

Employee Time Entry

I. HOW DO I ACCESS THE ONLINE TIMECARDS SYSTEM? WHEN SHOULD I ENTER MY TIME?

- a. Access to the Online Timecards is done via the LBSchools.net portal. Please see the attached User Guide for instructions. If you do not have access to the Portal or cannot remember your login, please call the LBUSD Helpdesk: (562) 997-8411.
 - i. Your username is typically the first letter of your first name and your last name (up to 8 letters) and your password is typically your six digit birthday (two digits for the month, day and the last two digits of the year). If this does not work, please continue with contacting the HelpDesk.
- b. Time entries must be completed either the day of work performed or the day after the work was performed by 6:00pm PDT.
 - i. If you are entering time for work performed more than one day prior, you will need to return to the site and fill out a paper timecard.

II. WHAT BROWSERS CAN I USE TO ACCESS THE SYSTEM?

- a. The Online Hourly Timecards system works on all browsers, as well as mobile devices. If you can access the internet, you can access the Online Hourly Timecards system.
- b. If you do not have access to the internet, ask your Site Administrator prior to leaving if you can log your time using a site computer.

III. I AM A SUBSTITUTE AND THE TEACHER I AM REPLACING IS NOT ON THE LIST?

- a. If you cannot locate your teacher in the dropdown, complete the following steps:
 - i. **Step 1:** Ensure you are entering your time for the correct site. If not, correct the site and restart the timecard entry. If you are on the correct site, see Step 2.
 - ii. **Step 2:** Select "Vacant" or "Roving" from the list, and enter your teacher's name in the Remarks field.

IV. I AM AN HOURLY SUB AND I WORKED SEVEN HOURS AS REQUESTED BY THE SITE.

- a. You will add two entries for this:
 - i. Certificated Sub Hourly – 6 units
 - ii. Certificated Additional Hourly – 1 Unit
 1. Be sure to cite that the reason for the additional hour in the remarks.

V. I AM SUBSTITUTE WHO WAS CALLED FOR A HALF DAY. HOW DO I ENTER MY TIME?

- a. If you worked one Half Day, you select "Certificated Sub Half Day" and enter in 1 for the unit, as you worked one (1) half day.
- b. If you worked two half days at the same site, you will need to enter your time differently. The system will not allow you to enter two Half Day Assignments at the same site, because two half days equates to one full day. For this you can enter it one of two ways:
 - i. Certificated Sub Hourly for the six hours
 - ii. Two separate entries for Certificated Hourly Substitute at 3 units/hours for each entry with details in the remarks

VI. IF I AM A LONG TERM SUB, CAN I STILL SUBMIT MY TIME ONLINE?

- a. Yes, a LTS can submit their time daily by selecting the long term sub assignment and entering in 1 unit.

Online Hourly Timecards

Frequently Asked Questions

- VII. IF I AM OUT SICK, CAN I STILL SUBMIT MY TIME ONLINE?**
- a. Yes, if you are out sick you can still record your time online as normal however, in the remarks section, please note that this is a sick day in order for your secretary to process and approve your time properly by using the sick time code.
- VIII. I AM A RECREATIONAL AIDE OR AN INSTRUCTIONAL AIDE TRYING TO ENTER MY TIME ONLINE BUT DO NOT SEE A TYPE OF ASSIGNMENT FOR MY ROLE.**
- a. Rec Aides, IA's and College Aides would need to select Hourly Classified for their type of assignment when recording an online entry.
- IX. I WORKED OVER 8 HOURS OF OVERTIME BUT THE SYSTEM IS NOT ALLOWING ME TO ENTER IN MY FULL AMOUNT OF HOURS. HOW CAN I GET ALL OF MY OVERTIME HOURS RECORDED?**
- a. In order for you to record over 8 hours of overtime, you have to do two separate entries listed below:
 - i. **Step 1:** Enter your first entry by selecting Overtime Classified as your type of assignment and entering in 8 hours
 - ii. **Step 2:** Enter in your second entry by selecting Overtime Classified Over 8 as your type of assignment and entering in the remaining hours of overtime that you have worked.
 - iii. **Please Note:** Each Type of Assignment for overtime only allows up to 8 hours. If you attempt to enter in more than 8 you will receive an error message.
- X. AFTER I SUBMIT MY TIME ONLINE, HOW DO I KNOW IF IT WAS SUCCESSFUL?**
- a. Once you submit your time online, a pop up box will appear advising that your time has been submitted. You will need to click the "Ok" button and once that is done, you will see your entry listed at the bottom under the Prior Entries section.
 - b. You can also exit out of that screen and go back to My Employee Info and select the Daily Time Capture Inquiry box. The current fiscal year and Pay Period will appear. Click on the Submit button and the report will appear. The left hand side will show what you have entered and the right hand side will show what the secretary has approved for payment.
 - i. **Please Note:** If the right hand side is blank, that means the secretary has not approved your time yet. Please contact your secretary if you have any questions and/or concerns
- XI. WHEN I SUBMIT MY TIME ONLINE I RECEIVE AN ERROR MESSAGE THAT THERE ARE NO UNITS AVAILABLE FOR THIS TYPE OF ASSIGNMENT. HOW CAN I RECORD MY TIME?**
- a. When you receive this error message this means that your time has already been submitted for that day. Please follow the steps below to confirm:
 - i. **Step 1:** Look at the bottom of the entry page under the Prior Entries section and see if your time is listed there. If so, that confirms your entry has been added. You can go ahead and exit out of that screen and logout of the portal. If not, please refer to Step 2.
 - ii. **Step 2:** Exit out of that screen and go back to My Employee Info and click on the Daily Time Capture Inquiry box. Run this report and check to make sure your secretary did not already submit your time manually for you.
 - iii. **Please note:** If you entered your time and made a mistake, deleted the entry and reentered your time again and got this error message, be sure to logout of the Portal and give the system a few minutes to refresh. Log back in and rerecord your time. If you do that and still receive the error please contact the Payroll department for assistance.

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XII. WHEN I LOGIN TO THE PORTAL, I ONLY HAVE ACCESS TO THE DAILY TIME CAPTURE BOX AND NOT THE DAILY TIME CAPTURE INQUIRY BOX.

- a. All employees of the district have access to the Inquiry box on their portal. If you are not seeing the Inquiry box you are most likely logging in and looking at your “Recents” section on the initial page of the Portal. If you have not yet used the Inquiry box or have not used it in some time, it will not appear under “Recents.”
 - i. In order to access the Inquiry box, you will need to click on Applications->My Employee Info->Daily Time Capture Inquiry to run your payroll report.

XIII. WHEN I LOGIN TO THE PORTAL, I DO NOT HAVE THE MY EMPLOYEE INFO BOX.

- a. If you have been hired with the district you have access to the My Employee Info box. Please be sure that you have selected “Applications” at the bottom.
- b. If you have done so and still do not see the correct box, please check to make sure you are on the right portal. If you were a student or still are a student and have recently been hired on with the district you may still be using the student portal. Please be sure to follow the instructions below on how to get to the employee portal in order to record your time.
 - i. www.lbschools.net ->Employees->My LBUUSD Portal and Login

XIV. CAN I DELETE AN ENTRY?

- a. Only you as the employee can delete your entry as long as they have not yet been processed, or have been marked as “Declined”.
 - i. Once an entry has been processed, you must contact your site administrator to edit or cancel your entry.
- b. In order to delete an entry, you will need to go back to the Daily Time Capture box and select the same date and time you submitted an entry for.
 - i. Under the Prior Entries box check the box to the left of your entry and click on the Delete button.
- c. You will only be able to delete your online entry if it is within the 48 hour window. Anything past that will have to be declined by your site administrator.