

The Time Sheets application is used to enter, track and report time submitted by substitutes, hourly & full time employees receiving EPER, overtime, etc.

Data Service Center

**Secure Login**

Username

Password

District Data Service Center ▼

[Forgot your Password?](#)

Log into DSC Web Applications

[www.dataservice.org](http://www.dataservice.org)

Click **Sign In**

Step 1

## DSC Web Applications

**Applications**

- Absence Request (Vacation, Personal, PD)
- Reported Time Payroll
- Timesheets (Reported Time)**
- Change Preferences/Password
- Log-Off System

Once logged, click on **Timesheets (Reported Time)**

Step 2

**Timesheets - Main Menu** |||||  
User Level: User

- Data Entry**

  1. Submit Timesheet by Day
  2. Submit Timesheet by Week
  3. View My History
  4. View Funding Approvers

**Help**

1. Help & QuickTip Instructions

**Your Requested Items**

Status	Count
<a href="#">Time Submitted</a>	2
<a href="#">Approved</a>	1
<a href="#">Processing</a>	1

Click **Submit Timesheet by Day** to submit for one day or click **Submit Timesheet by Week** to enter an entire week

[Questions, Comments, Suggestions, Help](#)

Step 3

**Note:** There will be a dashboard on the right hand side of your main menu that displays the current status and links to all of your entered time sheets.

See Page 2 for Additional Instructions

# Timesheet by Day

## Add Time Sheet

### Employee Name

[View Employee History](#)

Location: Alexis I. Dupont High Personnel Code: CE - Custodian Employee ID:

#### Time Sheet

Date Worked: \*

Location: \*

Funding Source: \*

Account: \*

Time Code: \*

Hours: \*

Pay Reason:

Comments:

#### Request will be submitted to:

- Regular - Custodians - A I High 292
  - Level 1
  - Level 2
  - Level 3

- Complete all Required fields (\*) on form
- The funding source & account will default to your last approved submission
- Include an optional Comment if needed
- Click the Submit Time button; the View History page will appear

**Step 4**

[View History](#)

Time Sheet submitted for <sup>IAJ</sup>  
6/9/2016

### Employee Name

[Submit Day](#) [Submit Week](#)

Location: Alexis I. Dupont High Personnel Code: CE - Custodian Employee ID:

#### Pending

Location	Date Worked	Hours Worked	Additional Money	Time Code	Workflow	Status	Date Entered	Comments
292 - Alexis I. Dupont High	6/9/16 (Thu)	2 Hrs		Overtime	Custodians - A I High 292 (1 of 3)	Time Submitted	6/10/2016	
292 - Alexis I. Dupont High	6/7/16 (Tue)	2 Hrs		Overtime	Custodians - A I High 292 (1 of 3)	Time Submitted	6/9/2016	
Total: 2								

Date Worked From:  To:

**Note:** You can get to View History page from the Data Entry Menu and the Your Requested Items dashboard & the View My History link on the Main Menu.

#### Approved

Location	Date Worked	Hours Worked	Additional Money	Time Code	Workflow	Status	Date Entered	Approval Date	Payroll Date
292 - Alexis I. Dupont High	6/8/16 (Wed)	15 Mins		Overtime	Behavior Interventionist Custodians - A I High 292	Approved	6/9/2016	6/9/2016	
292 - Alexis I. Dupont High	6/6/16 (Mon)	10 Hrs		Overtime	Custodians - A I High 292	Processing	6/8/2016		
Total: 2									

#### Denied

Location	Date Worked	Hours Worked	Additional Money	Time Code	Workflow	Status	Date Entered	Approval Date	Payroll Date	Comments
292 - Alexis I. Dupont High	6/8/16 (Wed)	7 Hrs		Overtime	Custodians - A I High 292	Approval Denied	6/9/2016	6/9/2016		<a href="#">View</a>
Total: 1										

# Timesheet by Week

## Add Time Sheet

### Employee Name

Location: Alexis I. Dupont High Personnel Code: CE - Custodian Employee ID:

Week of 5/29/2016 - 6/4/2016

Timesheet Hours				
Sun 5/29/2016	Mon 5/30/2016	Tue 5/31/2016	Wed 6/1/2016	Thu 6/2/2016
Location: * <input type="text" value="292-Alexis I. Dupont High"/>				
Funding Source: * <input type="text" value="Building Budget"/>				
Account: * <input type="text" value="Overtime Salaries"/>				
• Regular - Custodians - A I High 292 <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> </ul>				
Time Code: * <input type="text" value="Overtime"/> Hours: * <input type="text" value="2 Hrs"/> Pay Reason: <input type="text" value="General Need"/> Comments: <input type="text" value="Baseball Game"/>	Time Code: * <input type="text" value="Overtime"/> Hours: * <input type="text" value="2 Hrs"/> Pay Reason: <input type="text" value="General Need"/> Comments: <input type="text"/>	Time Code: * <input type="text" value="Overtime"/> Hours: * <input type="text" value="2 Hrs"/> Pay Reason: <input type="text" value="General Need"/> Comments: <input type="text"/>	Time Code: * <input type="text" value="Overtime"/> Hours: * <input type="text" value="2 Hrs"/> Pay Reason: <input type="text" value="General Need"/> Comments: <input type="text"/>	Time Code: * <input type="text" value="Overtime"/> Hours: * <input type="text" value="3 Hrs"/> Pay Reason: <input type="text" value="General Need"/> Comments: <input type="text" value="Construction Cleanup"/>
<input type="button" value="Submit Time"/>	<input type="button" value="Cancel"/>	<input type="button" value="Add New Record"/>		

- Your workflow will be determined by work location &/or funding source and will be listed on screen (questions regarding these should be directed to your supervisor)
- The same location, funding source & account will be applied for all entries under the Timesheet by Week screen
- Users can delete a submission until the first approval has taken place