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)

long beach unified school district

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

> ➢ 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

Hourly Employee Time Capture

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