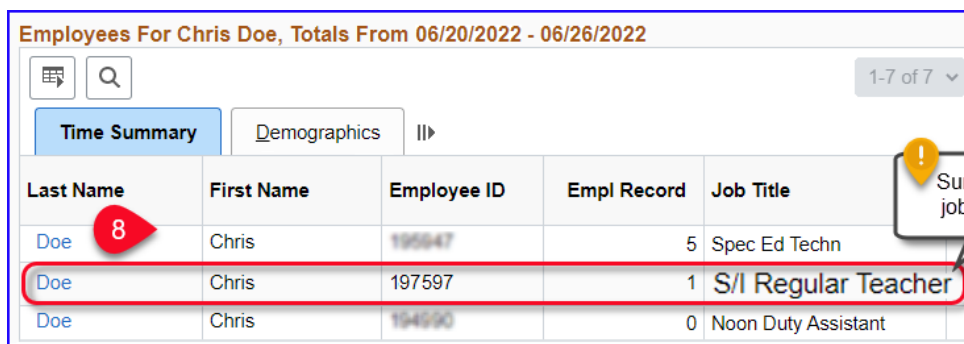
Clear Criteria

Save Criteria

When searching for substitutes, enter **EmplID** and **Last/First Name** only. (Do not enter **Time Reporter Group**!)

Search results will display at the bottom of page. **Tip!** To save selection criteria, click **Save Criteria**. Next time you access the Timesheet, these results will display automatically. To clear selections, click **Clear Criteria**.

8. Click the **last name** of employee. **IMPORTANT!** Hours must be entered on Summer School/ESY assignment. Select the row that displays Summer School / ESY designation in **Job Title** (for example, S/I).



Employees For Chris Doe, Totals From 06/20/2022 - 06/26/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title
Doe	Chris	195947	5	Spec Ed Techn
Doe	Chris	197597	1	S/I Regular Teacher
Doe	Chris	194590	0	Noon Duty Assistant

Summer School job assignment.

Navigate to the [PeopleSoft site](#) for additional resources and training opportunities.

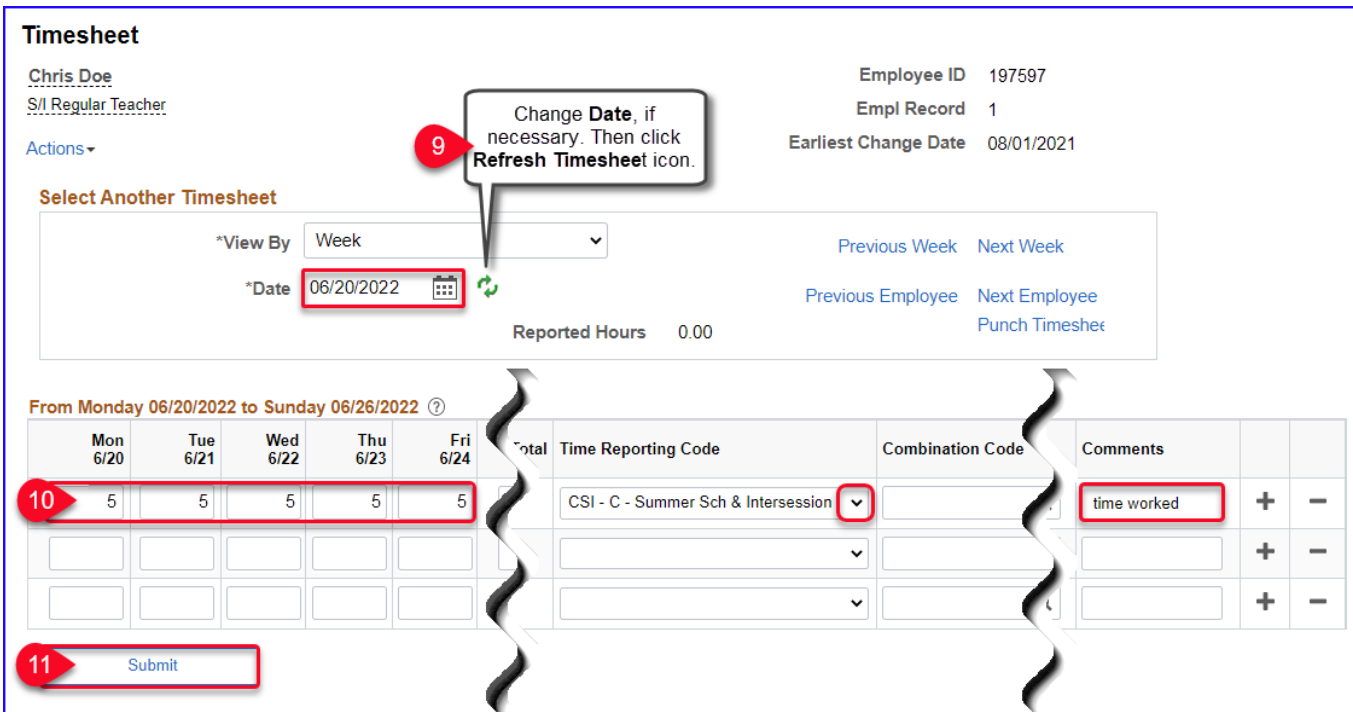
SDUSD site> Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.

How to Report Time for Summer School/ESY

To Report Time Worked (cont'd)

The date on the Timesheet defaults to the Monday of the current week.

9. Change the **Date** to appropriate week to report time for, if necessary. Click the **Refresh Timesheet** icon .
10. Complete the following (*Please refer to Summer School/ESY Payment and Timekeeping table in the Time & Labor for Summer School Handbook, [found here](#) , for additional details*):
 - a. **Date** - Enter number of hours worked that day (based on summer assignment).
 - b. **Time Reporting Code** - Select appropriate code from drop-down
 - c. **Combination Code** - Enter, if necessary.
 - d. **Comments** - Enter relevant information.



Timesheet

Chris Doe
S/I Regular Teacher

Employee ID 197597
Empl Record 1
Earliest Change Date 08/01/2021

Actions ▾

Select Another Timesheet

*View By Week

*Date 06/20/2022

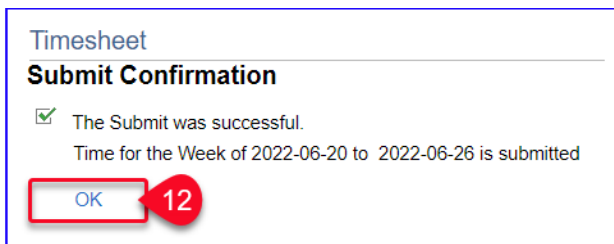
Reported Hours 0.00

From Monday 06/20/2022 to Sunday 06/26/2022

Mon 6/20	Tue 6/21	Wed 6/22	Thu 6/23	Fri 6/24	Total	Time Reporting Code	Combination Code	Comments		
5	5	5	5	5		CSI - C - Summer Sch & Intersession		time worked	+	-
									+	-
									+	-

Submit

11. Click **Submit**.
12. Click **OK** on confirmation message.



Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2022-06-20 to 2022-06-26 is submitted

OK

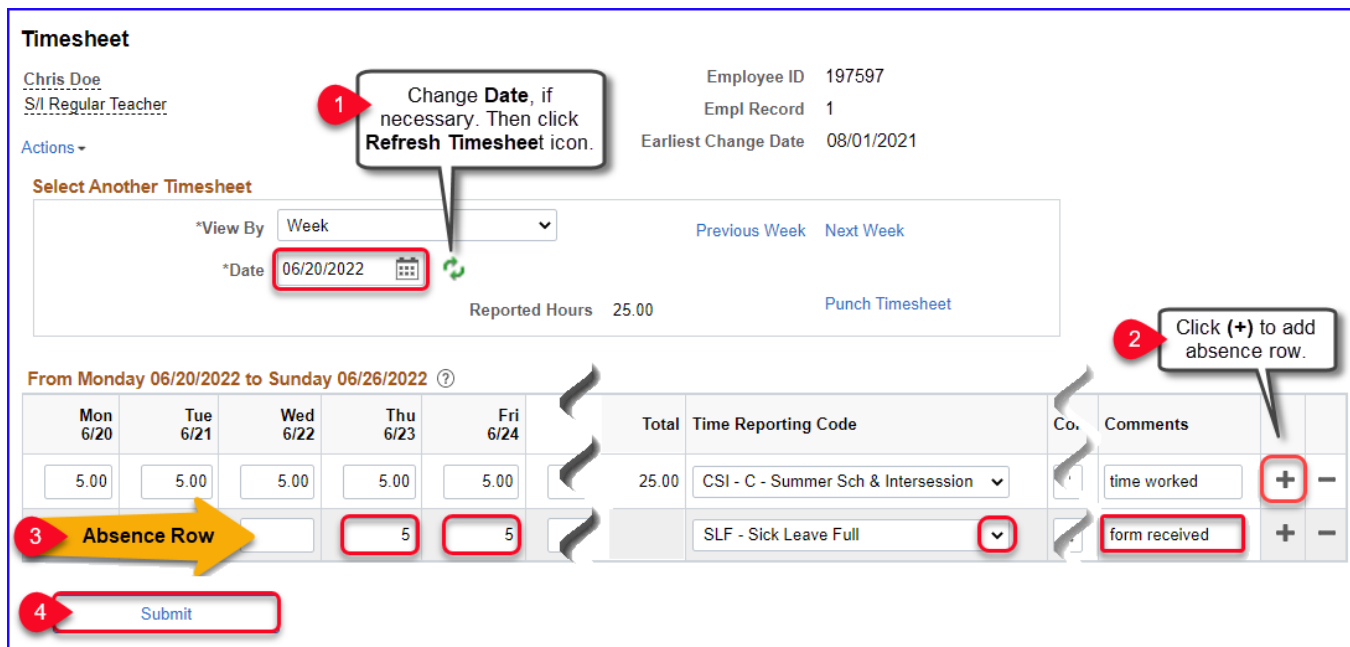
How to Report Time for Summer School/ESY

To Report an Absence

IMPORTANT! When reporting an absence, **there must first be an entry on the employee timesheet for time they would have worked that day.** On a new row, a second entry must be added to report the absence.

On the employee **Timesheet**:

1. Change the **Date** to appropriate week to absence occurred, if necessary. Click the **Refresh Timesheet** icon .
2. Click **(+)** to add a new (absence) row.
3. In the new row, complete the following (*Please refer to Summer School/ESY Payment and Timekeeping table for additional in the Time & Labor for Summer School /ESY Handbook, [found here](#) , for additional details*):
 - a. **Date** - Enter number of hours absent that day.
 - b. **Time Reporting Code** -Select appropriate code from drop-down.
 - SLF = Certificated & Classified staff
 - SISVL = Certificated staff (Long-Term Visiting Teachers)
 - VAC = Classified staff
 - c. **Comments** - Enter relevant information. **IMPORTANT!** Comments help with information tracking .
4. Click **Submit**.



Timesheet

Chris Doe
S/I Regular Teacher

Employee ID 197597
Empl Record 1
Earliest Change Date 08/01/2021

Actions -

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 06/20/2022 Refresh Timesheet

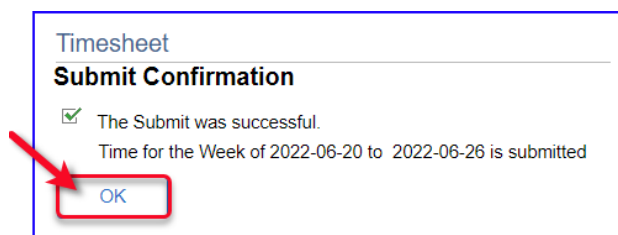
Reported Hours 25.00 Punch Timesheet

From Monday 06/20/2022 to Sunday 06/26/2022

Mon 6/20	Tue 6/21	Wed 6/22	Thu 6/23	Fri 6/24	Total	Time Reporting Code	Co.	Comments
5.00	5.00	5.00	5.00	5.00	25.00	CSI - C - Summer Sch & Intersession		time worked
			5	5		SLF - Sick Leave Full		form received

Submit

5. Click **OK** on confirmation message.



Timesheet

Submit Confirmation

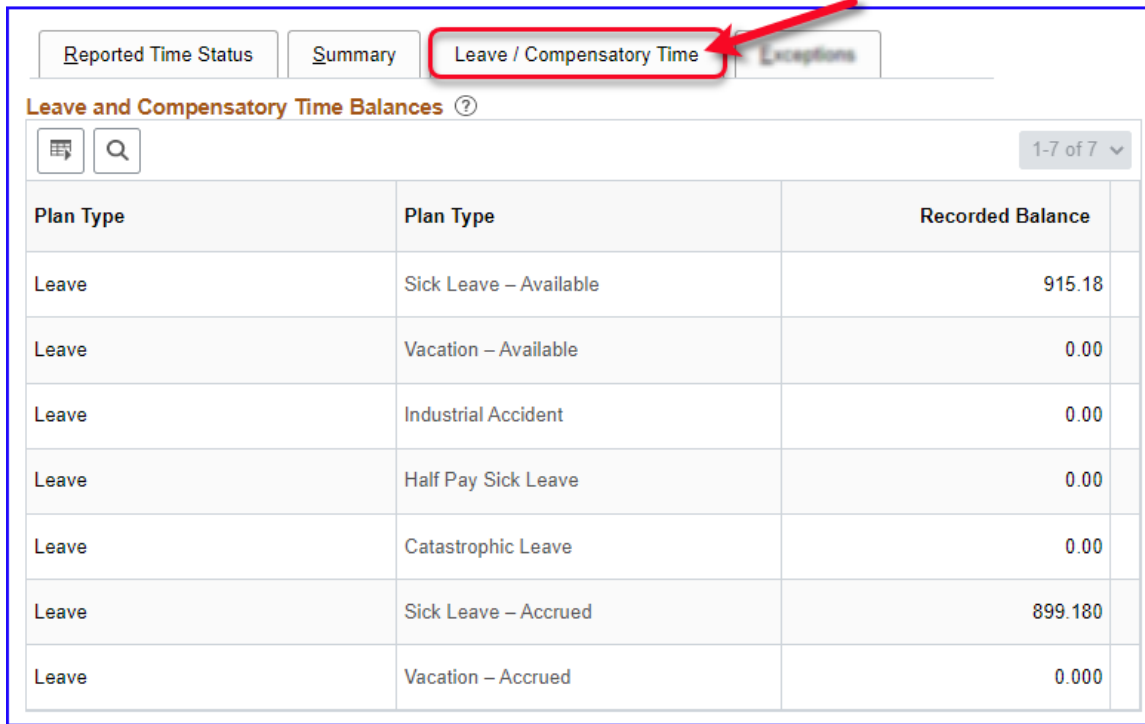
The Submit was successful.
Time for the Week of 2022-06-20 to 2022-06-26 is submitted

OK

How to Report Time for Summer School/ESY

To Report an Absence (cont'd)

6. Timekeepers may check balances on the **Leave/ Compensatory Time tab** at the bottom of the time-sheet.



Plan Type	Plan Type	Recorded Balance
Leave	Sick Leave – Available	915.18
Leave	Vacation – Available	0.00
Leave	Industrial Accident	0.00
Leave	Half Pay Sick Leave	0.00
Leave	Catastrophic Leave	0.00
Leave	Sick Leave – Accrued	899.180
Leave	Vacation – Accrued	0.000

IMPORTANT! Sick Leave can only be used if employee has accumulated full salary sick leave.

Sick leave earned during Summer School/ESY **cannot be used** to cover an absence during the summer assignment. Sick Leave and Vacation Accruals earned will be manually added to employee leave balances in the fall.