# Hourly Time Capture & Review

# **User Guide**

### **Important Reminders:**

- Time entries may be added up until 6pm the day after the work was performed
- ➤ The system is currently only tested and verified to be accessible via Internet Explorer 8 10, FireFox and Safari browsers
- You can also access the Online Hourly Video on the LBUSD website by selecting Employee->Payroll->Online Hourly Box (right hand side)



For MyLBUSD portal login issues please contact:

HelpDesk: 562-997-

8411

# For Online Time Entry Assistance please contact:

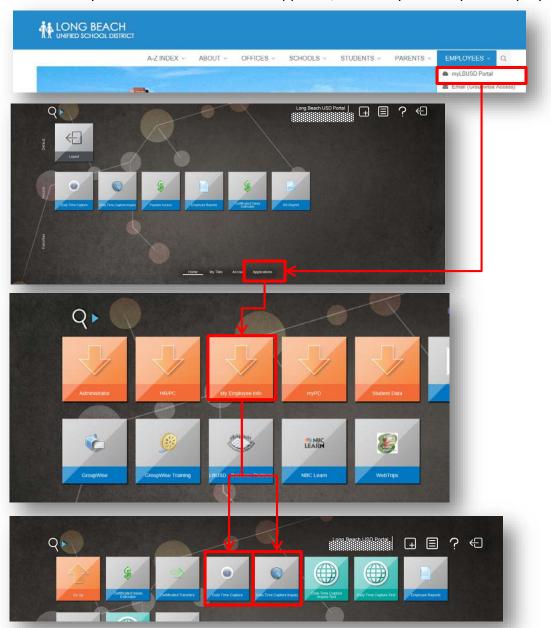
Your Site Secretary/Payroll Clerk **OR** 

Certificated Payroll: 562-997-8245 Classified Payroll: 562-997-8246

# **Hourly Employee Time Capture**

## **Accessing the System**

- Using Internet Explorer, Firefox or Safari, access the Employee Portal page via <u>www.lbschools.net</u> by selecting the Employees dropdown from the top navigation bar and clicking myLBUSD Portal
- 2. From the Portal Page click "Applications"
- 3. Click the "My Employee Info Tile"
- 4. To enter your daily work, Click Daily Time Capture
- 5. To review your entries and ensure site approval, Click Daily Time Capture Inquiry

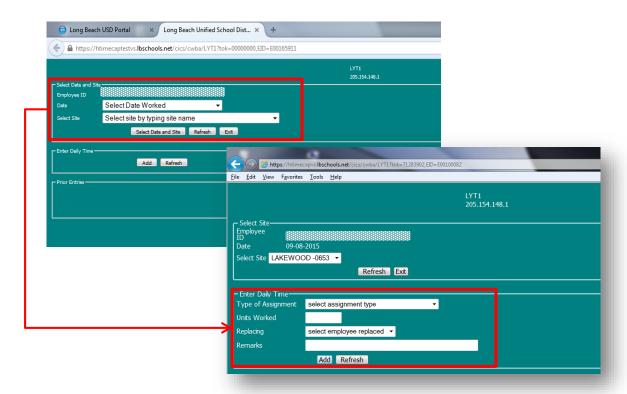


# **Hourly Employee Time Capture**

### **Daily Time Entry**

### **Entering your Assignment and Time**

- 1. Select the date the work was performed from the dropdown. **Note:** You can only enter time for work performed the same day or one day prior. Any work performed more than one day prior will require a timecard
- 2. Select the site. You can either type the site name or use the select Site drop down window to select your site
- 3. Click the Select Date and Site Button to finalize your selection. Upon Selecting a Site the Daily Time fields enable allowing you to enter your Assignment and Units
- 4. Select the Assignment given
- 5. Enter the number of units worked
- 6. The Replacing dropdown is to be used by Substitute Employees only
- 7. Enter a free form remark to assist the timekeeper in approving your work
- 8. Click Add to validate your entry



- After you add your entry the message "Time Entry has been added" will appear. Click OK.
- > Click Exit to return to the portal Home page

# **Hourly Employee Time Capture**

## **Viewing Your Entries**

- 1. Select the Daily Time Capture Inquiry from the Portal Menu (see Page 2)
- 2. Select the Fiscal year and Pay Period you need to review and click Submit
  - By default we are pre-populating current fiscal year and pay period
- 3. The left set of columns displays of the employee Time Entries window shows the data you entered
- 4. The right set of columns displays what has been approved for payment
  - These may differ if the Approver notices fields that require updates
- 5. Time entries may either be printed (click the Print button) or emailed. The LBUSD Groupwise email address is used by default. It may be overwritten to any outside email address

