



ENTERING TIMESHEETS IN SCVIEW FOR SUBSTITUTES

Welcome to Adena Local School District. Beginning in the 2022-2023 school year, our district is utilizing a paperless system to report and pay substitute employees' hours/days worked. This document will help you understand how to initially log in and enter the necessary information to allow us to pay you for your work. If any questions arise, we encourage you to contact a supervisor or building secretary to address any issues.

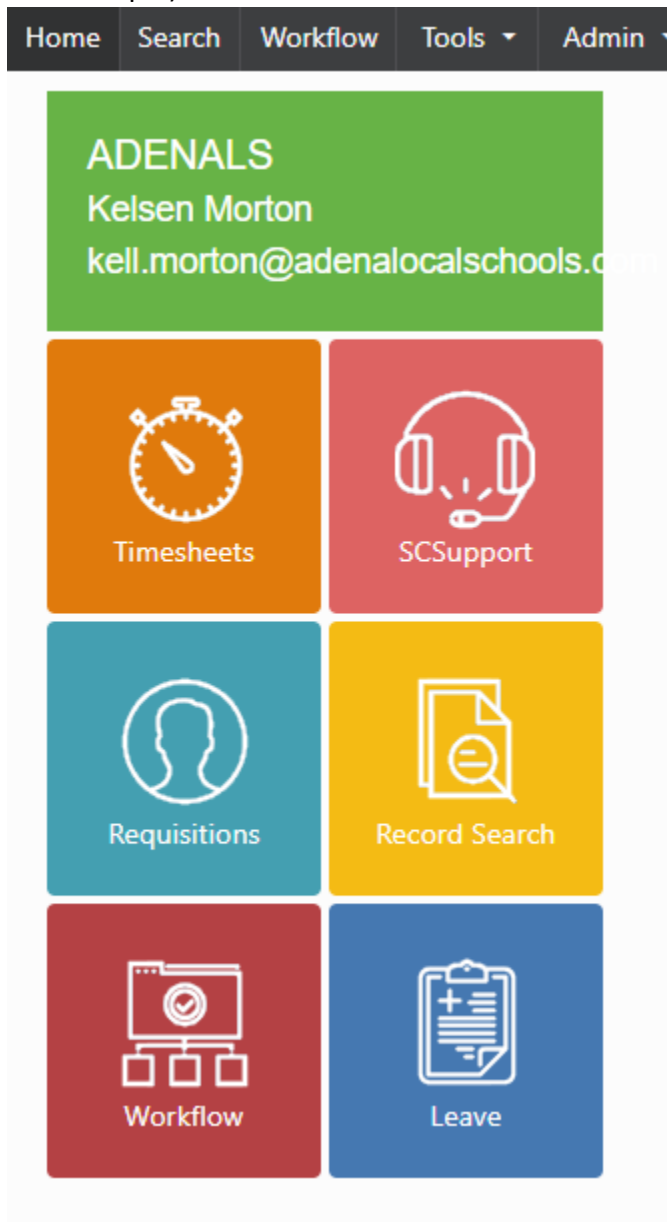
Steps:

- 1) Go to www.myscview.com
- 2) Under the LOGIN tab enter the following information
 - a. Username: this will be your personal email address listed in the new hire packet you completed
 - b. Password: The password is abc123. **After your first login you will be prompted to change the password.**
 - c. Database: ADENALS

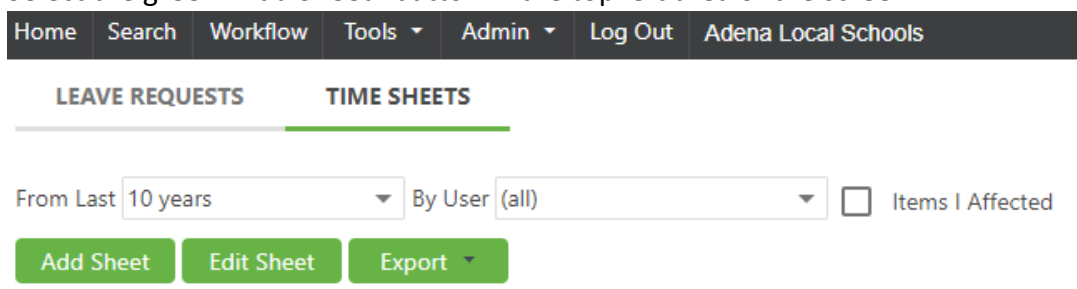
The screenshot shows the login interface for the SCVIEW system. At the top right, there are links for 'SCSupport | Contact Us'. Below this, there are four login options: 'LOGIN' (with a key icon), 'GOOGLE', 'MICROSOFT', and 'ONELOGIN' (with a '1' icon). The 'LOGIN' option is selected and highlighted with a green bar. Below the login options are three input fields: 'Username', 'Password', and 'ADENALS'. A green 'Login' button is positioned below the 'ADENALS' field. To the right of the 'Login' button is a link that says 'Forgot Password?'. At the bottom of the login area, there is a disclaimer: 'All activity on this site is recorded. Your IP Address is being saved as '208.122.67.123''. Below the disclaimer is the copyright notice: 'Copyright © 2007-2022 SC Strategic Solutions'.

- 3) Once logged in, make sure you are at the "Home" page, which is found the top left corner of the screen.

- 4) Select the “Timesheets” button (Note that your screen will appear a bit different than the example)



- 5) Select the green “Add Sheet” button in the top left area of the screen



- 6) Enter the required information in the time sheet screen

Summary

Export

Submit

Save Draft

Cancel

Refresh Positions

Week 1

0 entries 00 hrs 00 mins , \$0.00

Week 2

0 entries 00 hrs 00 mins , \$0.00

Leave Total

0 entries 00 hrs 00 mins , \$0.00

Total

0 entries 00 hrs 00 mins , \$0.00

Draft

| Date | Time In | Time Out | Department | Position | Break Mins | Notes | Subbing For | Pay | Hours | Type |
|------------|---------|----------|------------|----------|------------|-------|-------------|--------|-------|------|
| Sun 31 Jul | | | | | | | | \$0.00 | 0.00 | |
| Mon 01 Aug | | | | | | | | \$0.00 | 0.00 | |
| Tue 02 Aug | | | | | | | | \$0.00 | 0.00 | |
| Wed 03 Aug | | | | | | | | \$0.00 | 0.00 | |
| Thu 04 Aug | | | | | | | | \$0.00 | 0.00 | |
| Fri 05 Aug | | | | | | | | \$0.00 | 0.00 | |
| Sat 06 Aug | | | | | | | | \$0.00 | 0.00 | |
| Sun 07 Aug | | | | | | | | \$0.00 | 0.00 | |
| Mon 08 Aug | | | | | | | | \$0.00 | 0.00 | |
| Tue 09 Aug | | | | | | | | \$0.00 | 0.00 | |
| Wed 10 Aug | | | | | | | | \$0.00 | 0.00 | |
| Thu 11 Aug | | | | | | | | \$0.00 | 0.00 | |
| Fri 12 Aug | | | | | | | | \$0.00 | 0.00 | |
| Sat 13 Aug | | | | | | | | \$0.00 | 0.00 | |

Add Line

Delete Line

Available: Vacation 42.040, Personal 5.000, Sick Leave 46.790

- 7) Select “Save Draft” if your timesheet is not totally complete for the pay period (i.e. you have more days to work)
- 8) Select “Submit” when all of your time has been reported for the current pay period

YOU ARE FINISHED