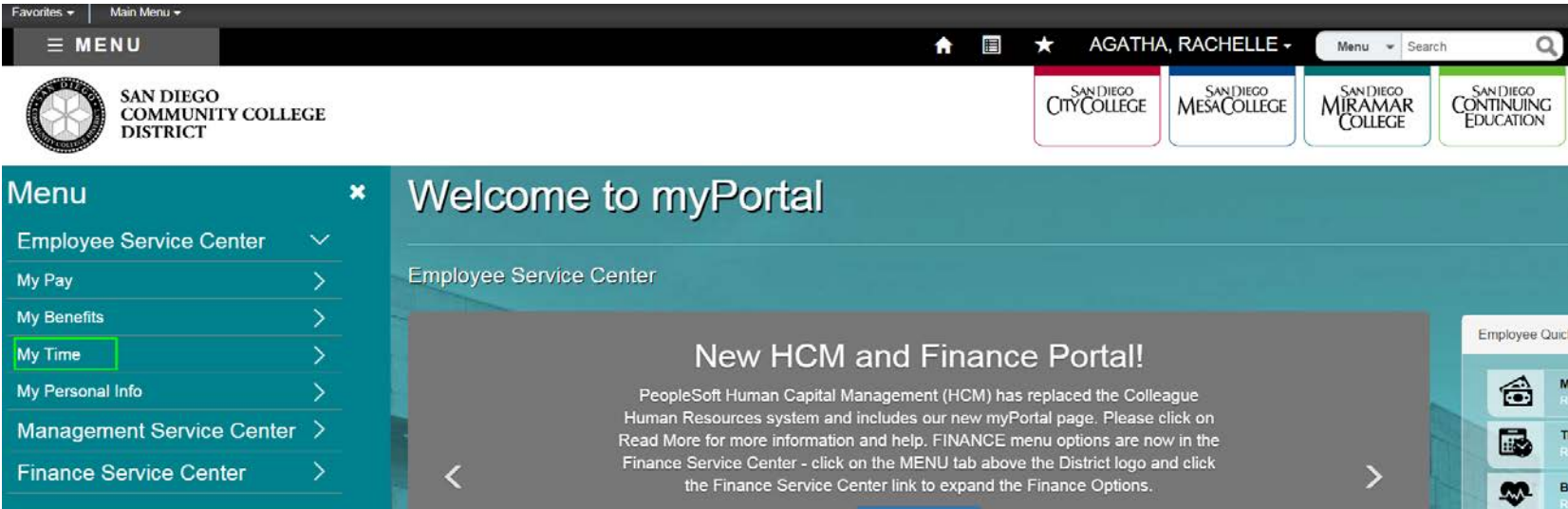


MESA HCM JOB AID

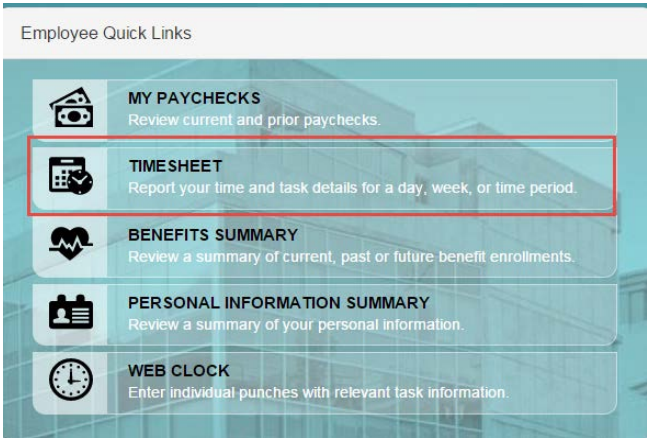
ADJUNCT & OVERLOAD TIME REPORTING

1 Employees enter time in one of two ways.

OPTION 1 - Select the **Menu**, then **Employee Service Center**, then **My Time**



OPTION 2: select the **Time Sheet** in the **Employee Quick Link**



The rest of the Job Aid will use **Option 1**.

ADJUNCT & OVERLOAD TIME REPORTING

2 Navigate to your time sheet



3 You may have more than one job code, select the job code which you wish to enter time.

A screenshot of the San Diego Community College District Timesheet interface. At the top, there are navigation tabs for "Favorites", "Main Menu", and "Timesheet". Below this is a dark header with a "MENU" button. The San Diego Community College District logo and name are displayed. The page title is "Report Time Timesheet". A user profile for "Rachelle Agatha" is shown with options for "Personalize", "Find", and "1-3 of 3". A "Select Job" button is present. A table lists job titles and their corresponding department IDs and names. The "Business Adjunct" row is circled in red.

Job Title	Department ID	Department
Business Adjunct	34263	Business Administration
Accounting Adjunct	34261	Accounting
VP, Administrative Services	22010	VP of Administrative Services

ADJUNCT & OVERLOAD TIME REPORTING

4 The time sheet will appear once selected. Review to be sure you are in the right time sheet:

- A Name
- B Position
- C Employee ID

Timesheet

Rachelle Agatha **A**

Employee ID [REDACTED] **C**

Business Adjunct **B**

Empl Record 1

Actions ▾

Earliest Change Date 02/01/2016

Select Another Timesheet

*View By

[Previous Week](#) [Next Week](#)

*Date

[Next Job](#)

Reported Hours 0.00

[Print Timesheet](#)

From Monday 01/25/2016 to Sunday 01/31/2016

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	PSNONCATSK		

Submit

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Status

Personalize | Find | | 1 of 1

ADJUNCT & OVERLOAD TIME REPORTING

- 5 Other screen items to note:
 - A You may select to view by week or use the drop down to select other options
 - B The default view is the current week.
 - C Previous week and Next Week buttons will help you navigate

Timesheet

Rachelle Agatha Employee ID [REDACTED]
 Business Adjunct Empl Record 1
 Actions ▾ Earliest Change Date 02/01/2016

Select Another Timesheet

*View By Week ▾ Previous Week Next Week
 *Date 01/25/2016 [calendar icon] [refresh icon] Next Job
 Reported Hours 0.00 Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016 (?)

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup		
									PSNONCATSK	🔍	+ -
									PSNONCATSK	🔍	+ -
									PSNONCATSK	🔍	+ -

Submit

ADJUNCT & OVERLOAD TIME REPORTING

- 6 Other screen items to note:
- A Enter time worked or exception time based on the time reporting code (TRC) from the drop down box.
 - B You will only see the TRC codes you are eligible for so your screen might not look exactly as below.
 - C You may add additional lines with the + and - icons

Timesheet

Rachelle Agatha Employee ID [REDACTED]
 Business Adjunct Empl Record 1
 Actions ▾ Earliest Change Date 02/01/2016

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 01/25/2016 BY ↻ Next Job
 Reported Hours 0.00 Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016 ?

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup
8								01 REG - Regular Earnings 03 SLH - Sick Leave Hourly 04 SFH - Family Necessity Leave - Hrly 05 SPH - Personal Necessity Leave - Hrly 06 LPB - Personal Business wPay 06 SUB - Substitute earnings code 07 LPW - Personal Business w/o Pay 08 JUH - Jury Duty Leave - Hourly	PSNONCATSK + - PSNONCATSK + - PSNONCATSK + -

Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

ADJUNCT & OVERLOAD TIME REPORTING

7 Once you complete all of the time and leave entry, you must **SUBMIT**

Timesheet

Rachelle Agatha

VP, Administrative Services

Employee ID [REDACTED]

Empl Record 0

Earliest Change Date 05/29/2016

Actions ▾

Select Another Timesheet

*View By Week

Previous Week Next Week

*Date 01/25/2016

Previous Job

Reported Hours 0.00

Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code
			8					01 VAC - Vacation Leave

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Payable Time

8 Make sure to press "OK" to certify your time sheet when the pop-up box appears.

Timesheet

Rachelle Agatha

VP, Administrative Services

Employee ID [REDACTED]

Empl Record 0

Earliest Change Date 02/01/2016

Actions ▾

Select Another Timesheet

*View By Week

*Date 01/25/2016

Reported Hours 8.00

Message

I certify this timesheet submission, is accurate to the best of my knowledge (25001,1)

OK

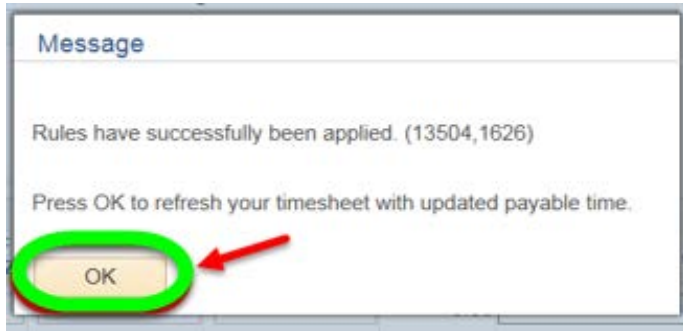
From Monday 01/25/2016 to Sunday 01/31/2016

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code
			8.00				8.00	01 VAC - Vacation Leave

Submit

ADJUNCT & OVERLOAD TIME REPORTING

9 A second pop-up box will appear with the message below - press ok. **NOW YOU ARE DONE!**



10 You may adjust time or leave or make corrections by re-entering your time sheet.

- A You may delete or add a line with the + / - icons
- B You may change the hours on a given day, or select a different TRC
- C You may move to a different time period.
- D Just remember to re-submit and select **OK** to both message boxes.

Timesheet

Rachelle Agatha Employee ID [REDACTED]
 VP, Administrative Services Empl Record 0
 Actions ▾ Earliest Change Date 02/01/2016

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 01/25/2016 ↻ Previous Job
 Reported Hours 0.00 Print Timesheet

From Monday 01/25/2016 to Sunday 01/31/2016 ?

Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Total	Time Reporting Code	*Taskgroup		
								▼	PSNONCATSK	🔍	+ -
								▼	PSNONCATSK	🔍	+ -
								▼	PSNONCATSK	🔍	+ -

Submit