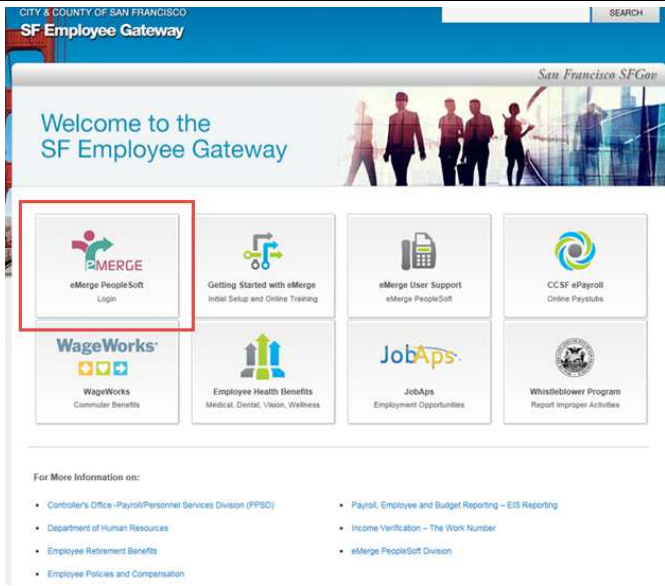


Self-Service Time Reporting – Quick Start Guide



In this document, you will find assistance with:

1. Logging into eMerge PeopleSoft
2. Navigating to your Timesheet
3. Reporting Time
4. Reporting Absences
5. Adding Premiums with Assignment Codes
6. Frequently Used Time Reporting codes

1. Logging into eMerge PeopleSoft	<p>Open a Web Browser: Internet Explorer, Google Chrome, Mozilla Firefox, or Safari for Mac.</p> <p>Go to: www.sfgov.org/sfemployee</p> <p>Click: eMerge PeopleSoft Login</p>	
	<p>Username is your 5 or 6 digit DSW#.</p> <p>Password is your Outlook 365 email password or your CCSF Identity password, which is your password used in other systems around the City.</p> <p><i>Your account will be locked after more than 3 unsuccessful attempts at logging in. To unlock your account, call the Department of Technology Help Desk at: (415) 581-7100</i></p>	<p>LOG IN</p> <p>Please enter your username and password to log into eMerge.</p> <p>Register Account: first time login and account setup. Change Password: change an existing password or question/answers. Recover Password: if you forgot your password and need to recover by answering your identity questions.</p> <p>User Support: If you are having trouble accessing or setting up your account, please contact your department's IT staff or DT's help desk at (415) 581-7100 or dtis_helpdesk@sfgov.org.</p> <div data-bbox="727 1444 1040 1640"> <p>Account Information</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> </div>

You are brought to the Home page of the eMerge Portal.

To start Self-Service Time Entry, click the **Employee Links** tab.

Then under the **Time Reporting & Absence** section, click [Timesheet](#).

**Optional*

Personalize the layout of your Timesheet grid to show only the columns you use when reporting time.

Scroll all the way to the right on the **Timesheet** grid and click the [Personalize](#) link.

Select the columns to make 'Hidden'.

**Contact your Department's Payroll Office if you are unsure of which columns to hide or show.*

Your Self-Service Timesheet grid should automatically load the current week.

To view a specific date, enter the **Date** and click **Refresh**.

[<<Previous Week](#) to go back one week.

[Next Week>>](#) to go forward one week.

3. Reporting Time

To start Self-Service Time Reporting, enter the number of hours in the cell for each day you worked.

Select the appropriate **Time Reporting Code** from the drop-down menu.

Each row can only have one **Time Reporting Code**.

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT COMMUNICATIONS

Timesheet

Employee ID: []

Job Title: [] Employee Record Number: 0

[Click for Instructions](#)

View By: Week *Date: 01/16/2016 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours [Next Job](#)

From Saturday 01/16/2016 to Friday 01/22/2016 [Personalize](#) [Find](#) First 1-3 of 3 Last

Timesheet []

Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Total	Time Reporting Code	Assign Code 1
		8	8	8	8			WKP - Regular Hours - Worker	

To enter another **Time Reporting Code**, you must add another row on your Timesheet grid by clicking the **plus (+)** button on the right of the **Timesheet**.

Enter your hours in the cell for the day you worked. Select the appropriate **Time Reporting Code**.

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT COMMUNICATIONS

Timesheet

Employee ID: []

Job Title: [] Employee Record Number: 0

[Click for Instructions](#)

View By: Week *Date: 01/16/2016 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours [Next Job](#)

From Saturday 01/16/2016 to Friday 01/22/2016 [Personalize](#) [Find](#) First 1-3 of 3 Last

Timesheet []

Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Total	Time Reporting Code	Assign Code 1
		8	8	8	8			WKP - Regular Hours - Worker	
				2				HBE - Holiday Bank Earned	

Scroll down to the bottom of the Timesheet page and click **Submit** to submit your time.

Your time will not get Approved if you do not click the **Submit** button.

Submit

Go To: [Self Service](#)
[Time Reporting](#)

Click **OK** to confirm your changes and return to your Timesheet.

Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2015-01-10 to 2015-01-16 is submitted

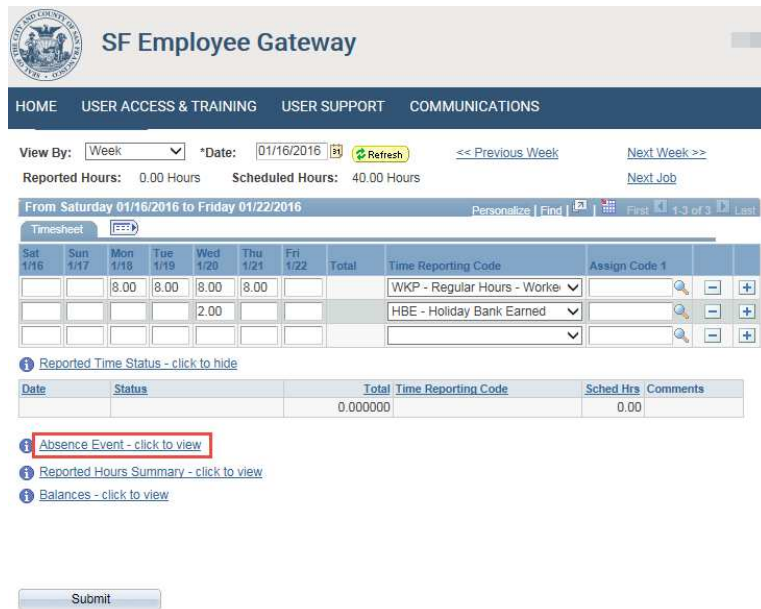
OK

4. Reporting Absences

To report an Absence (Sick, Vacation, Floating Holiday, Jury Duty, etc.), scroll down to the **Absence Event** section of the Timesheet page.

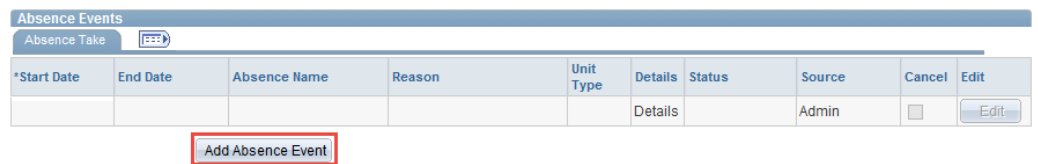
Click:

[Absence Event – click to view](#) to open the **Absence Event** grid.



The screenshot shows the 'SF Employee Gateway' interface. At the top, there's a navigation bar with 'HOME', 'USER ACCESS & TRAINING', 'USER SUPPORT', and 'COMMUNICATIONS'. Below this, a 'View By:' dropdown is set to 'Week', and the date is '01/16/2016'. There are links for '<< Previous Week' and 'Next Week >>'. The 'Reported Hours' are 0.00 and 'Scheduled Hours' are 40.00. A section titled 'From Saturday 01/16/2016 to Friday 01/22/2016' contains a 'Timesheet' table with columns for days of the week and hours. Below the table, there are links for 'Reported Time Status - click to hide', 'Absence Event - click to view' (highlighted with a red box), 'Reported Hours Summary - click to view', and 'Balances - click to view'. A 'Submit' button is at the bottom.

Click **Add Absence Event**

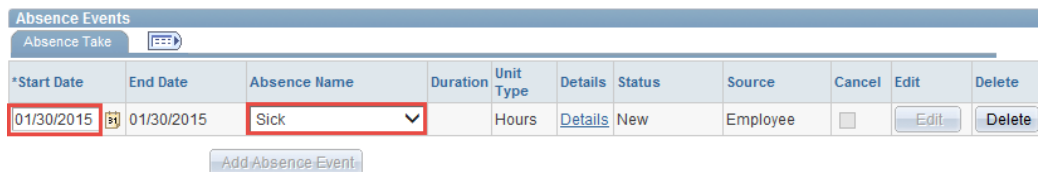


The screenshot shows the 'Absence Events' grid. It has columns for 'Start Date', 'End Date', 'Absence Name', 'Reason', 'Unit Type', 'Details', 'Status', 'Source', 'Cancel', and 'Edit'. The 'Add Absence Event' button is highlighted with a red box.

Enter the date of your absence in the **Start Date** field.

The **End Date** field will auto populate.

Select your absence type from the **Absence Name** drop-down list.



The screenshot shows the 'Absence Events' grid with data. The 'Start Date' is 01/30/2015, 'End Date' is 01/30/2015, and 'Absence Name' is Sick. The 'Add Absence Event' button is highlighted with a red box.

You will then be brought to the **Absence Event Details** page.

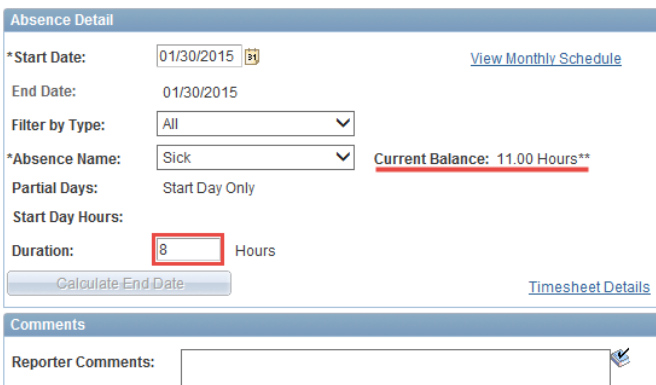
Ensure your **Current Balance** has enough available hours.

Enter the correct number of hours in the **Duration** field.

To save your changes and return to the Timesheet page, click **OK**.

Absence Event Details

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.



The screenshot shows the 'Absence Event Details' form. It has fields for 'Start Date' (01/30/2015), 'End Date' (01/30/2015), 'Filter by Type' (All), 'Absence Name' (Sick), 'Partial Days' (Start Day Only), 'Start Day Hours', 'Duration' (8), and 'Current Balance: 11.00 Hours**'. There are buttons for 'Calculate End Date', 'View Monthly Schedule', 'Timesheet Details', and 'Reporter Comments'.

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

OK

Cancel

Optional:

[Timesheet Details](#) link is used to enter Shift, Index Code, Task Profile ID, Assignment Code, etc. for **Absence Events**.

Absence Event Details

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 01/30/2015 [View Monthly Schedule](#)

End Date: 01/30/2015

Filter by Type: All

*Absence Name: Sick **Current Balance: 11.00 Hours****

Partial Days: Start Day Only

Start Day Hours:

Duration: 8 Hours

[Calculate End Date](#) [Timesheet Details](#)

Comments

Reporter Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

OK

Cancel

Scroll down to the bottom of the Timesheet page and click **Submit** to submit your time.

Submit

Go To: [Self Service](#)
[Time Reporting](#)

Click **OK** to confirm your changes and return to your Timesheet.

Timesheet

Submit Confirmation

✓ The Submit was successful.

Time for the Week of 2015-01-10 to 2015-01-16 is submitted

OK

To add an **Assignment Code**, such as 'Bilingual Pay', search for the appropriate **Assignment Code** by clicking the Look Up icon.

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT COMMUNICATIONS

Timesheet

Employee ID:

Job Title: Employee Record Number: 0

[Click for Instructions](#)

View By: Week *Date: 01/16/2016 [Refresh](#) << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours [Next Job](#)

From Saturday 01/16/2016 to Friday 01/22/2016 Personalize Find First 1-3 of 3 Last

Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Total	Time Reporting Code	Assign Code 1
		8.00	8.00	8.00	8.00			WKP - Regular Hours - Work	
				2.00				HBE - Holiday Bank Earned	

5. Adding Premiums with Assignment Codes

A list of all available **Assignment Codes** is shown.

Check with your Department's Payroll Staff if you are unsure what **Assignment Code** to use.

Use the [Advanced Lookup](#) link to perform a word search on the Description field.

Look Up Assign Code 1

Search by: Assign Code 1 begins with

Look Up Cancel [Advanced Lookup](#)

Search Results

View 100 First 1-175 of 175 Last

Assign Code 1	Description
001	Auto Service Emer Repair-\$1.20
002	AutoSerWorker Sun Pre-21.15%
003	Aux Equip Premium - \$0.45
004	Airport Fld Train Prem - \$2.00
005	Bilingual Pay
006	Psychiatric Medicine Prem-5%

Each line on your Timesheet grid can only have one **Time Reporting Code** and up to four **Assignment Code** combinations.

You can have multiple **Assignment Codes** on each row.

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT COMMUNICATIONS

Timesheet

Employee ID: Job Title: Employee Record Number: 0

[Click for Instructions](#)

View By: Week *Date: 01/16/2016 Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours Next Job

From Saturday 01/16/2016 to Friday 01/22/2016 Personalize Find 1-3 of 3 Last

Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Total	Time Reporting Code	Assign Code 1
		8	8	6	8	8		WKP - Regular Hours - Work	005
				2				WKP - Regular Hours - Work	

Scroll down to the bottom of the Timesheet page and click **Submit** to submit your time.

Submit

Go To: [Self Service](#) [Time Reporting](#)

Click **OK** to confirm your changes and return to your Timesheet.

Timesheet Submit Confirmation

✓ The Submit was successful.

Time for the Week of 2015-01-10 to 2015-01-16 is submitted

OK

Frequently Used Time Reporting Codes (TRC) and Assignment Codes

TRC		Description	Notes
AME		Admin Leave Earned for MEA	Work more than scheduled hours. For “M” class MEA managers
AMP		Admin Leave Pay (Used) for MEA	For “M” class MEA managers
CSE		Comp Time Earned Straight	Enter number of Comp Time hours worked
CTE		Comp Time Earned 1.5	Enter number of Comp Time hours worked
CTH		Comp Time Earned – Half	<u>Not</u> entered on timesheet. Only viewable on Payable Time. Multiplier for half time earned on CTE
CTP		Comp Time Pay (Used)	Must be used in 15 minute increments for Comp Time used
HBE		Holiday in Lieu – Earned	For hours worked when your regular day off falls on a holiday
HBP		Holiday in Lieu Leave Pay (Used)	Must be used in 8-hour increments for full time employees
HHP		Holiday Overtime	Enter number of hours worked - automatically calculated by 1.5
LHP		Legal Holiday Pay	Maximum 8 hours
OST		Overtime Straight Pay	Enter number of hours worked
OTP		Overtime Pay 1.5	Enter number of OT hours worked - automatically calculated by 1.5
UNL		Unpaid Leave	<u>Not</u> entered on timesheet. System generated code when Leave Balance is not enough to cover an Absence
UPL		Personal Leave - Unpaid	
WKP		Regular Hours Worked	
S48		SEIU/Local 21 Standby Pay - 10%	Enter number of standby hours
S49		Local 39 Standby Pay - \$7.25/hr	Enter number of standby hours
Absence Event		Description	Notes
AAP		Attorneys Admin Award for MAA	Absence Event
BLP		Bereavement Leave Pay	Absence Event - Automatically drawn from sick pay hours or bereavement hours, depending on your MOU
ELP		MEA Executive Leave Pay	Absence Event for “EM” class MEA managers
FFP		Furlough Floating Pay	Absence Event - must be used in hourly increments
FHP		Floating Holiday Pay	Absence Event - must be used in hourly increments
JDP		Jury Duty Leave Pay	Absence Event - must provide certification of court appearance; summon letter is not valid proof; standby is not considered JD, may request personal time off for standby
PTP		Parent/Teacher Conference Leave Pay	Absence Event - up to 2 hours per semester, total of 4 hours; must provide verification of attendance
SLL		Sick Leave - Unpaid	Absence Event - <ul style="list-style-type: none"> for approved <u>intermittent</u> FMLA, add Assignment Code 902 for worker's comp purposes, add Assignment Code 906
SLP		Sick Leave Pay	Absence Event - must be used in 15 minute increments <ul style="list-style-type: none"> for approved <u>intermittent</u> FMLA, add Assignment Code 902 for worker's comp purposes, add Assignment Code 906
VAP		Vacation Leave Pay	Absence Event
Assignment Code		Description	Notes
Timesheet	Payable Time		
005	B01, B02, B03, B04, B05, B06, B28, B29	Bilingual Pay	Add to bilingual service hours worked
045	L07	Local 21 Lead Worker Pay	Add to days assigned to be lead worker
046	L08	SEIU Lead Worker Pay	Add to days assigned to be lead worker
902	–	Intermittent FMLA	Add to absent hours for approved intermittent FMLA purposes
906	–	Intermittent Worker's Comp	Add to absent hours for worker's comp purposes