

How to See Reported Jobs in SEMS

This guide provides instructions on how to access and update your timekeeping logs within the Montgomery County School portal. Follow these steps to correctly input and review your reported hours for specific dates.

1

Navigate to

<https://montgomerycountymd.eschoolsolutions.com/homeAction.do>

The screenshot shows the SEMS portal interface. At the top, there is a blue header with the Montgomery County Public Schools logo and the tagline "UNLEASHING POTENTIAL". To the right of the logo, there is a search bar for "Employee name or Access ID", a button for "Impersonating", and a "Help" link. Below the header, there is a sidebar on the left with navigation links: "Home", "Administrator", "TimeKeeping Log", and "Reports". The main content area is titled "Home" and shows the date "May 4, 2026 at 11:34 AM". Below the title, there is a section for "Announcements". Further down, there is a section for "Today's Jobs" for the date "05/04/2026". This section includes a checkbox for "Include NSR" and links for "Locations" and "Classifications". Below these, there are checkboxes for "Absences" and "Vacancies". A large blue arc is visible at the bottom of the "Today's Jobs" section, with a label "Not Filled, 3, 100.0%". At the bottom of the page, there are links for "Terms of Use" and "Privacy".

2 Click TimeKeeping Log.

The screenshot shows the Montgomery County Public Schools (MCPS) system interface. The top navigation bar includes the MCPS logo with the tagline "UNLEASHING POTENTIAL", a search bar for "Employee name or Access ID", a "Stop Impersonating" button, a "Help" dropdown, and a user profile icon labeled "MK". The left sidebar contains icons for "Home", "Administrator", "TimeKeeping Log" (highlighted with an orange circle), and "Reports". The main content area is titled "Home" and shows the date "May 4, 2026 at 11:34 AM". Below the title is an "Announcements" section. Further down, there are checkboxes for "Include NSR", "Locations", and "Classifications". The "Today's Jobs" section for "05/04/2026" includes checkboxes for "Absences" and "Vacancies". At the bottom, a blue circular progress indicator shows "Not Filled, 3, 100.0%".

3 Click "TimeKeeping Reporting Log"

This screenshot shows the same MCPS interface as the previous one, but with the "TimeKeeping Log" menu item in the sidebar expanded. The expanded menu shows two options: "TimeKeeping Entry Log" and "TimeKeeping Reporting Log", with the latter highlighted by an orange circle. The rest of the interface, including the top navigation bar, sidebar, and main content area, remains the same as in the previous screenshot.

4 Enter the dates of the pay period you wish to review.

Montgomery County Public Schools
UNLEASHING POTENTIAL

Employee name or Access ID

Stop Impersonating

Help

MK

Home

Administrator

TimeKeeping Log

Reports

TimeKeeping Reporting Log

May 4, 2026 at 11:35 AM

Start Date:
(MM/DD/YYYY)

End Date:
(MM/DD/YYYY)

Job Segment ID:

Access ID:

Records Per Page: 20

☐ Reported

Search Export to Excel

5 Click the "Reported" field.

Home

Administrator

TimeKeeping Log

Reports

TimeKeeping Reporting Log

May 4, 2026 at 11:35 AM

Start Date: 04/18/2026
(MM/DD/YYYY)

End Date: 05/01/2026
(MM/DD/YYYY)

Job Segment ID:

Access ID:

Records Per Page: 20

☐ Reported

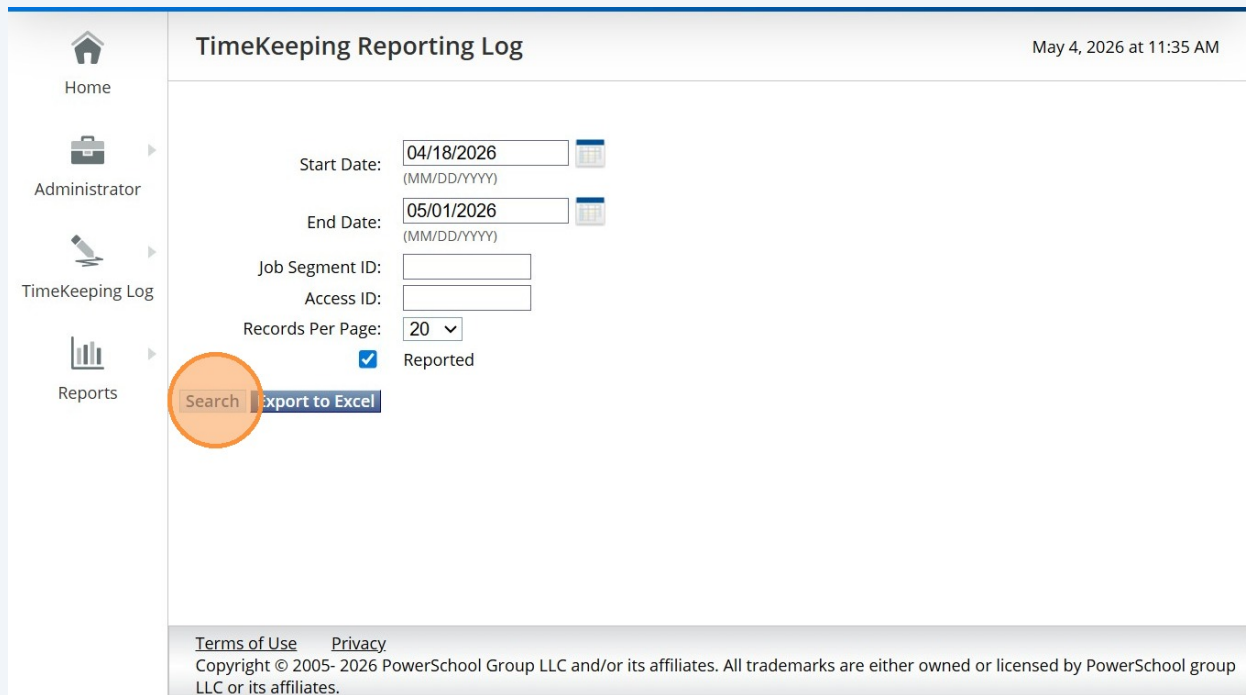
Search Export to Excel

[Terms of Use](#) [Privacy](#)

Copyright © 2005- 2026 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool group LLC or its affiliates.

6

Click "Search" - this will return a list of the jobs in your location that have been reported during the pay period selected.



TimeKeeping Reporting Log May 4, 2026 at 11:35 AM

Home
Administrator
TimeKeeping Log
Reports

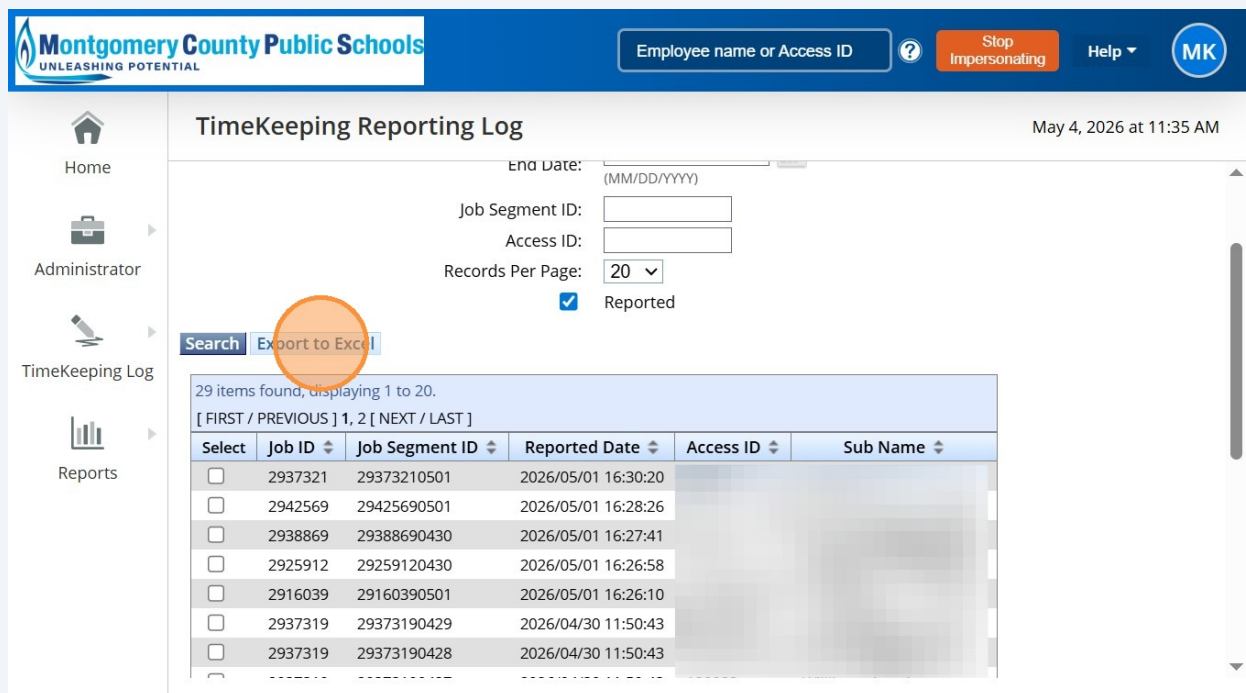
Start Date: (MM/DD/YYYY)
End Date: (MM/DD/YYYY)
Job Segment ID:
Access ID:
Records Per Page:
☒ Reported

Search **Export to Excel**

[Terms of Use](#) [Privacy](#)
Copyright © 2005- 2026 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool group LLC or its affiliates.

7

If you'd like, you can "Export to Excel."



Montgomery County Public Schools
UNLEASHING POTENTIAL

Employee name or Access ID [?](#) [Stop Impersonating](#) [Help](#) [MK](#)

TimeKeeping Reporting Log May 4, 2026 at 11:35 AM

Home
Administrator
TimeKeeping Log
Reports

End Date: (MM/DD/YYYY)
Job Segment ID:
Access ID:
Records Per Page:
☒ Reported

Search **Export to Excel**

29 items found, displaying 1 to 20.
[FIRST / PREVIOUS] 1, 2 [NEXT / LAST]

Select	Job ID	Job Segment ID	Reported Date	Access ID	Sub Name
☐	2937321	29373210501	2026/05/01 16:30:20		
☐	2942569	29425690501	2026/05/01 16:28:26		
☐	2938869	29388690430	2026/05/01 16:27:41		
☐	2925912	29259120430	2026/05/01 16:26:58		
☐	2916039	29160390501	2026/05/01 16:26:10		
☐	2937319	29373190429	2026/04/30 11:50:43		
☐	2937319	29373190428	2026/04/30 11:50:43		

8

To compare or see if jobs are missing, you can unclick the "reported" and then click search again.

Montgomery County Public Schools
UNLEASHING POTENTIAL

Employee name or Access ID ? Stop Impersonating Help MK

Home
Administrator
TimeKeeping Log
Reports

TimeKeeping Reporting Log

May 4, 2026 at 11:35 AM

End Date: (MM/DD/YYYY)

Job Segment ID:

Access ID:

Records Per Page: 20

☒ Reported

[Search](#) [Export to Excel](#)

29 items found, displaying 1 to 20.
[FIRST / PREVIOUS] 1, 2 [NEXT / LAST]

Select	Job ID	Job Segment ID	Reported Date	Access ID	Sub Name
☐	2937321	29373210501	2026/05/01 16:30:20		
☐	2942569	29425690501	2026/05/01 16:28:26		
☐	2938869	29388690430	2026/05/01 16:27:41		
☐	2925912	29259120430	2026/05/01 16:26:58		
☐	2916039	29160390501	2026/05/01 16:26:10		
☐	2937319	29373190429	2026/04/30 11:50:43		
☐	2937319	29373190428	2026/04/30 11:50:43		

9

If everything has been reported, it will come back with "No Records Found."

TimeKeeping Reporting Log

No Records Found.

Start Date: 04/18/2026 (MM/DD/YYYY)

End Date: 05/01/2026 (MM/DD/YYYY)

Job Segment ID:

Access ID:

Records Per Page: 20

☐ Reported

[Search](#) [Export to Excel](#)