

MANAGER SELF-SERVICE APPROVING TIME

Log in to the PeopleSoft portal via the District website. Click on the **EMPLOYEES** link in the top menu bar. In the EMPLOYEES menu on the left, click on **MYSDCCD PORTAL**. Log in using your your User ID and Password.

The screenshot shows the San Diego Community College District website. The top navigation bar includes links for CLASS SCHEDULE, EMPLOYEE EMAIL, DIRECTORIES, and BOARD MEETING. The main menu bar has ABOUT, STUDENTS, FUTURE STUDENTS, COVID-19 INFORMATION, **EMPLOYEES**, and SAN DIEGO PROMISE. The left sidebar menu includes EMPLOYEES, ACADEMIC DATES & DEADLINES, CE FACULTY PORTAL, COLLEGE FACULTY PORTAL, EMPLOYEE EMAIL, EMPLOYEE RESOURCES, **MYSDCCD PORTAL**, and SDCCD PROFESSIONAL LEARNING HUB. The main content area shows the EMPLOYEES landing page with a group photo of staff. An inset shows the mySDCCD Login page with fields for User ID (0000000000) and Password, a Sign In button, and a link for Forgot your Password? A maintenance notice at the bottom states: Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use. Need Assistance? Student Help | Employee Help

At the Portal landing page, click on the **Manager Dashboard** tile. From the Manager Dashboard menu on the top left of the screen, click **Manager Self Service** and select the **Approvals** tile.

The screenshot shows the mySDCCD Manager Dashboard. The top left tile is 'Welcome to mySDCCD' with a 'Manager Dashboard' label. The main dashboard area has a 'Manager Dashboard' menu with options: **Manager Self Service**, Employee Dashboard, Manager Dashboard, and Finance Dashboard. To the right is an 'Approvals' tile with a document icon and a checkmark, and a '2' indicating the number of pending items.

Select **Payable Time** on the menu then select the employee with pending approval.

The screenshot shows the 'Pending Approvals' page in the Manager Self Service portal. The left sidebar has a 'View By' dropdown set to 'Type' and a list of categories: All (2) and **Payable Time** (2). The main content area shows a table of pending approvals:

All				2 rows
Payable Time John	Quantity for Approval 8 Hours	11/12/2021 - 11/12/2021	Routed 11/12/2021	
Payable Time James	Quantity for Approval 8 Hours	11/12/2021 - 11/12/2021	Routed 11/12/2021	

Use the checkbox to select the row with the hours that you want to approve. Enter **Approver Comments** if needed then click on **Approve**.

← Pending Approvals Payable Time 🏠 ⋮ 🔄

James Approve

Administrative Technician

☰ 1 line(s) are pending your approval

Summary

Quantity for Approval 8 Hours

Time Period 11/12/2021 - 11/12/2021

▼ Payable Time Details

Pending All 1 row

Select	Report Date	Time Reporting Code	Quantity	
<input checked="" type="checkbox"/>	11/12/21	SFN - Family Necessity Leave	8 Hours	>

Approver Comments

Approval Chain >