

# Signing Into PeopleSoft

Need to sign into the PeopleSoft Portal?  
Just follow the easy steps below.

1. Open your Internet Explorer web browser.

2. Type <https://dwa.sandi.net>

3. Hit Enter.

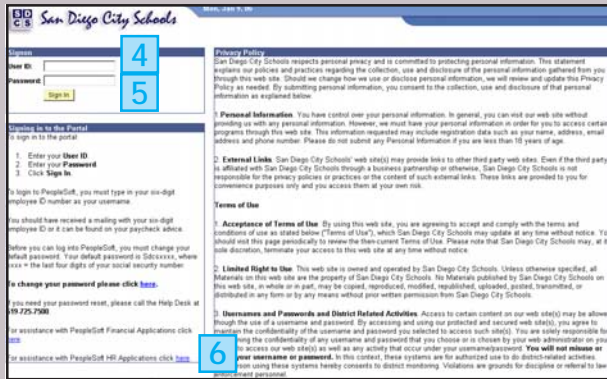


4. Enter your User ID (your Employee ID)

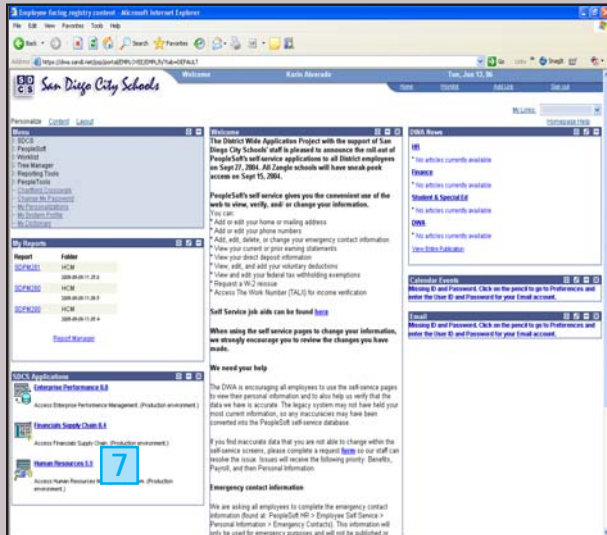
5. Enter your Password. Click the Sign In button.

6. If it is your first time logging in you must set up a unique password. Click on the link, and follow the format for creating a password.

**REMINDER: Do not share your User ID and Password**



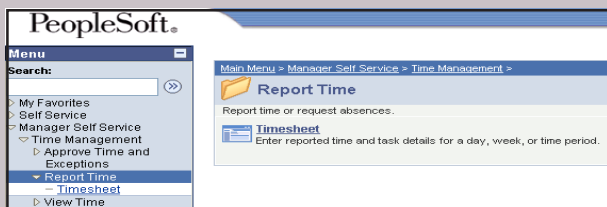
7. Select the Human Resources 8.9 link.



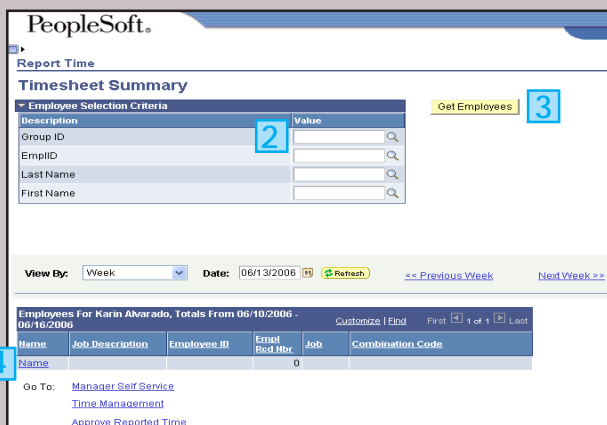
8. Click on a menu item to drop down additional sub-menus to select from.



# Reporting Time.....

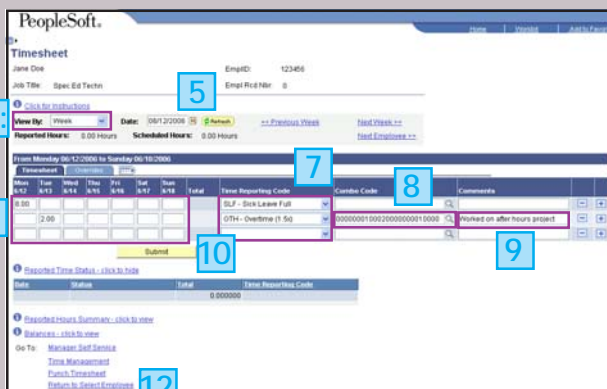


1. Navigate to *Manager Self Service* → *Time Management* → *Report Time* → *Timesheet*



2. Enter the Group ID, individual EmplID, or Name, or conduct a search by clicking
3. Click Get Employees.
4. Select the desired employee from the list of search results by clicking the employee's name.
5. Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. Click the button.

When searching for Substitutes, you must search by Group ID and EmplID or Name. Name fields are case sensitive. (Ex: Smith)



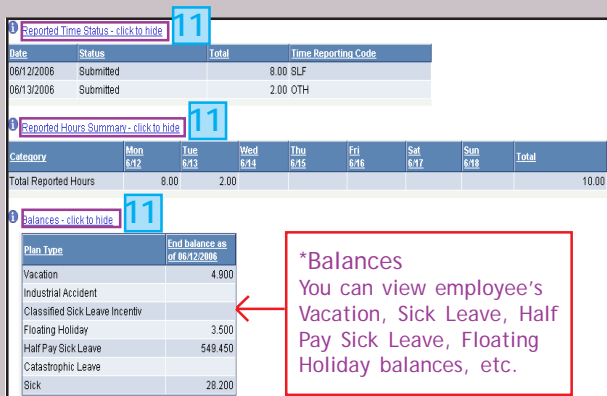
6. Enter the number of hours into each applicable date field.
7. Use the drop down menu to select the appropriate Time Reporting Code. After entering the information, if you need additional lines to report time, click
8. Enter Combo Code (Account Code) if necessary for employee. Click the
9. Enter Comments if necessary for employee.
10. When all of the necessary information is entered, click

You can only have one TRC per line.

11. Click link to view Reported Time Status, Reported Hours Summary, or \*Balances.
12. To select another employee, click the [Return to Select Employee](#) link.

Note: You can view and or report time by Day, Time Period or Week.

- To delete a row, click
- To add a row, click



\*Balances  
You can view employee's Vacation, Sick Leave, Half Pay Sick Leave, Floating Holiday balances, etc.

As an option, you can also select the [<< Previous Week](#), [Next Week >>](#) or [<< Previous Employee](#), [Next Employee >>](#) links to navigate.