

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



Log into Classlink with your Red Clay Google account.
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Data Service Center

Click the Data Service Center tile

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
Time Submitted	2
Approved	1
Processing	1

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

Step 3

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

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: * 6/9/2016

Location: * 292-Alexis I. Dupont High

Funding Source: * Custodian/Overtime/Upgrade

Account: * Overtime Salaries

Time Code: * Overtime

Hours: * 2 Hrs

Pay Reason: General Need

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 ^{IAI}
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	View Edit Delete
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: 7/1/2015 To: 6/10/2016

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
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		View
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

[<< Prev Week](#)

[Next Week >>](#)

Timesheet Hours				
Location: * 292-Alexis I. Dupont High Funding Source: * Building Budget Account: * Overtime Salaries • Regular - Custodians • Level 1 • Level 2 • Level 3				
Sun 5/29/2016 Weekend Time Code: * Hours: * Comments:	Mon 5/30/2016 Holiday Time Code: * Hours: * Comments:	Tue 5/31/2016 Time Code: * Overtime Hours: * 2 Hrs Pay Reason: General Need Comments: Baseball Game	Wed 6/1/2016 Time Code: * Overtime Hours: * Pay Reason: Comments:	Thu 6/2/2016 Time Code: * Overtime Hours: * 3 Hrs Pay Reason: General Need Comments: Construction Cleanup
Submit Time	Cancel	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