

# Hourly Time Capture & Review

## User Guide

### **Important Reminders:**

- Time entries should be added prior to 7pm the day after the work was performed



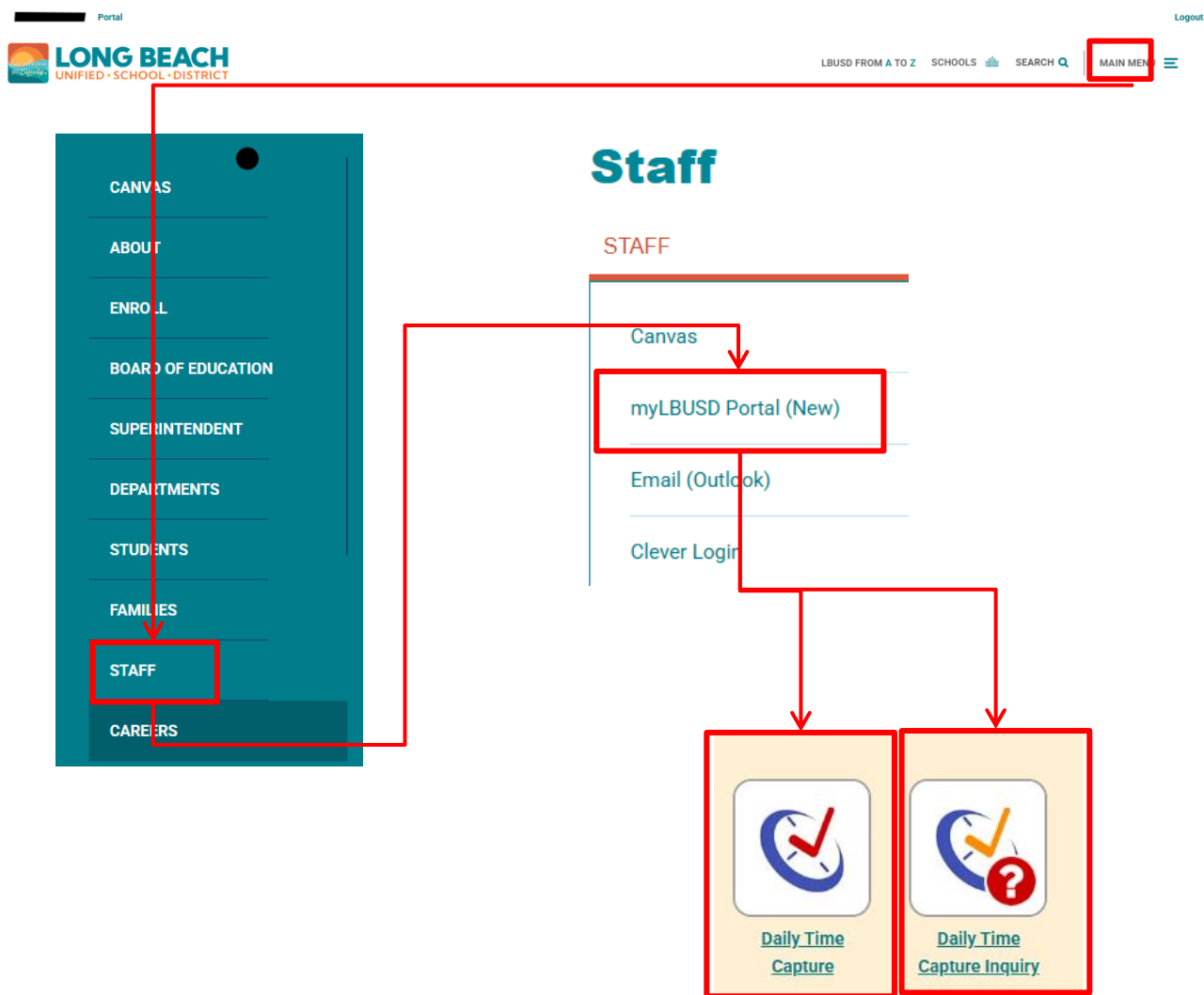
**For MyLBUSD  
portal login issues  
please contact:  
HelpDesk: 562-997-  
8411**

**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

1. Access the Employee Portal page via [www.lbschools.net](http://www.lbschools.net) by selecting the MAIN MENU in the upper right top navigation bar. Select STAFF and select myLBUSD Portal
2. Follow the log in procedure for the myLBUSD Portal
3. To enter your daily work, click Daily Time Capture
4. 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

The image displays two screenshots of a web application interface for time entry. The top screenshot shows the 'Select Date and Site' form, which includes fields for Employee ID, Date (dropdown menu), and Select Site (dropdown menu). Below these fields are buttons for 'Select Date and Site', 'Refresh', and 'Exit'. The bottom screenshot shows the 'Enter Daily Time' form, which includes fields for Type of Assignment (dropdown menu), Units Worked, Replacing (dropdown menu), and Remarks. Below these fields are buttons for 'Add' and 'Refresh'. A red arrow points from the 'Add' button in the top screenshot to the 'Add' button in the bottom screenshot.

- 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

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## Viewing Your Entries

1. Select the Daily Time Capture Inquiry from the Portal (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 email address is used by default. It may be overwritten to any outside email address

LYT4  
205.154.148.1

Long Beach Unified School District  
Time Entry - Employee Daily Time Capture Recap

09-08-2015  
15:28:34

Fiscal year and QW  
Employee ID  
FY 2016 QW 03

Submit Refresh Ext

- Employee time entries -			
Date	Site	Type of Assignment Entered	Units Entered
09-08-2015	0653 LAKEWOOD	HOURLY CLASSIFIED	8.00
Total Units			8.00

- Assignment Processed -			
Type of Assignment Processed	Assign ID	Rate	Units Processed
			0.00

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