

Hourly Time Capture & Review

User Guide

Important Reminders:

- Time entries may be added up until 6pm the day after the work was performed
- The system is currently only tested and verified to be accessible via Internet Explorer 8 – 10, FireFox and Safari browsers
- You can also access the Online Hourly Video on the LBUSD website by selecting Employee->Payroll->Online Hourly Box (right hand side)



**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. Using Internet Explorer, Firefox or Safari, access the Employee Portal page via www.lbschools.net by selecting the Employees dropdown from the top navigation bar and clicking myLBUSD Portal
2. From the Portal Page click “Applications”
3. Click the “My Employee Info Tile”
4. To enter your daily work, Click Daily Time Capture
5. 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 capture. The left screenshot shows the 'Select Date and Site' form, which includes fields for Employee ID, Date (with a 'Select Date Worked' dropdown), and Select Site (with a 'Select site by typing site name' dropdown). Below these fields are buttons for 'Select Date and Site', 'Refresh', and 'Exit'. The right screenshot shows the 'Enter Daily Time' form, which includes fields for Type of Assignment (with a 'select assignment type' dropdown), Units Worked, Replacing (with a 'select employee replaced' dropdown), and Remarks. Below these fields are buttons for 'Add' and 'Refresh'. A red arrow points from the 'Add' button in the left screenshot to the 'Add' button in the right 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 Menu (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 Groupwise email address is used by default. It may be overwritten to any outside email address

The screenshot shows a web browser window with the URL <https://tcapinqvs.lbschools.net/cics/cwba/LYT4?tok=71480914,EID=E00100082>. The page title is "Long Beach Unified School District Time Entry - Employee Daily Time Capture Recap". The user is logged in as "LYT4 205.154.148.1" on "09-08-2015 15:28:34".

The interface includes a search bar for "Fiscal year and QW" with "Employee ID" and "FY 2016 QW 03" selected. There are "Submit", "Refresh", and "Ext" buttons.

Two tables are displayed, each highlighted with a red box:

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

Type of Assignment Processed	Assign ID	Rate	Units Processed
			0.00

At the bottom, there are "Print" and "EMail" buttons, with the email address "ALarose@bschools.net" entered in the field.