

PORTAL TIME SHEET USER GUIDE - SUBS			
PROGRAM NAME	PORTAL TIME SHEET ENTRY NAME	COMMENT	Time Entry
Substitute Nurse AM East Brook	Sub NurseAM EB	Nurses Name	Per Duty
Substitute Nurse AM West Ridge	Sub NurseAM WR	Nurses Name	Per Duty
Substitute Nurse AM High School	Sub NurseAM HS	Nurses Name	Per Duty
Substitute Nurse PM East Brook	Sub NursePM EB	Nurses Name	Per Duty
Substitute Nurse PM West Ridge	Sub NursePM WR	Nurses Name	Per Duty
Substitute Nurse PM High School	Sub NursePM HS	Nurses Name	Per Duty
Substitute Teacher AM Pre-K	Sub TchrAM PreK	Teachers Name and Grade	Per Duty
Substitute Teacher AM East Brook Kindergarten	Sub TchrAM EB K	Teachers Name and Grade	Per Duty
Substitute Teacher AM East Brook Grade 1-6	Sub TchrAM EB1-6	Teachers Name and Grade	Per Duty
Substitute Teacher PM Pre-K	Sub TchrPM PreK	Teachers Name and Grade	Per Duty
Substitute Teacher PM East Brook Kindergarten	Sub TchrPM EB K	Teachers Name and Grade	Per Duty
Substitute Teacher PM East Brook Grade 1-6	Sub TchrPM EB1-6	Teachers Name and Grade	Per Duty
Substitute Teacher AM West Ridge Kindergarten	Sub TchrAM WR K	Teachers Name and Grade	Per Duty
Substitute Teacher AM West Ridge Grade 1-6	Sub TchrAM WR 1-6	Teachers Name and Grade	Per Duty
Substitute Teacher PM West Ridge Kindergarten	Sub TchrPM WR K	Teachers Name and Grade	Per Duty
Substitute Teacher PM West Ridge Grade 1-6	Sub TchrPM WR 1-6	Teachers Name and Grade	Per Duty
Substitute Teacher AM High School	Sub Tchr AM HS	Teachers Name	Per Duty
Substitute Teacher PM High School	Sub Tchr PM HS	Teachers Name	Per Duty
Substitute Teacher Full Day High School	Sub Tchr HS Full	Teachers Name	Per Duty
Substitute Paraprofessional East Brook	Sub Para EB	Paras Name	Start and End Times
Substitute Paraprofessional West Ridge	Sub Para WR	Paras Name	Start and End Times
Substitute Paraprofessional High School	Sub Para HS	Paras Name	Start and End Times
Substitute Teacher Owl House Full Day	SubTchr OH Full	Teachers Name	Per Duty
Substitute Teacher Owl House AM	SubTchr OH AM	Teachers Name	Per Duty
Substitute Teacher Owl House PM	SubTchr OH PM	Teachers Name	Per Duty
Sub Para OH	Sub Para OH	Paras Name	Start and End Times

START ENTERING YOUR HOURS THROUGH THE PORTAL ON 3/1/2024

1. Log onto the Portal
2. Click on the "Timesheet" link at the top of the page.
3. All of your time sheet earning types will be listed.
4. The Filter Date will remove from the screen any approved time sheet entries prior to the date.
5. Click the "New Entry" button to create a new time sheet entry.
6. Choose the date you worked.
7. For Nurse and Teacher Subs enter 1 for each duty. If you worked a full day enter 1 in AM and 1 in PM. If you work a Full day at the HS you may enter a 1 under HS Full.
8. For Para Subs if you work a full day, you will have two entries, for example, if you work at the Elementary School you would enter 8:30 - 11:30 and 12:30 - 3:30.
9. Under "Comments" type the teacher /nurse / para you replaced. First initial and last name. Please include Grade for Sub Teacher Duty.
10. Click "Save" to save the entry.
11. Use the blue pencil to edit an entry.
12. Use the red trash can to delete an entry.
13. The lock icon means your entry has been approved and can no longer be edited or deleted.

**if you have any questions, please contact Tara Reid, 201-573-6000 ext. 1203 or tarareid@parkridge.k12.nj.us