

## Quick Guide: PD Adjuncts

Overview: PD Adjuncts will use the clock widget to Clock in and Out to record daily working hours. Timesheets should be submitted and approved according the Adjunct Faculty Pay Period and Approval Deadlines as posted on the [Payroll website](#).

[Record your Working Hours](#)

[Ensure the Cost Center is Correct](#)

[Review and Submit your Timesheet](#)

[Tracking Hours Worked](#)

### Record Your Working Hours

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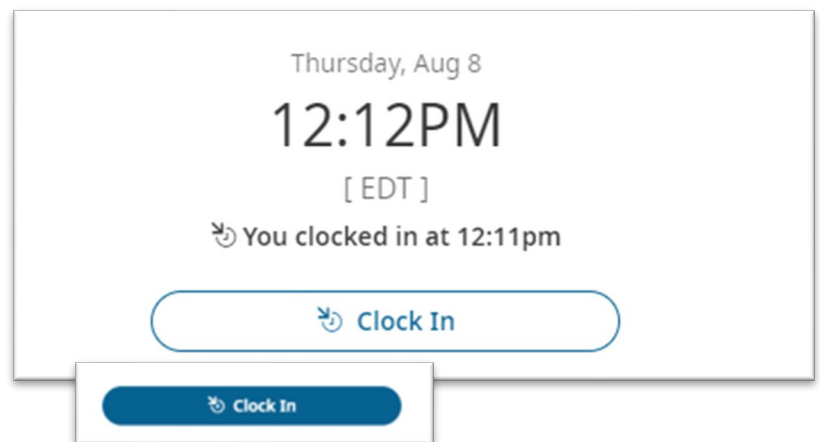
#### Clocking In and Out

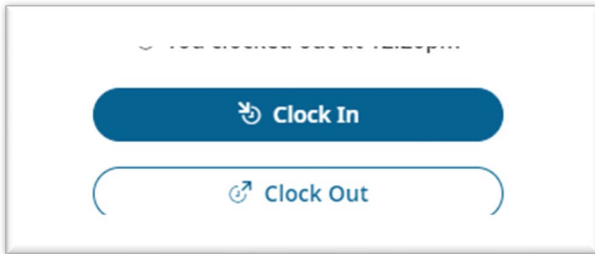
PD Adjuncts will use the Clock widget to record their working hours. If the PD position is the primary job, the Clock In and Clock out buttons can be used. If the PD position not the primary, use of the View my timesheet is the best option.

When working the primary job, use can use the *Clock In* button when beginning work or when you have clocked out for lunch and are returning to the same job.

Once clocked In, the face of the clock will verify the *Clock In* time and the *Clock In* button will turn from blue to white.

! MyTime will allow a duplicate *Clock In*.





When ready to clock out for lunch or for the day, select the Clock Out button. The Clock Out button will change to white and the Clock In will revert back to blue. The Clock out Time will replace the Clock In time

! MyTime will allow a duplicate Clock Out.

You can also clock In manually, by *selecting View my timesheet* from the Clock widget and adding hours directly to the timesheet. Hours can be recorded in the From and To columns, representing the start and end time of work, or adding the days total hours to the *Raw Total* column.

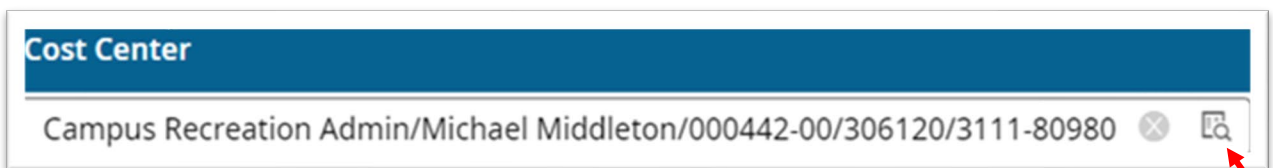
Below is a sample timesheet showing August 12<sup>th</sup> using the From and To columns. The *Raw Total* is the calculation of working hours. August 13<sup>th</sup> is an example of adding the total working hours directly to the *Raw Total* column.

Date		From	To	Raw Total	Calc. Total
✓ MON Aug 12 No Schedule	⋮	08:00 am	04:00 pm	8.00	0.00
	+			8.00 hrs	0.00 hrs
✓ TUE Aug 13 No Schedule	🗑️	From am	To am	8.00	0.00
	+			8.00 hrs	0.00 hrs

### Ensure the Cost Center is Correct

The cost center identifies the department and supervisor for the position you are working.

Ensure the Cost Center is correct for the hours worked. If you have more than one job on campus, you may need to open the *Cost Center* Browse and select the correct Cost Center from the dropdown.



### Review and Submit your Timesheet

Review your timesheet for accuracy, ensure there are no errors, and *Submit* for supervisor(s) approval. Timesheets may be submitted before the end of the pay period when finished working for the week. Timesheets can never be submitted late. Timesheets not submitted by deadline will be automatically routed to the supervisor(s).

## Tracking Hours Worked

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The screenshot shows a widget titled "My accrual balances" with a right-pointing arrow. Below the title is a blue button labeled "Request Accrual for 1500 Genie" with a downward arrow. Underneath is a horizontal line. Below the line, the text "Accrual for 1500 Genie" is followed by an information icon. The number "67.25" is displayed in a large font, with "hours available" written below it. At the bottom, the date range "May 1, 2024 - Apr 30, 2025" is shown. A red arrow points from the right side of the widget towards the "67.25" value.

Hours are tracked by the My accrual balances widget. The hours display is the accumulated hours worked between May 1<sup>st</sup> and April 30<sup>th</sup>, on any given year; not the hours available as indicated on the widget.