SELF TIME ENTRY

(Portal Version)
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Reporting Time

Employee can now input his/her time in the new SAP Human Resources system via GUI or Portal using the Cross-Application Time Sheet (CATS) screen. Time data is stored in the CATS database and is available for reporting.

HOW TO LOG IN THE PORTAL:

Go to URL: [https://portal.laccd.edu/irj/portal](https://portal.laccd.edu/irj/portal)

- Enter your user name P0(0)+employee number and your password and click the log on icon.

PORTAL HOME SCREEN

- From the Home screen, go to the My Time Sheet Entry link under the Employee Services section.
TIME SHEET INITIAL SCREEN

Check and/or enter data into the following fields:

- Data entry profile - Employee.
- Key date - Change the date to match the pay week you need to access. The Key date field will default to the current date. This date will trigger the pay week that will automatically appear on the “Time Sheet: Data Entry View”. Any date during a particular pay week can be used.
- Personnel number – Enter your personnel number.
- Click the enter times icon to move to the Time Sheet: Data Entry View screen.

The Time Sheet: Data Entry View screen includes 7 days or 1 pay week. The Data Entry Period lists the beginning and end dates for the pay week you are entering information on.

If you are inputting information for different period, you can either change the Key Date field on the previous Time Sheet: Initial Screen or by using the forward and backward arrows beside the Data Entry Period field.

Check and/or enter data into the following columns:

- LT – Target Hours “Clock” Row - This information automatically defaults unless the employee is hourly. This row indicates the totals for the scheduled hours on a daily basis and the scheduled from/to times for the daily work schedule.
- LT – Totals Line “E” Row - This information automatically defaults based on input of additional attendances/absences for salaried employees or all hours worked for hourly employees. This row indicates the daily totals for additional attendances/absences. As each new attendance/absence line is added, this row will be updated to include all activity totals.
HOW TO ENTER TIME -  please note that entries are done in military time.

1. **A/A** - Use the drop-down box for applicable attendance/absence codes permissible for the employee's personnel sub area (bargaining unit).

2. **Weekday** – Each day in the pay week (e.g. MO... for Monday) will be listed. If you want to change this to calendar date click, the icon and select **Weekdays On/Off**

3. **From** - Enter the starting time for the attendance/absence.

4. **To** - Enter the ending time for the attendance/absence

*Start and stop times are a requirement for non exempt employees. If times are not entered, you will get an error and unable to save your time entries.*

A warning message screen may appear. This is an informational message. Click to acknowledge the message. Click the icon to save the time data.

When the message is in red, it’s a hard error which means you cannot proceed. Contact your SPOC or timekeeper for assistance.

5. The certification absence request form is built in the time sheet (see example below). A reason **must be selected** in order to save the time entry
6. To view absence reason on a given day, put your cursor on the day you want to view then click the icon and select Absence Reason. Another screen should come up that displays the reason.

7. Vacation should be entered 3 days in advance. Otherwise you will get the message below.

*Please note that you cannot enter time more than 4 weeks prior to the current date. It will automatically change to display screen after 4 weeks. Contact your Manager or Time Keeper to enter time for those periods.
DELETING OR CORRECTING TIME ENTRIES:

1. If you want to delete time that was previously entered, highlight the row you want to delete, click the More icon and select delete line then click the save icon.

2. To correct the absence code or the number hours reported, type in the new code or the new hours then click the save icon.

HOW TO PUT A LONG TEXT NOTE:

- If you want to put a note/text on a particular day, put the cursor on the day you want to view either on the total hours, from or to cell. Click on the More icon and select Long Text. Type in your note and click the icon to go back to the previous screen. The time entered for that day should turn to red color.
- Your supervisor and manager will be able to view your note(s) in their reviewer/approver screen.
HOW TO VIEW TIME:

- You can view time that is older than 4 weeks. On the initial screen change the date to the time period you want to view.

  **Time Sheet: Initial Screen**

  ![Time Sheet: Initial Screen](image)

- Click on the menu icon, choose Time Sheet, and then choose display. The system will change to display view. Click the icon.

  **Time Sheet: Initial Screen**

  ![Time Sheet: Initial Screen](image)

COMMONLY USED CODES:

### ABSENCE

- 1350 – Illness
- 1870 – Vacation
- 1680 – Personal Necessity
- 1920 – Work Related (conferences, trainings, workshops)
- 1150 – Comp time used
- 1030 – Eye Exam
- 1050 – Annual Physical

### ATTENDANCE

- 0100 – Hours worked (Overtime)
- 0150 – Overtime-Comp
- ZATC – Attendance confirmation (present at work)
SAMPLE COMPLETED TIME SHEET

OTHER TIPS:

- Holidays are pre-populated so you don’t have to enter time for those days unless you are working overtime.
- If you are entering several absence codes for the day, you must use a different row for each one.
- When vacation time is approved by the manager, employee will receive notification via email.
- Time entered or any time entry change will need to be approved by manager first before it gets processed in payroll.
- For additional assignments, click the more icon and select , highlight assignment then click to see timesheet or to enter time for that assignment.
TIME APPROVAL:

To check if time entered has been approved, double click on any cell on a given day. Another screen will be displayed. The processing status field indicates whether time has been approved, cancelled, changed, released for approval, or in process.