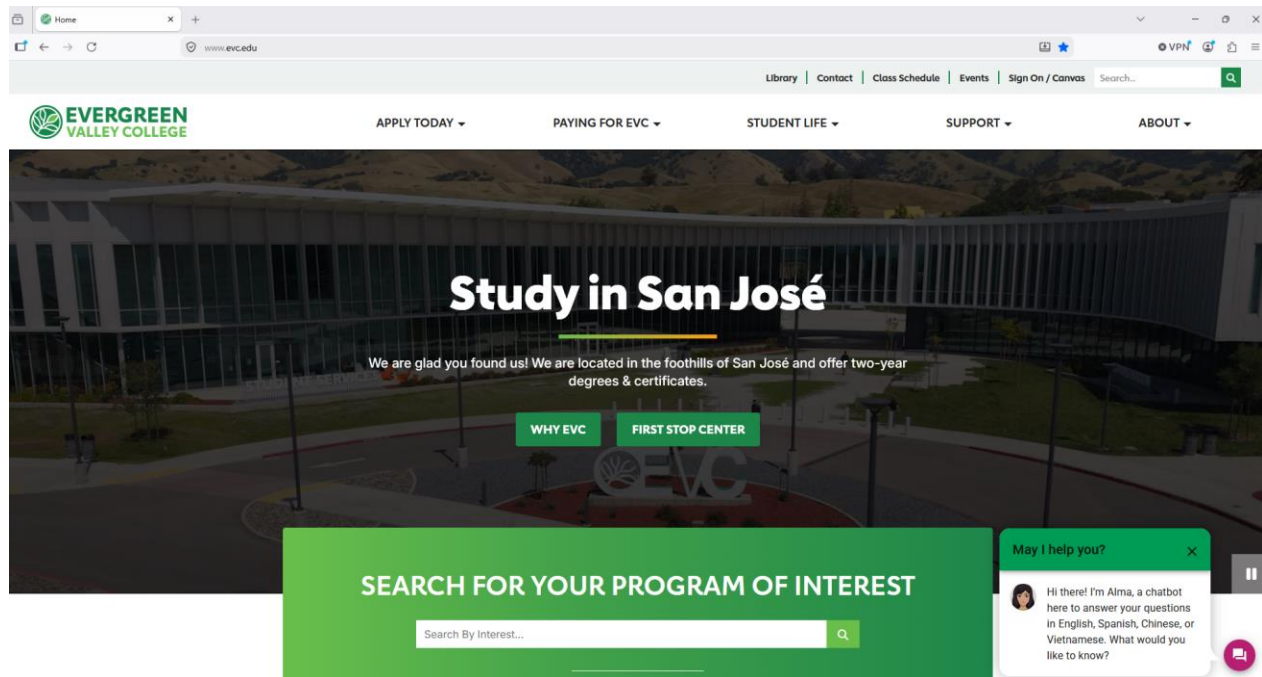
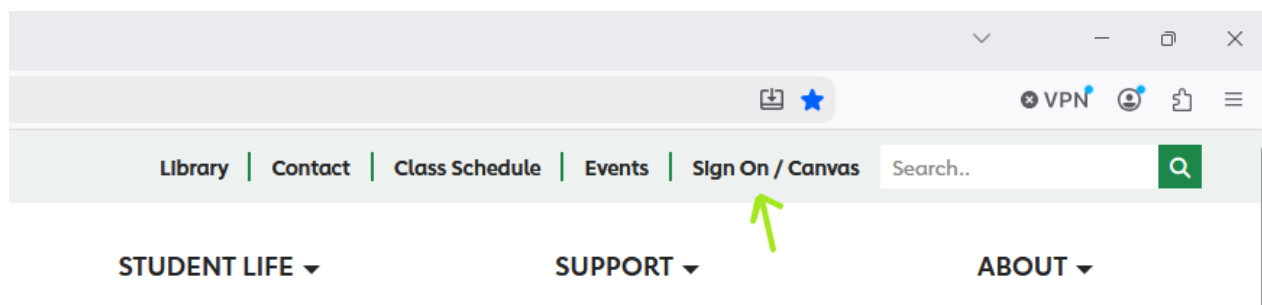


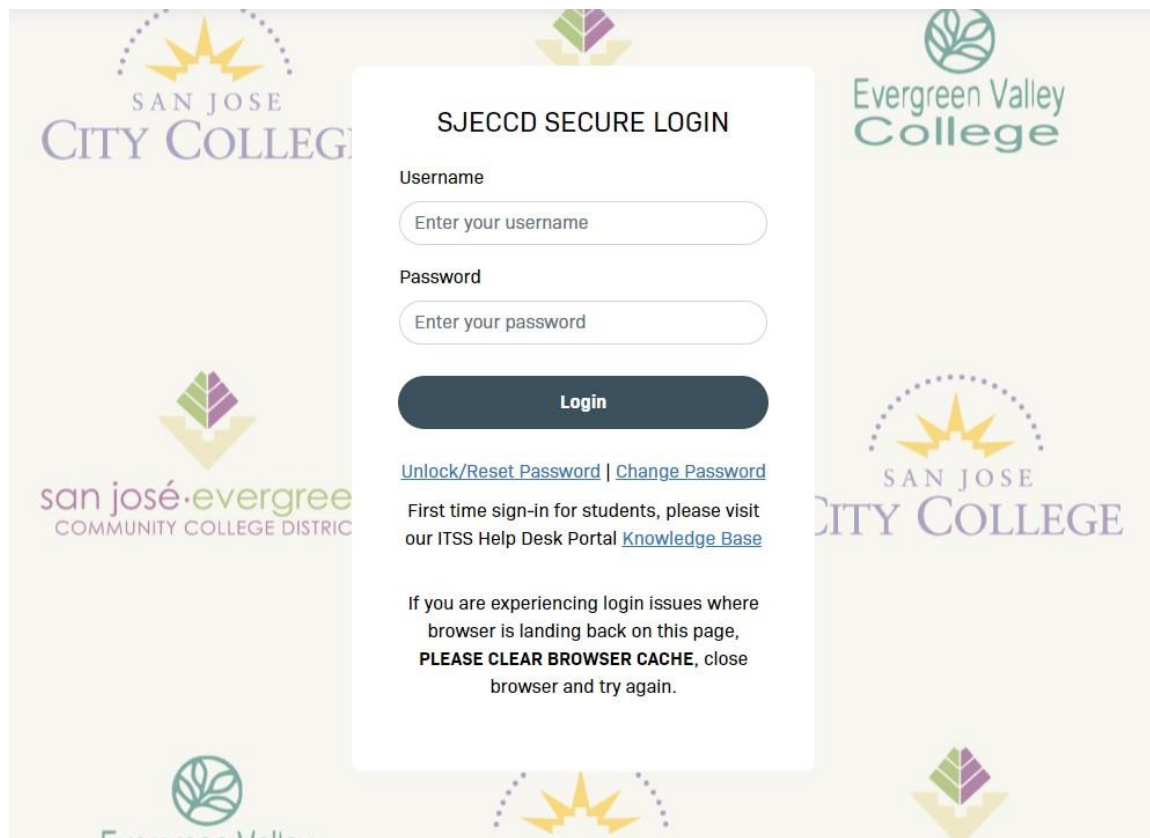
Step 1: Go to the school website evc.edu



Step 2: Click on **Sign On / Canvas**, located in the top right corner of the website home page (next to the search bar).



Step 3: Sign into SJECCD Secure Login



The image shows the SJECCD Secure Login page. It features a central white login box on a background with logos for San Jose City College and Evergreen Valley College. The login box contains fields for Username and Password, a Login button, and links for password management. Below the login box, there is a note about first-time sign-in for students and a troubleshooting tip about clearing browser cache.

SJECCD SECURE LOGIN

Username

Password

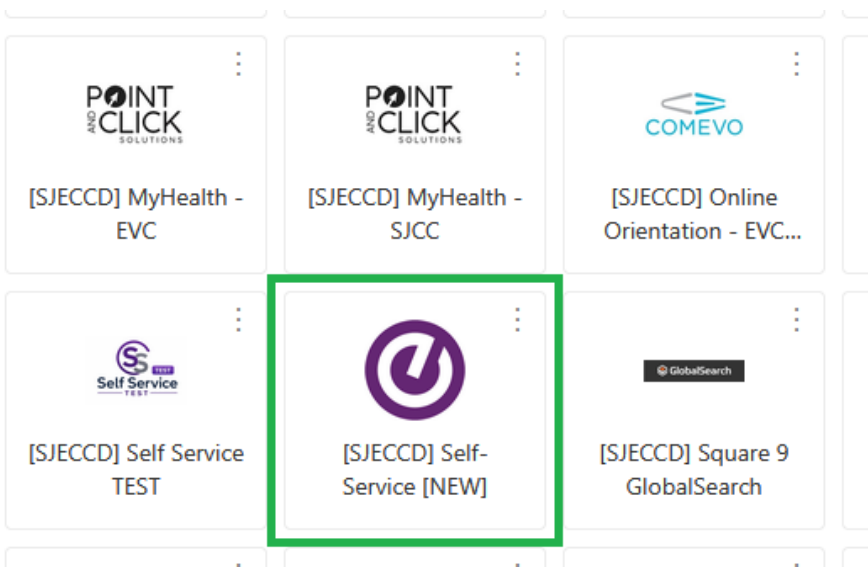
Login

[Unlock/Reset Password](#) | [Change Password](#)

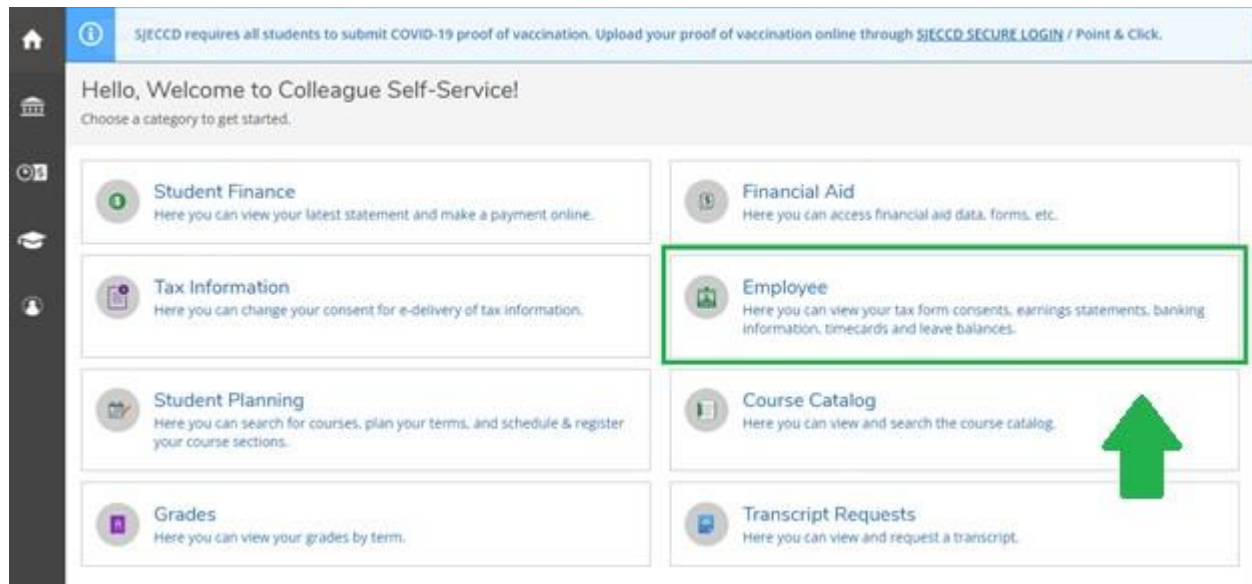
First time sign-in for students, please visit our ITSS Help Desk Portal [Knowledge Base](#)

If you are experiencing login issues where browser is landing back on this page,
PLEASE CLEAR BROWSER CACHE, close browser and try again.

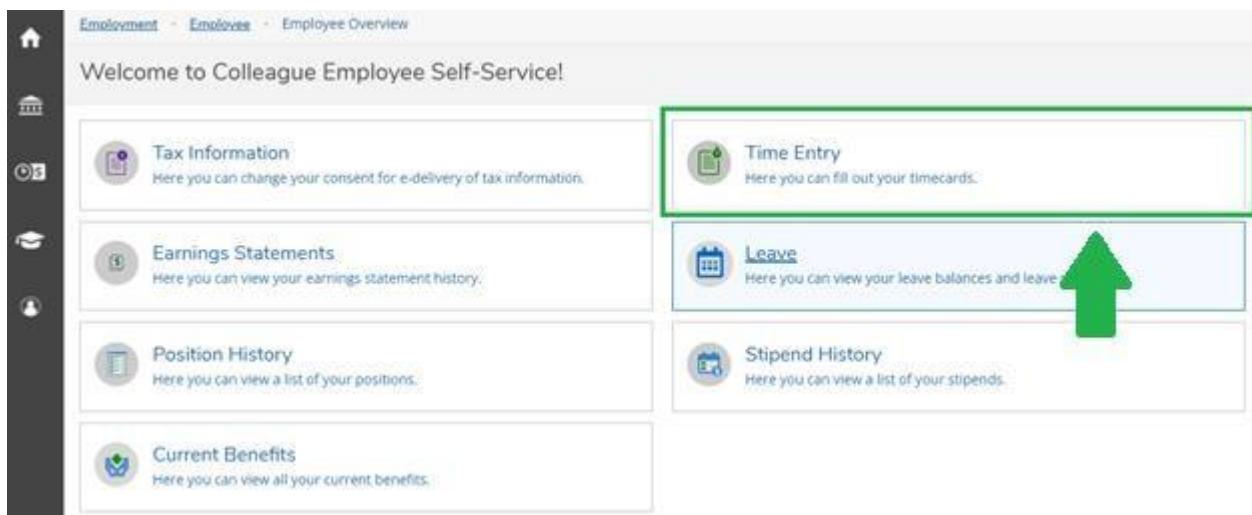
Step 4: Select the Self-Service Icon



Step 5: Click on the **Employee** box



Step 6: Click on the **Time Entry** box



Step 7: Select the week that you worked

Home

Time Entry

Calendar

Education

Profile

[Employment](#) · [Employee](#) · Time Entry

Time Entry

10th of the Month

08/01/2022 - 08/06/2022

Due by: 9/1/2022 10:00 AM

Total: 0.00 Hours

Hrly Staff Assistant I

>

08/07/2022 - 08/13/2022

Due by: 9/1/2022 10:00 AM

Total: 0.00 Hours

Hrly Staff Assistant I

>

Step 8: Enter hours worked

Home

Time Entry

Calendar

Education

Profile

[Employment](#) · [Employee](#) · Time Entry

Pay Period 08/01/2022 - 08/31/2022

[All Time Sheets](#)

<

Week 08/01/2022 - 08/06/2022

>

Saved

Save

View Leave Balances

Hrly Staff Assistant I

Berry, Ebonnie E. • Financial Aid Office • Evergreen Valley College

0.00

Earn Type	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6	Total
Classified Hourly	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
	+	+	+	+	+	+	+	
+ Additional Time								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Comments Submit for Approval								

Example:

Earn Type	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6	Total
Classified Hourly	00:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	00:00 AM	20.00
	00:00 AM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	00:00 AM	
	+	+	+	+	+	+	+	

Step 9: Submit for Approval

Pay Period 08/01/2022 - 08/31/2022

[All Time Sheets](#)

< Week 08/01/2022 - 08/06/2022 20.00 Total hours >

Saved at 3:03 PM

Save

[View Leave Balances](#)

• Hrly Staff Assistant I

Berry, Ebonnie E. • Financial Aid Office • Evergreen Valley College

20.00

Earn Type	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6	Total
Classified Hourly	00:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	00:00 AM	20.00
	00:00 AM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	00:00 AM	
	+	+	+	+	+	+	+	

+ Additional Time

Position Total Hours:	0.00	4.00	4.00	4.00	4.00	4.00	0.00	20.00
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Comments

Submit for Approval

