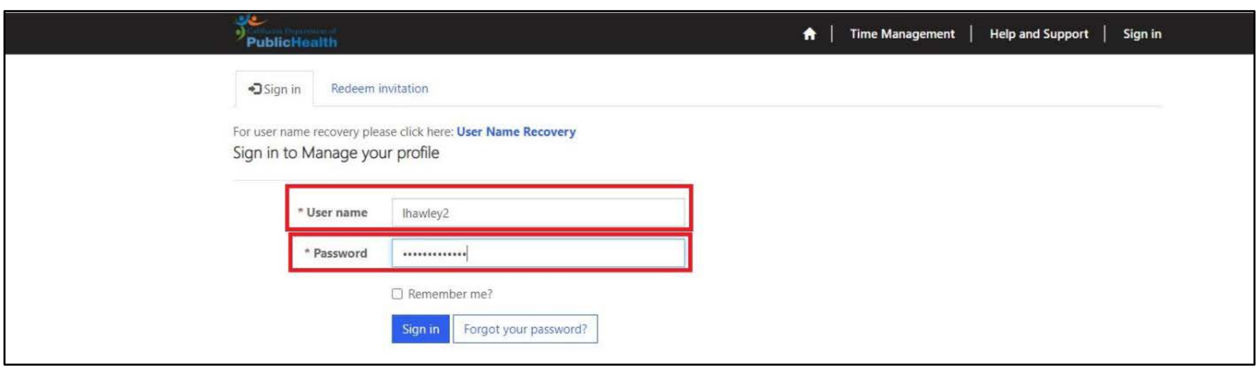
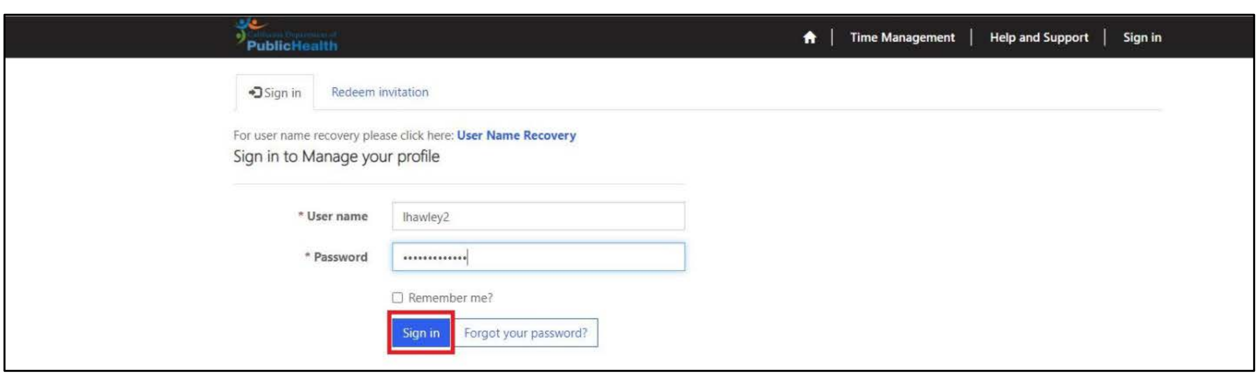
Timekeeping – Submitter

Step 1: Go to the [Office of Infectious Diseases Preparedness and Response Portal]() and click on Sign In

Step 2: Enter username and password

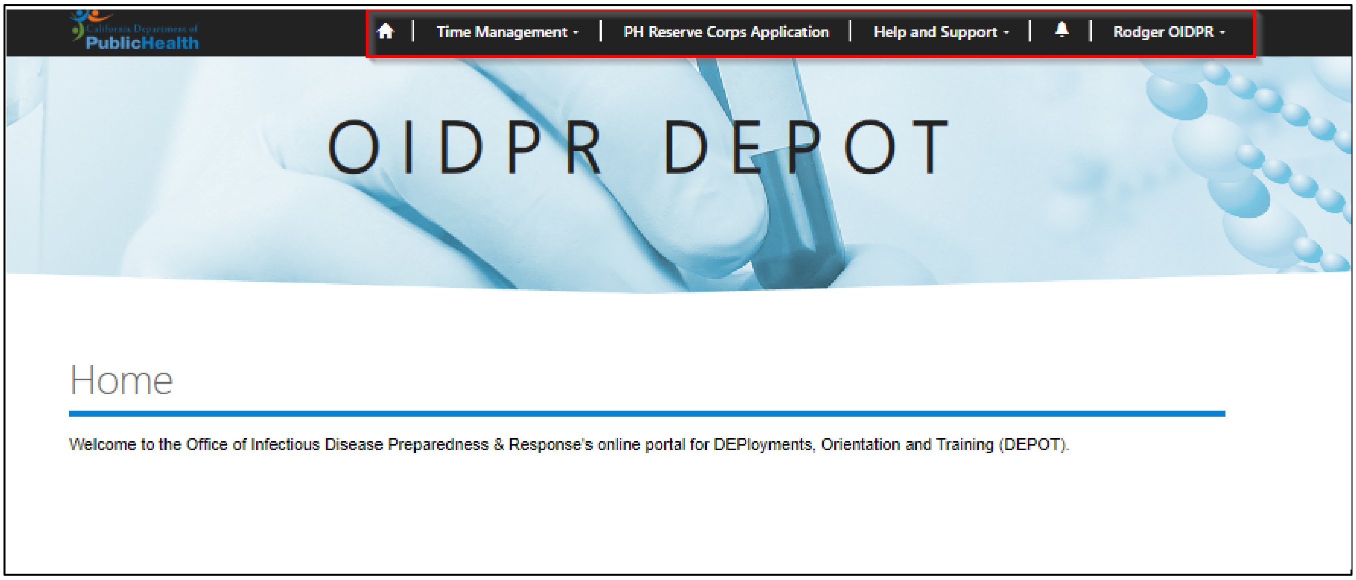
- Enter your user name and password in the appropriate fields.
- Click the blue "Sign in" button located below the username and password fields.
- **Remember:** passwords are case sensitive (CAT is different than cat)
- If you forget your password, click "Forgot your password?" and follow the instructions.



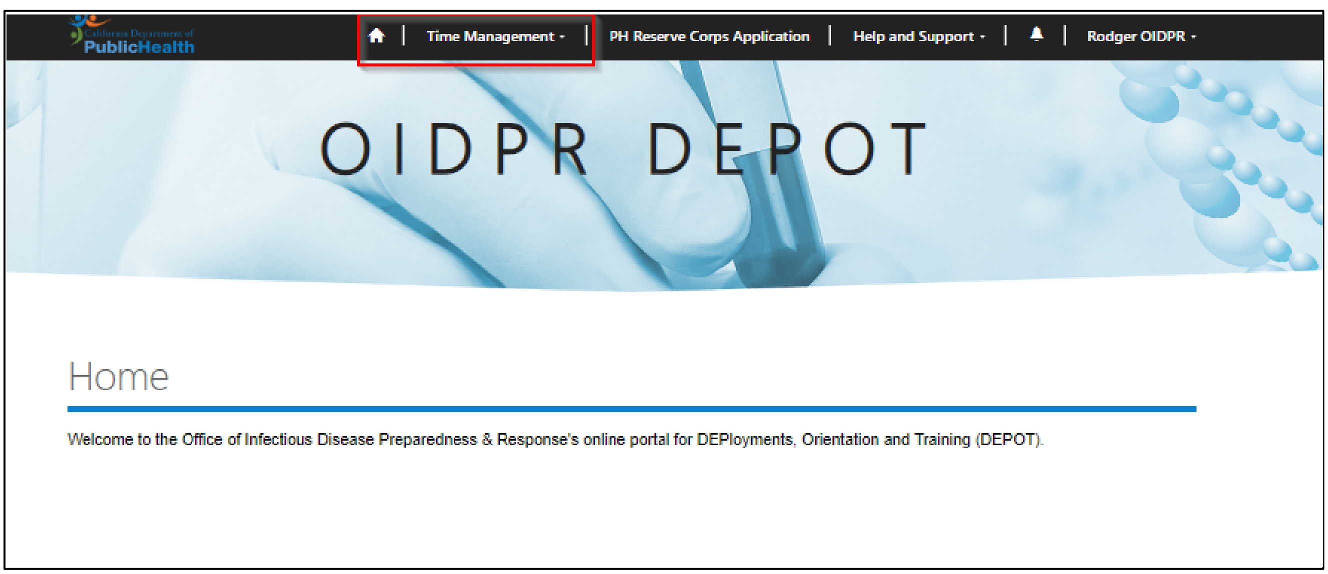


Step 3: Access Time Sheets

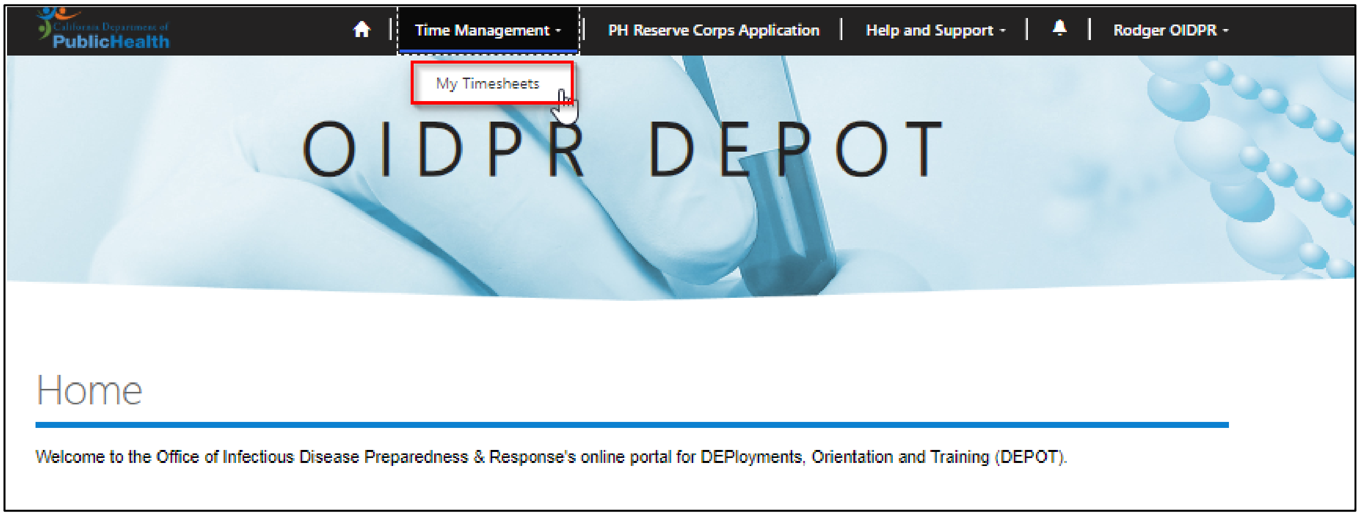
- After clicking the ‘Sign in’ button in the previous step, you are taken to the home page. (Notice the menu bar has changed).



1. Click on “Time Management” from the menu bar at the top of the page.
   A drop-down menu will appear.

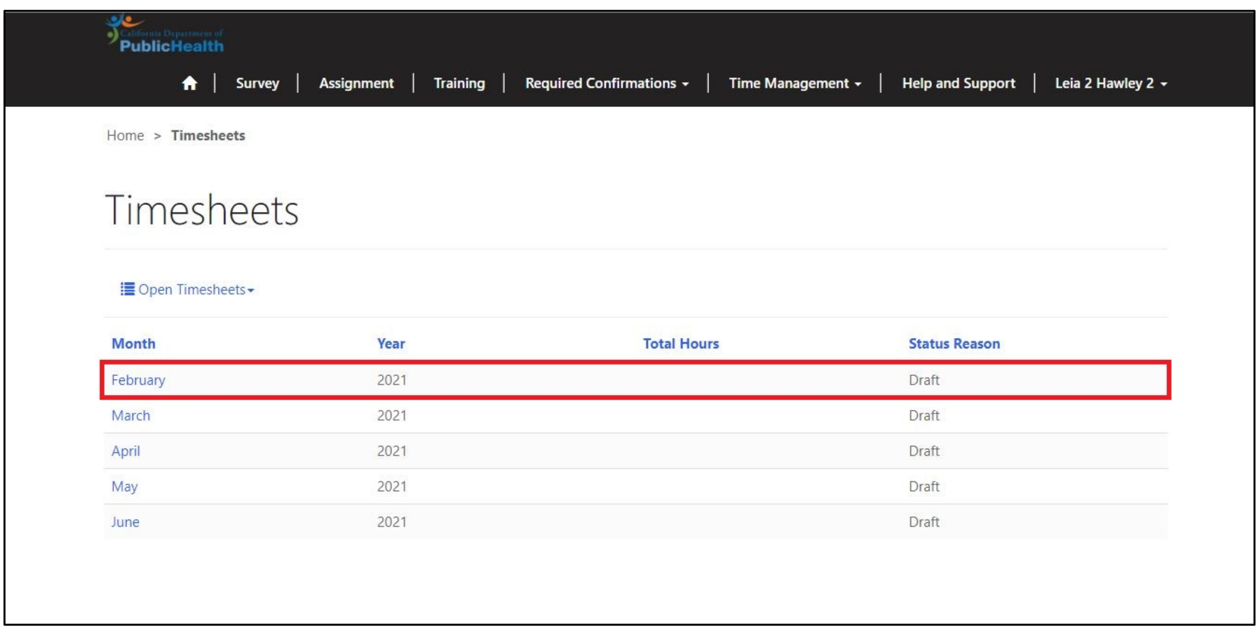


2. From the drop-down menu, click “Timesheets”.



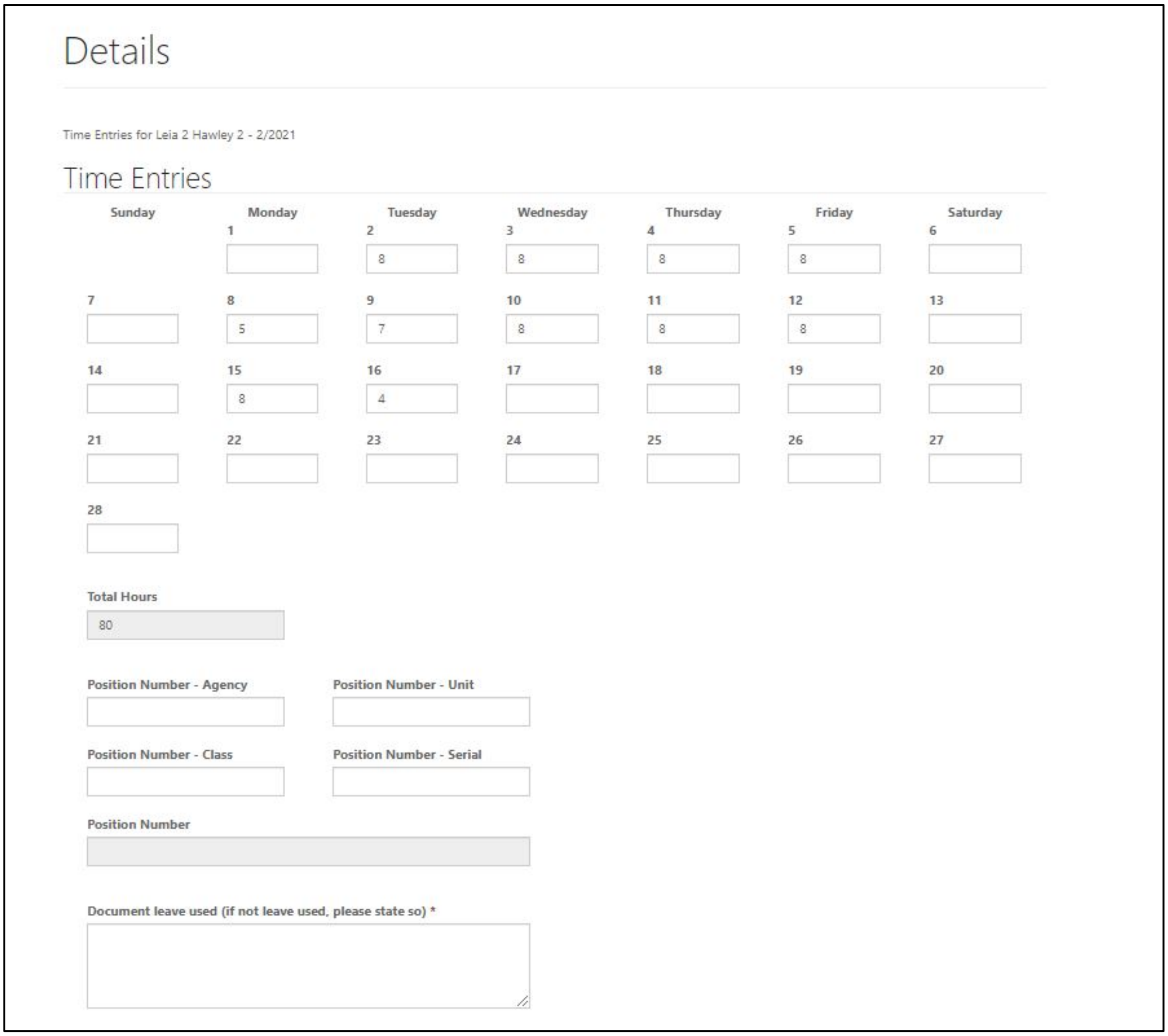
Step 4: Select Timesheet

- You will be taken to the timesheet page. Here you can select the timesheet you want to enter your time in (this is usually the current month).



Step 5: Enter Time in Timesheet

- After clicking on the time sheet, you are taken to the time sheet entry page. This is where you will enter your contact tracing time.



Details

Time Entries for Leia 2 Hawley 2 - 2/2021

Time Entries

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2: 8	3: 8	4: 8	5: 8	6
7	8: 5	9: 7	10: 8	11: 8	12: 8	13
14	15: 8	16: 4	17	18	19	20
21	22	23	24	25	26	27
28						

Total Hours

80

Position Number - Agency

Position Number - Unit

Position Number - Class

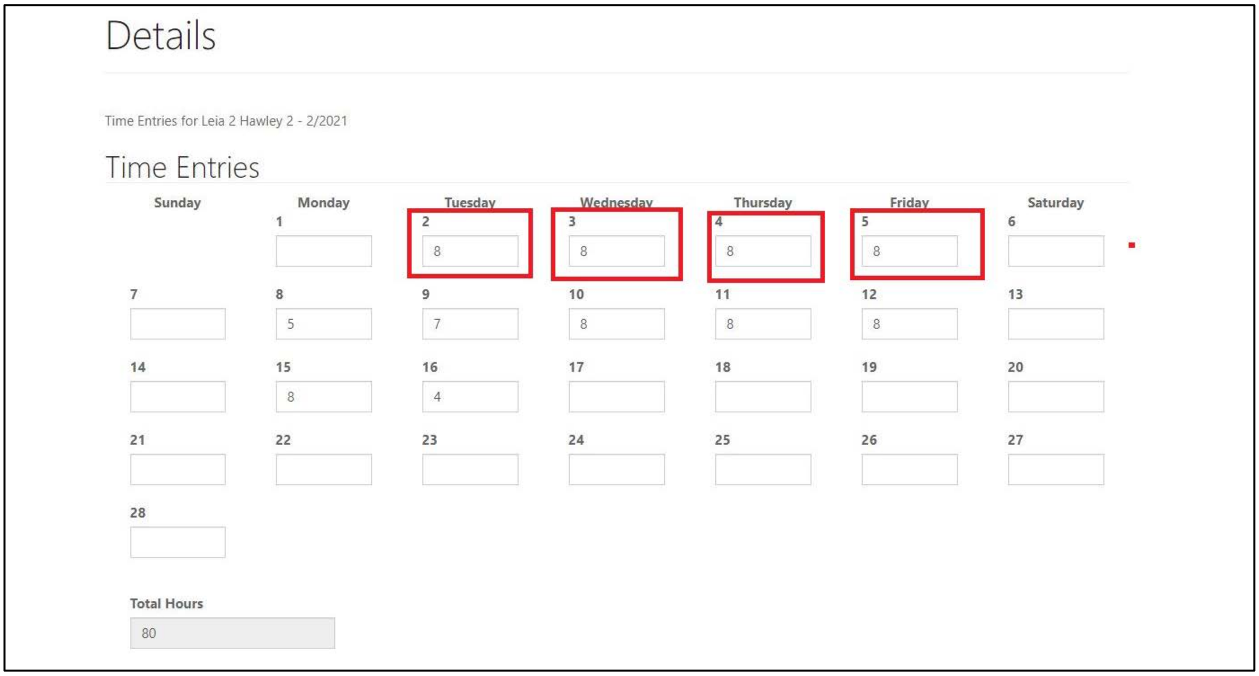
Position Number - Serial

Position Number

Document leave used (if not leave used, please state so) *

1. Click on the box for the day you worked, and type in the number of physical hours you worked on contact tracing, case investigation and/or supervising activities.
2. Continue adding hours to each day you worked.

- **Remember:** Only enter the time you worked on contact tracing, case investigation and supervising activities. Do not enter time for hours worked on tasks from your home department.



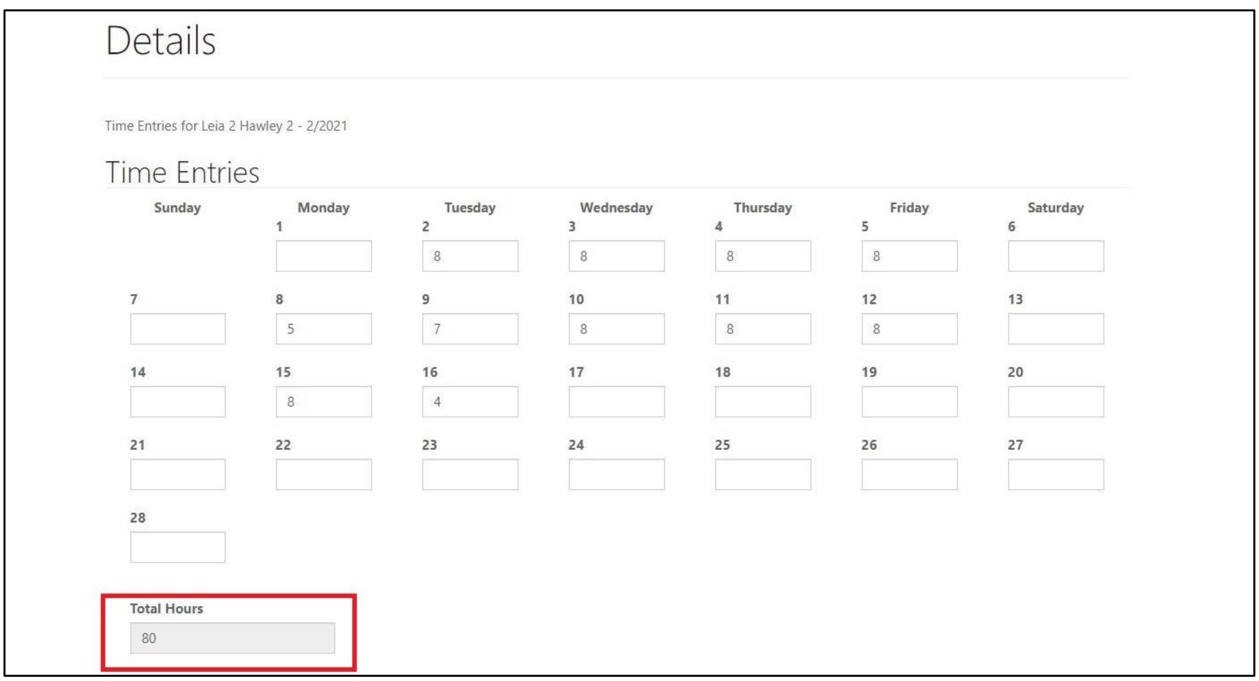
Details

Time Entries for Leia 2 Hawley 2 - 2/2021

Time Entries

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2: 8	3: 8	4: 8	5: 8	6
7	8: 5	9: 7	10: 8	11: 8	12: 8	13
14	15: 8	16: 4	17	18	19	20
21	22	23	24	25	26	27
28						

Total Hours 80



Details

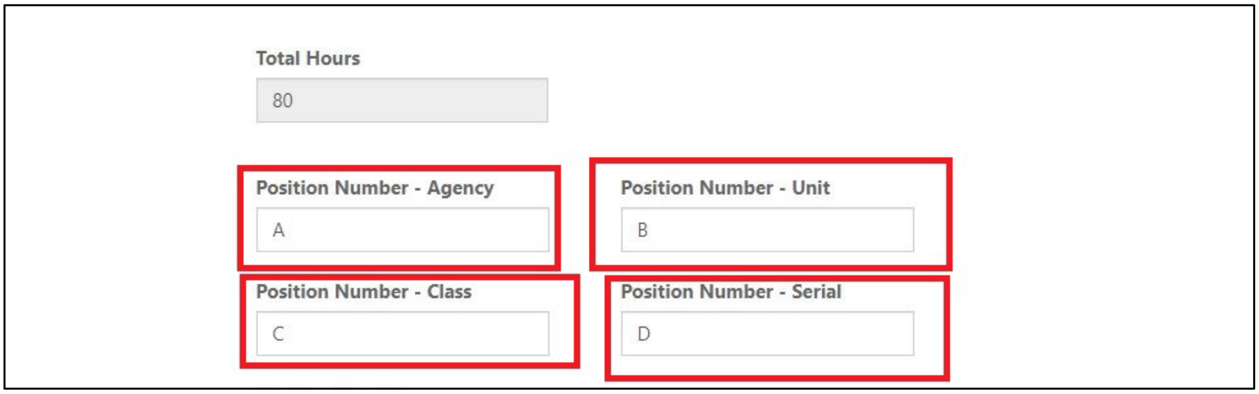
Time Entries for Leia 2 Hawley 2 - 2/2021

Time Entries

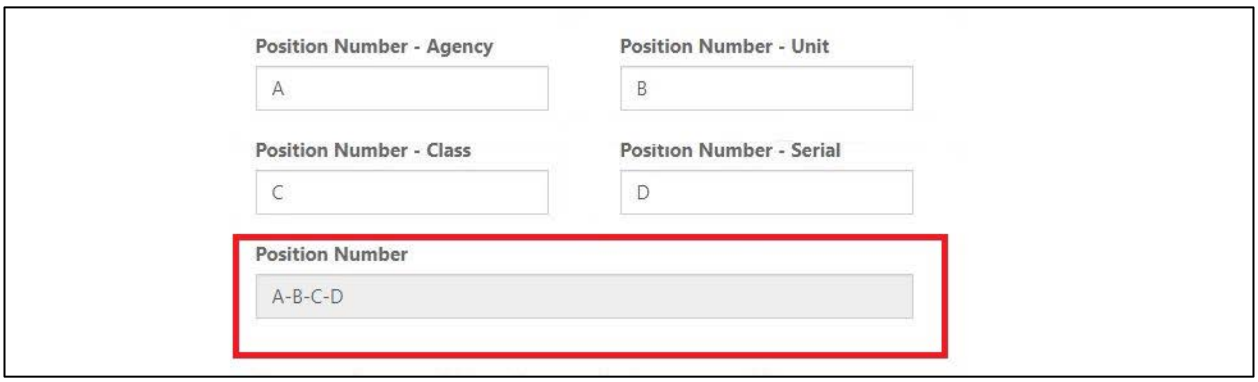
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2: 8	3: 8	4: 8	5: 8	6
7	8: 5	9: 7	10: 8	11: 8	12: 8	13
14	15: 8	16: 4	17	18	19	20
21	22	23	24	25	26	27
28						

Total Hours 80

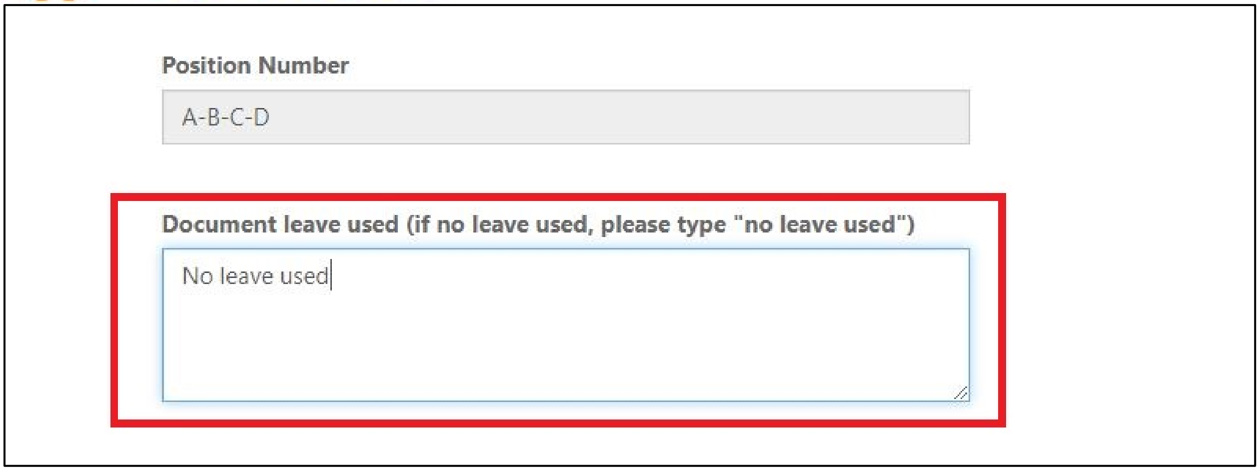
3. After you enter in your time worked for the work period, you may need to enter in your Agency, Unit, Class and Serial information.
   Note: once you enter this information into the first timesheet, you will not need to enter it in the future.



4. The Position Number located below the Agency, Unit, Class and Serial fields will be combined, based on information entered in the fields above.



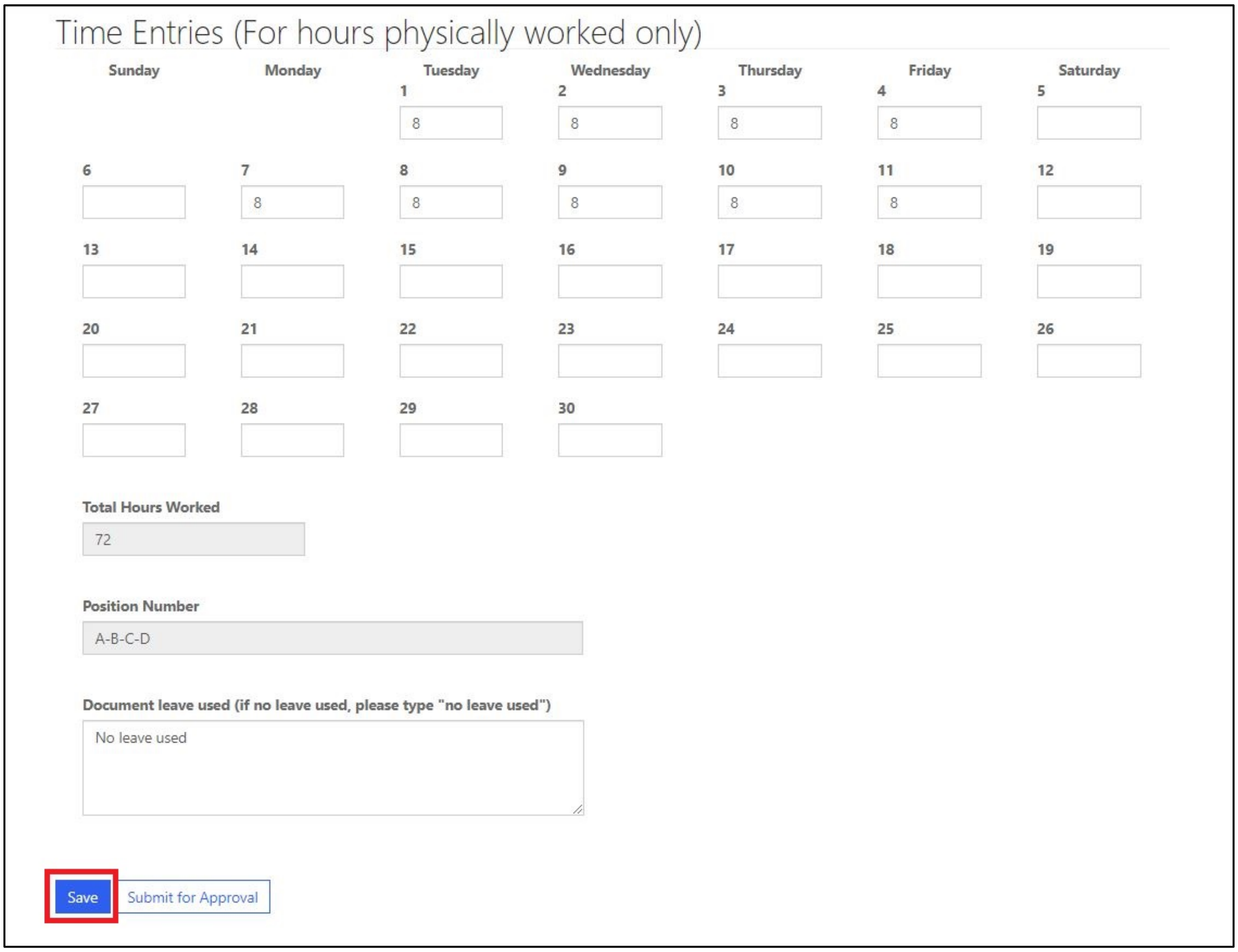
5. If you took any leave or holiday time during the month, enter that information into the box labeled “Document leave used” (below the Position Number). If no leave was used during the month, type: “no leave used’ in the box.
   - **Remember:** The “Document leave used’ comment box is a mandatory field. (Refer to examples in the table below on what to enter.) You must enter a comment in this comment field in order to save the timesheet.



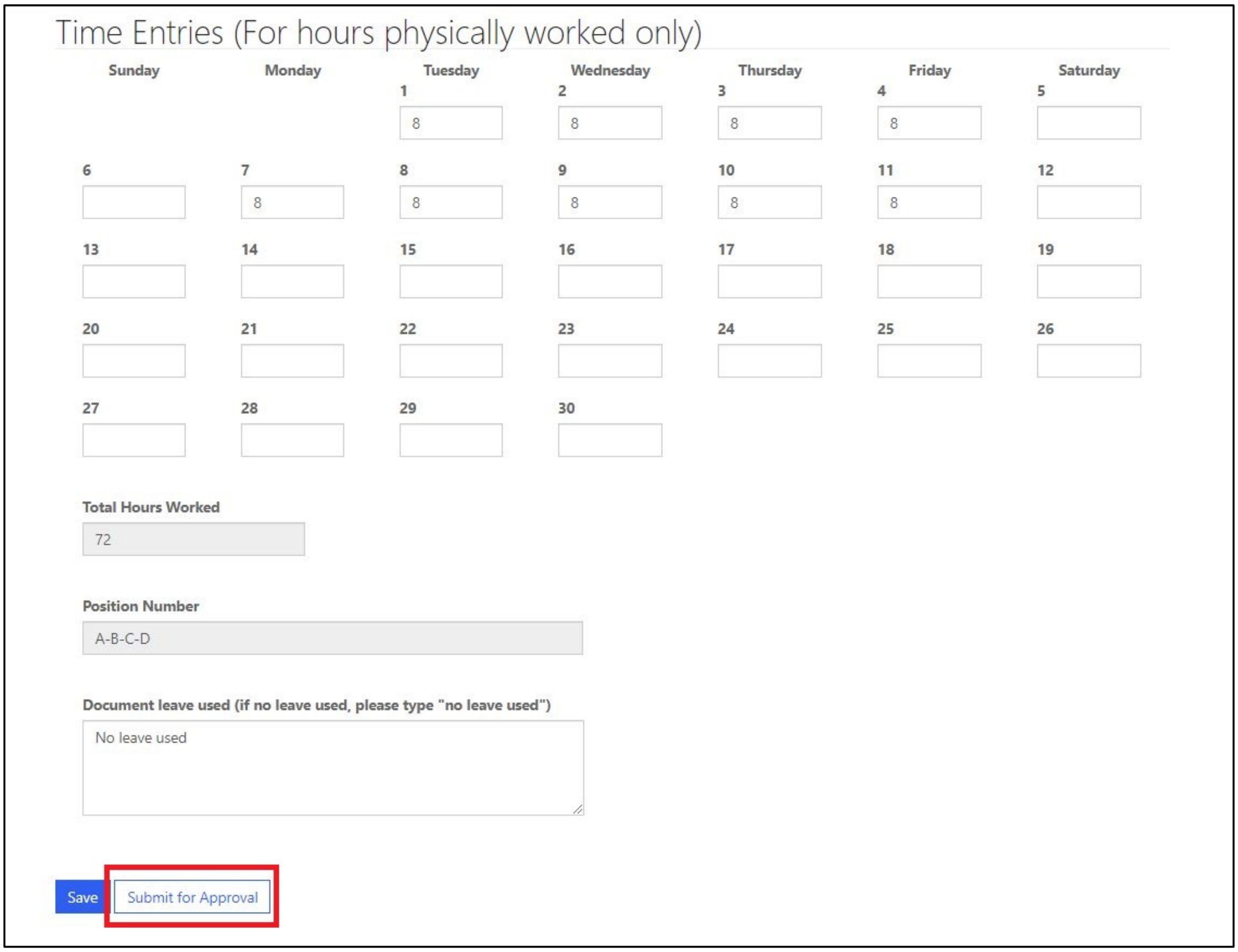
6. If Leave was used, enter time as follows:

Situation	Example of What to Enter
No Leave Taken (Holiday on the 1st of the month)	1: 8 hrs Holiday (New Year's Day)
No Leave Taken, No Holiday in the month	No Leave Used
Leave Taken on the 4th (Holiday on the 1st of the month)	1: 8 hrs Holiday (New Year's Day) 4: 8 hrs Vacation
Leave Taken on the 4th of the month (No Holiday)	4: 8 hrs Vacation
Using Leave to Balance AWWS on the 8th of the month (No Holiday)	8: 1 hr PLP (AWWS balancing)

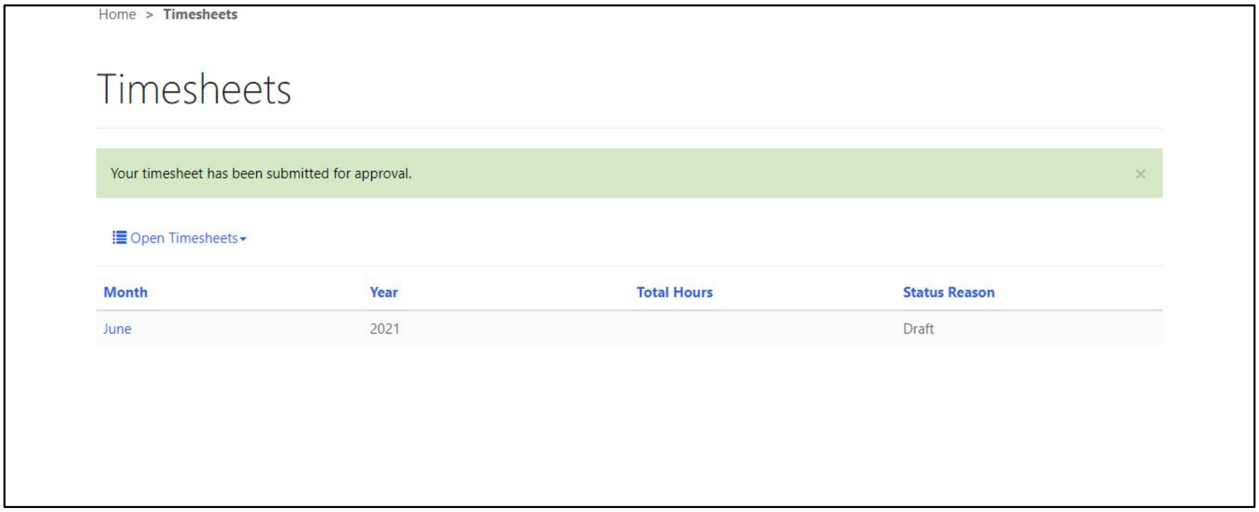
7. Once all the appropriate timesheet information is entered, click the ‘Save’ button, located at the bottom of the page.



8. Once save is complete, click the “Submit for Approval’ button. This will send your timesheet to your approving supervisor (usually your CTS or CIS).



9. When you submit your time sheet, you will see a confirmation message, confirming your time sheet was submitted for approval.



Home > **Timesheets**

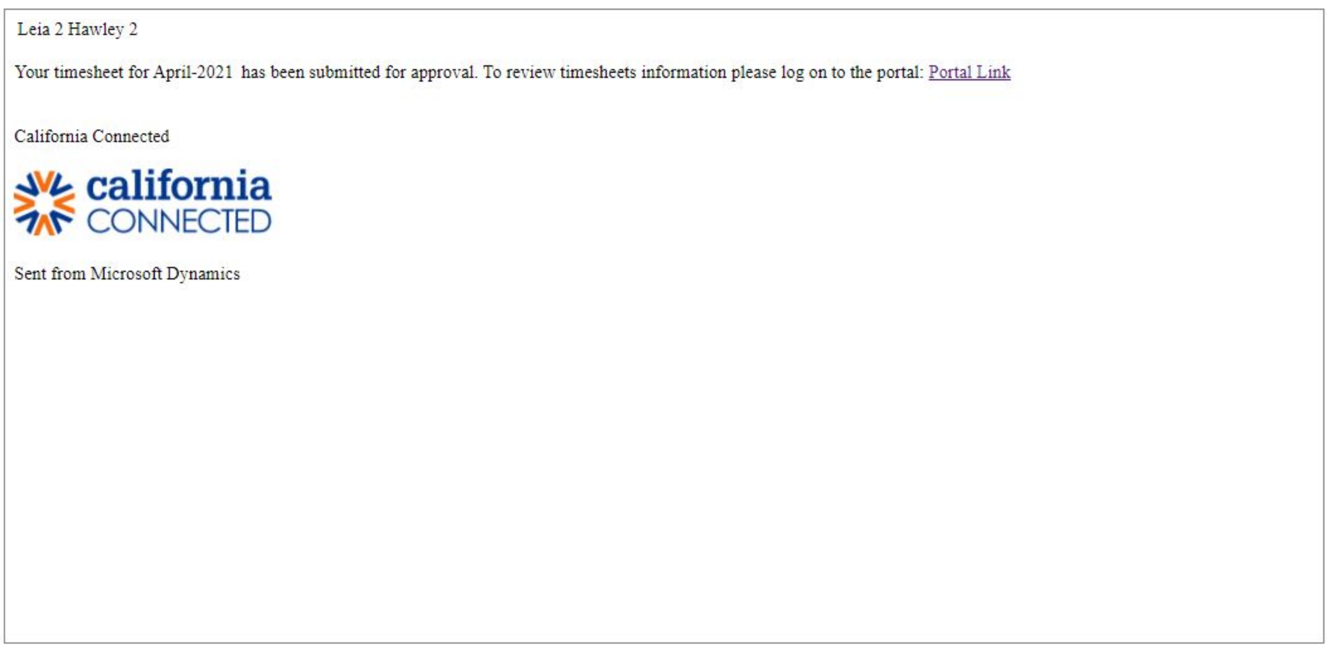
Timesheets

Your timesheet has been submitted for approval.

Open Timesheets

Month	Year	Total Hours	Status Reason
June	2021		Draft

10. You will also receive an email from the system confirming your time sheet was submitted successfully:



Leia 2 Hawley 2

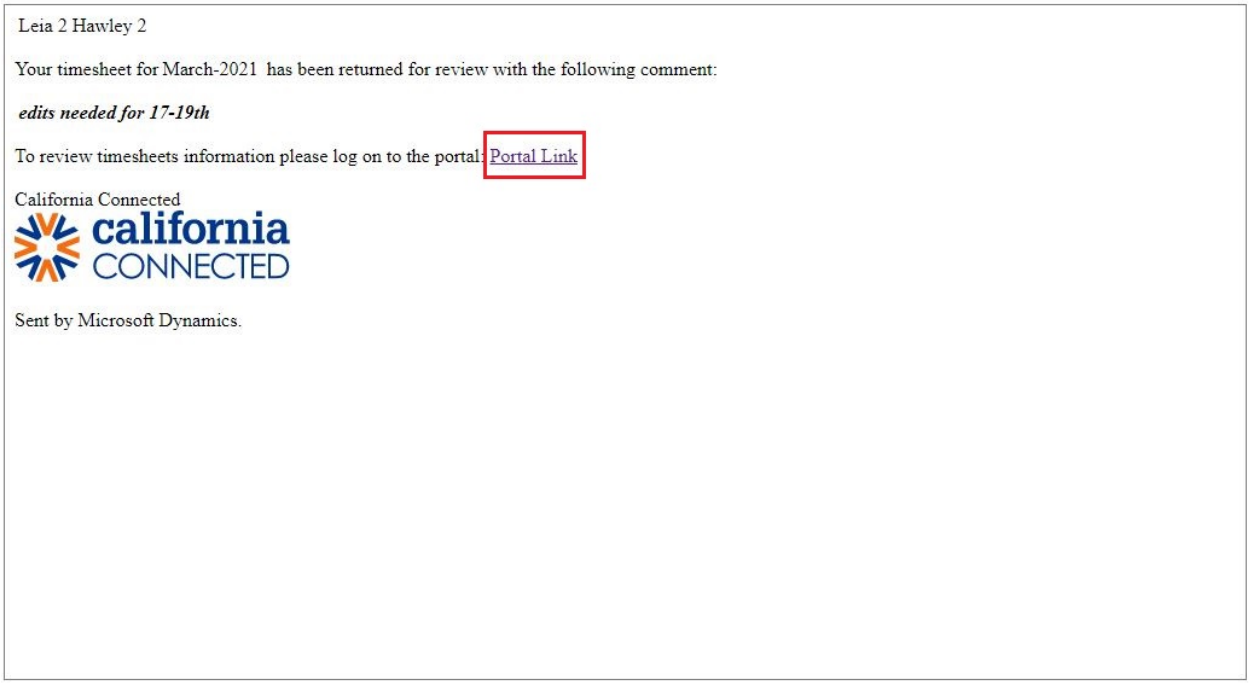
Your timesheet for April-2021 has been submitted for approval. To review timesheets information please log on to the portal: Portal Link

California Connected

Sent from Microsoft Dynamics

Step 6: Returned Time Sheets (Optional)

If your time sheet is returned to you by your approving supervisor, you will get an email from the system with the comment from the supervisor. Click on the Portal Link to update your time sheet:



Leia 2 Hawley 2

Your timesheet for March-2021 has been returned for review with the following comment:

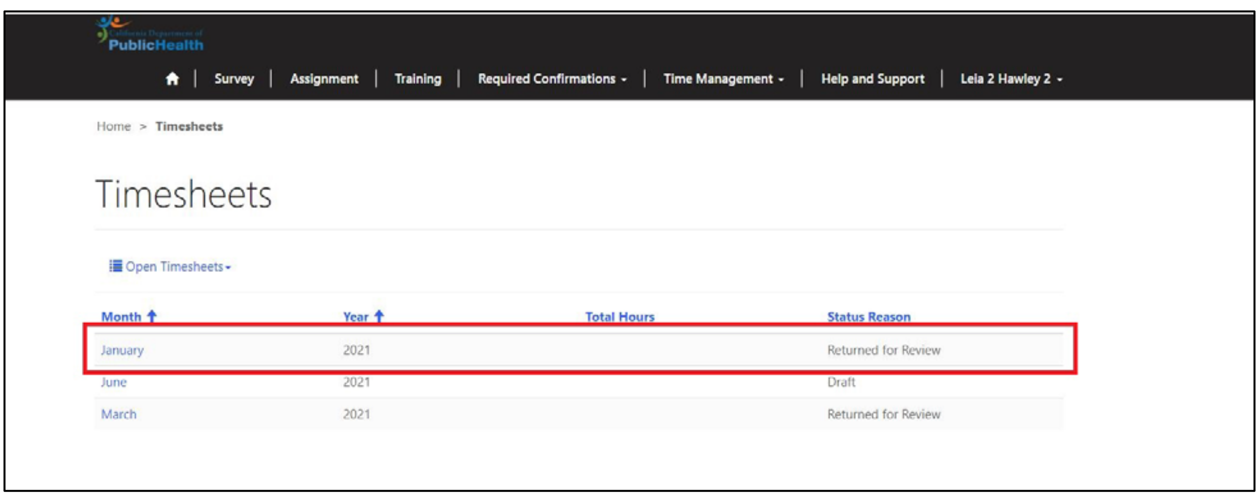
edits needed for 17-19th

To review timesheets information please log on to the portal: Portal Link

California Connected

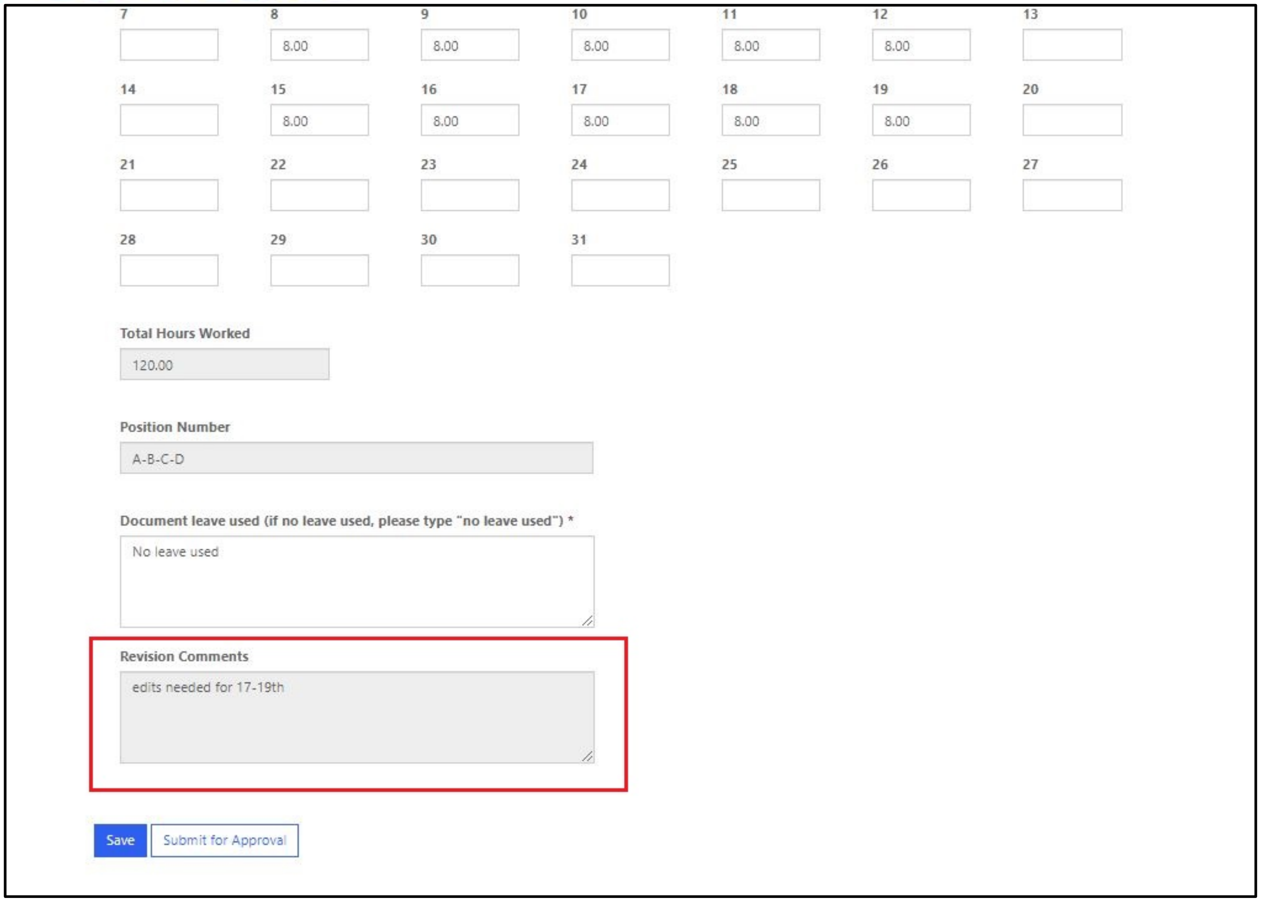
Sent by Microsoft Dynamics.

1. Repeat Steps 2-4 to open the returned time sheet
   Notice: The status reason column will display "Returned for Review":



Month	Year	Total Hours	Status Reason
January	2021		Returned for Review
June	2021		Draft
March	2021		Returned for Review

2. Click the timesheet to open it.
3. Review the comments from the approving supervisor:



4. Make the necessary changes to the time sheet
5. Click “Save”
6. Click “Submit for Approval”