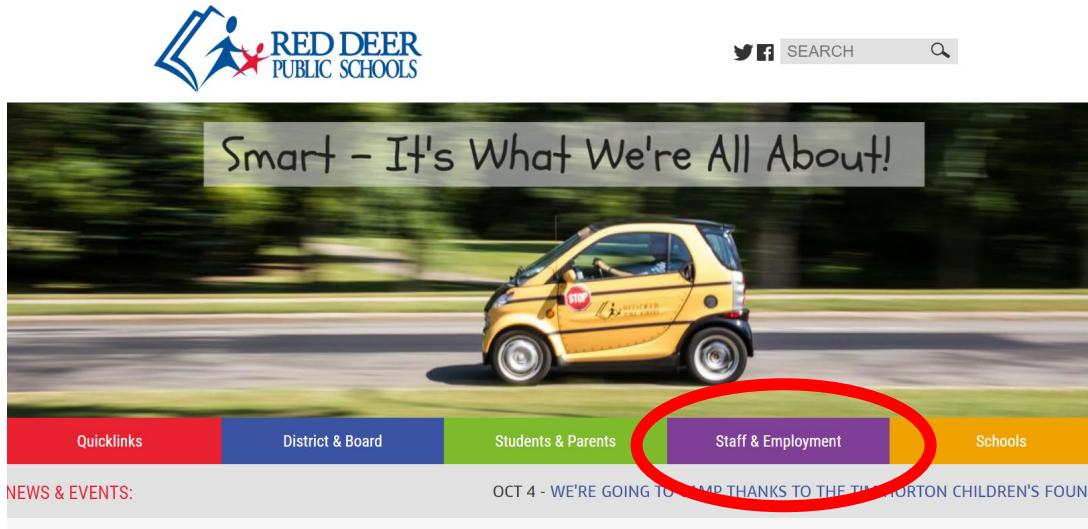
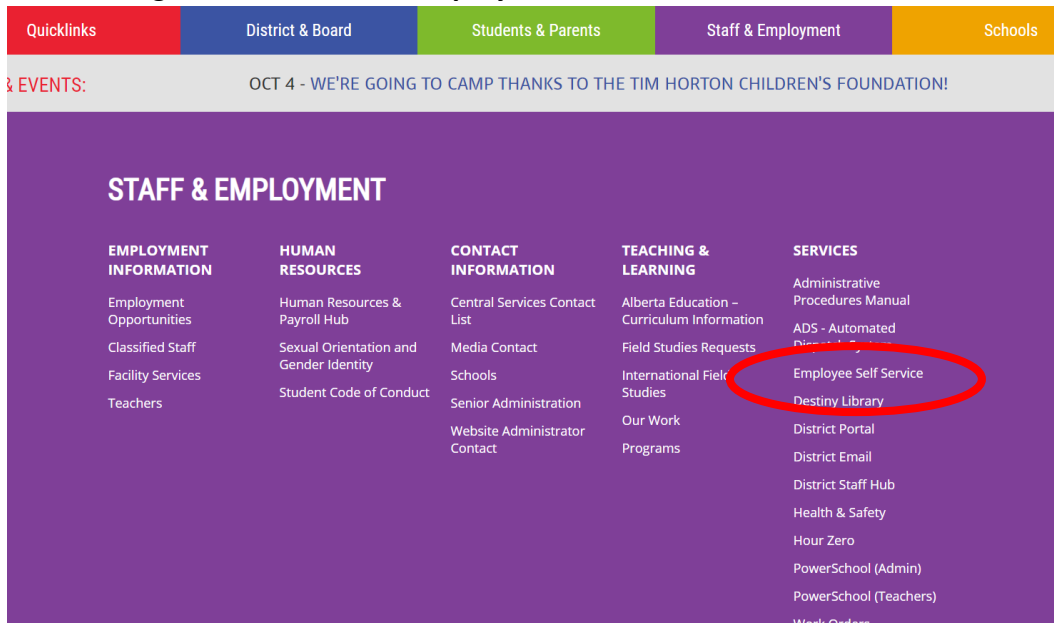


Electronic Timesheet – Monthly Salaried employees

To access the new Electronic Timesheet start from the Red Deer Public Schools website at <http://www.rdpsd.ab.ca/>, click on the **Staff & Employment** purple tab.



In the far right column click on **Employee Self Service**

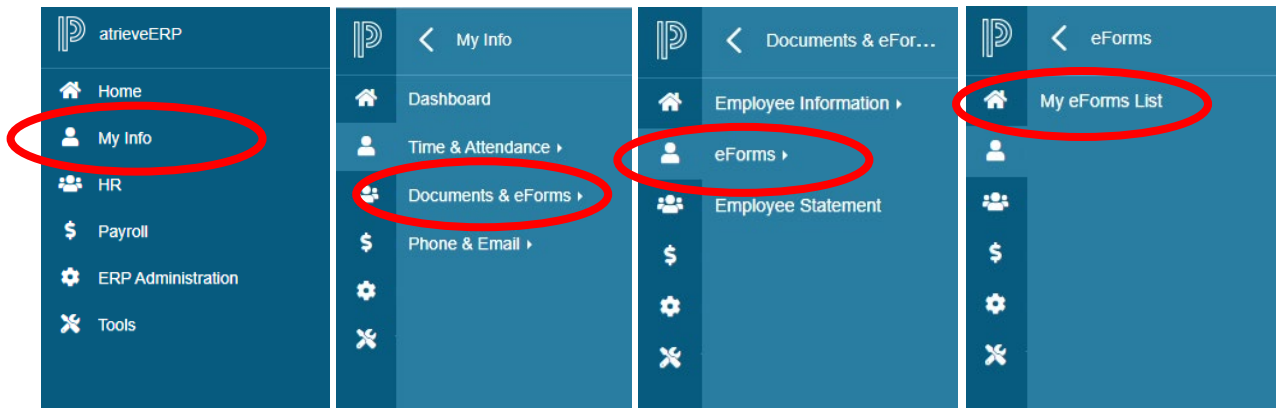


Log in using your computer username and password (not your email address)

Sign in to your account

Enter your username and password to sign in

On the left is the menu (on the blue bar). Click on My Info → Documents & eForms → eForms → My eForms list. You can also use the magnifying glass in the top right and search the word 'forms' to have it come up quickly



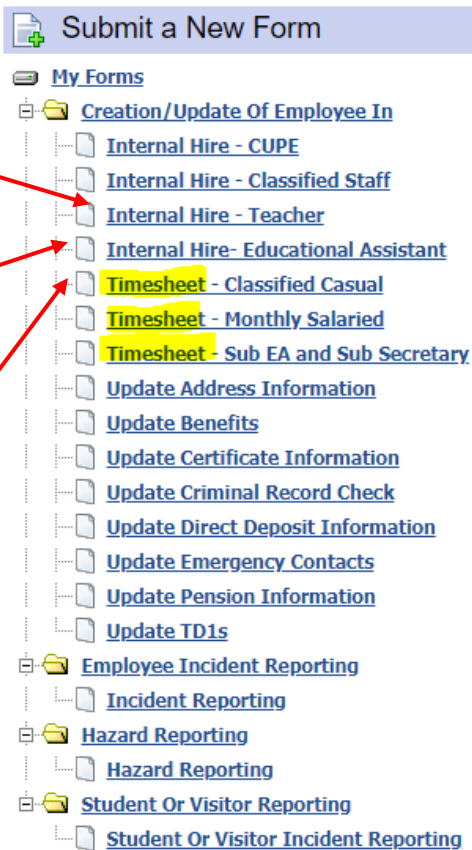
On the left side of the screen choose the timesheet you are completing:



Classified Casual – formerly the “yellow timesheet” – Casual staff, extra hours worked (in different position)

Monthly Salaried – formerly “White timesheet” – excel version for salaried employees

Sub EA and Sub Secretary - formerly “Green timesheet” – for sub EA and sub Secretary only



My Un-Submitted Forms

Form Description

My Submitted Forms - C

Form Description	Edit Or Cancel	Track
Timesheet - Monthly Salaried	Already Opened	Track

My Processed Forms - C

Form Description
Timesheet - Monthly Salaried

Rehire Teacher

At the bottom you have the choice to Save your timesheet to submit later, or to Submit now.

- **Tip:** You can enter your absences into your timesheet as they occur throughout the month, and submit when the month is complete. To access the saved timesheet go to My Info – My Forms and on the top right will be your unsubmitted forms. Click on the form name to edit and submit it.

My Forms

My Un-Submitted Forms - Click on a form below to edit and submit it.

<u>Form Description</u>	<u>I.D.</u>	<u>Created</u>	<u>Other Info</u>
Timesheet - Monthly Salaried	13475	04-Oct-2018 09:33.58 AM	Timesheet - Monthly Salaried 01-Oct-2018 31-Oct-2018

That's it! No inserting your signature or printing it off to be scanned and send to HR.

What happens next?

- When you submit the timesheet will be sent to your supervisor for approval.
- If he or she thinks you missed something they can request a revision from you. This will send you an email so you know to go into My Forms again to change what needs to be changed.
- Once approved by your supervisor your timesheet will then go to HR to verify your absences are entered in the system, and then to Payroll if you have extra time worked.
- When that process is complete you will receive an email saying that your timesheet has been approved, with a copy for your records.