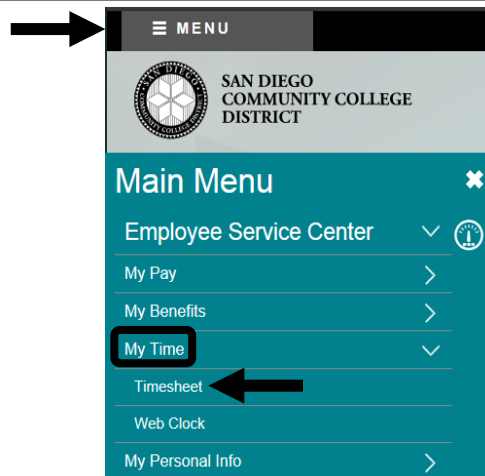


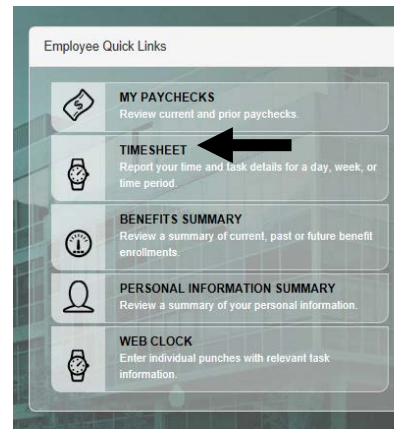
ACCESSING/COMPLETING A TIMESHEET

POSITIVE TIME REPORTERS – ADJUNCT/OL

At the Portal landing page, click on the Quick Link for **Timesheet** on right of screen OR click on the **MENU** button on the top left of screen, and under **Main Menu > Employee Service Center > Click My Time > Click Timesheet**



OR



- Enter regular/sub hours worked or leave hours requested on the appropriate date
- **NOTE: for adjunct/OL assignment paid on equal payments, no time reporting is required; except to report hours absent**
- 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)
- If reporting multiple TRCs, click the “+” button to add a row, enter hours and select TRC
- Click **Submit** button
- Click **OK** to electronically sign the timesheet
- Click **OK** to acknowledge rules applied and refresh timesheet

Actions ▾ Earliest Change Date 12/14/2015

Select Another Timesheet

*View By Week ▾ Previous Week Next Week

*Date 12/07/2015 [B] [C] Next Job

Reported Hours 16.00 Print Timesheet Punch Timesheet

From Monday 12/07/2015 to Sunday 12/13/2015

Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Total	Time Reporting Code	*Taskgroup
5.00		5.00		1.00			10.00	01 REG - Regular Earnings	PSNONCATSK [Q] [+] [x]
							1.00	05 SPH - Personal Necessity Leave- Hr	PSNONCATSK [Q] [+] [x]
	5.00						5.00	06 SUB - Substitute earnings code	PSNONCATSK [Q] [+] [x]

Submit

Message

I certify this timesheet submission, is accurate to the best of my knowledge

OK

Message

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

Adjust or Delete Hours Not Worked/Leave Not Taken

- Adjust hours not worked or leave not taken on appropriate date OR delete entire row by clicking the “-” button
- Click the Submit button to re-submit and update timesheet

From Monday 12/07/2015 to Sunday 12/13/2015

Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Total	Time Reporting Code	*Taskgroup
5.00				1.00			10.00	01 REG - Regular Earnings	PSNONCATSK [Q] [+] [x] [-]
							1.00	05 SPH - Personal Necessity Leave- Hr	PSNONCATSK [Q] [+] [x] [-]
	5.00						5.00	06 SUB - Substitute earnings code	PSNONCATSK [Q] [+] [x] [-]

Submit