**Step 1:** Go to the school website [evc.edu](http://evc.edu)

**Step 2:** Scroll down and click on the **Self Service (formerly MyWeb)** link
Step 3: Sign into SJECCD Secure Login
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
Step 8: Enter hours worked

Example:

<table>
<thead>
<tr>
<th>Earn Type</th>
<th>Sun 7/31</th>
<th>Mon 8/1</th>
<th>Tue 8/2</th>
<th>Wed 8/3</th>
<th>Thu 8/4</th>
<th>Fri 8/5</th>
<th>Sat 8/6</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>20.00</td>
</tr>
<tr>
<td></td>
<td>1:00 PM</td>
<td>1:00 PM</td>
<td>1:00 PM</td>
<td>1:00 PM</td>
<td>1:00 PM</td>
<td>1:00 PM</td>
<td>1:00 PM</td>
<td></td>
</tr>
</tbody>
</table>
Step 9: Submit for Approval

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

Submit for Approval