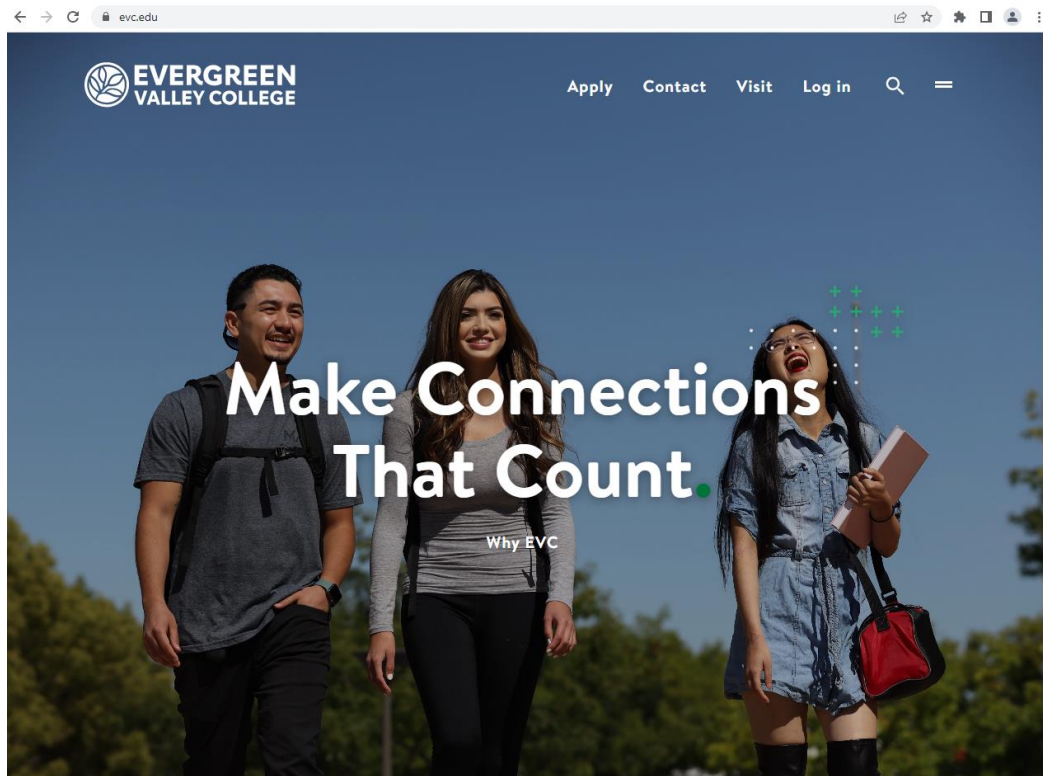
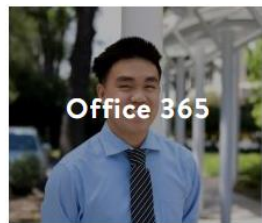
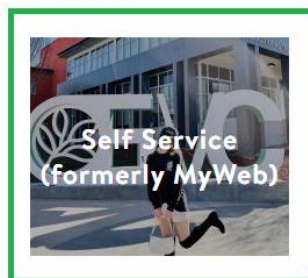


Step 1: Go to the school website evc.edu



Step 2: Scroll down and click on the [Self Service \(formerly MyWeb\)](#) link

Student Resource Quick Links.



Step 3: Sign into SJECCD Secure Login

SJECCD SECURE LOGIN

Username

Password

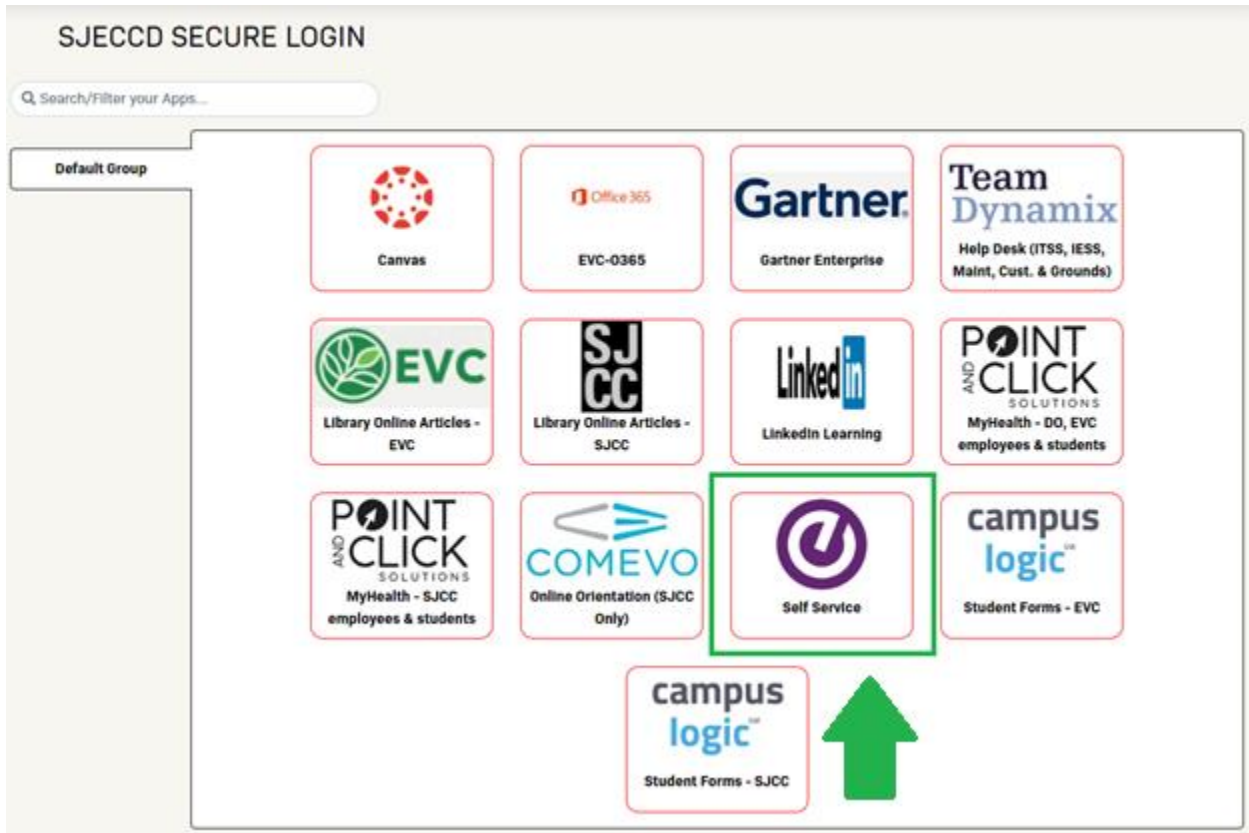
Login

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

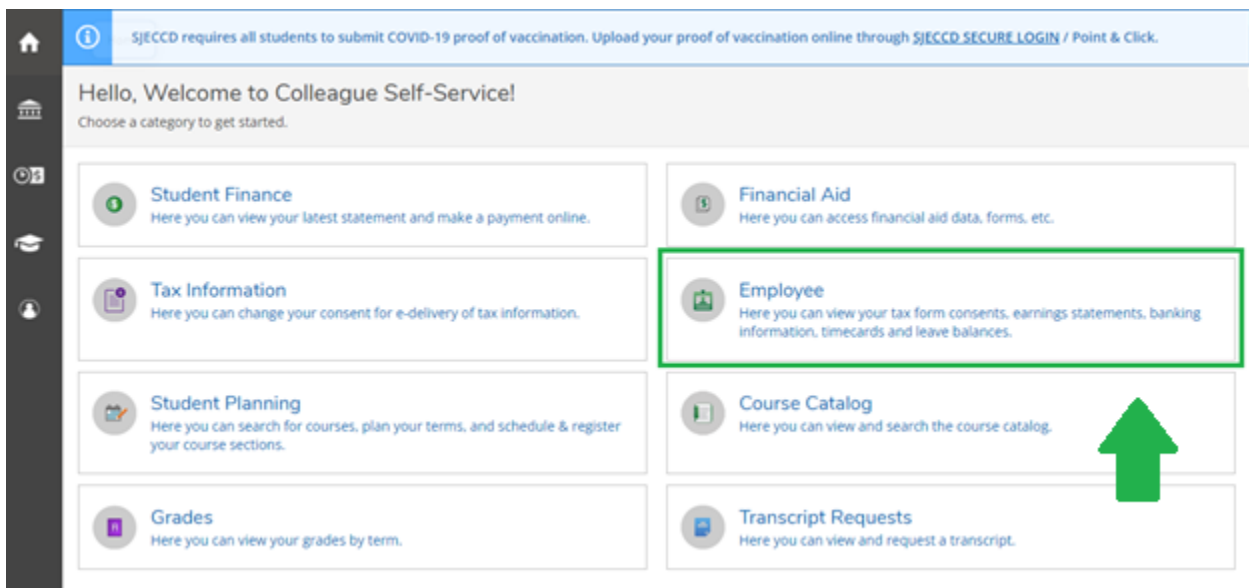
First time sign-in for students, please visit our ITSS Help Desk Portal [Knowledge Base](#)

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

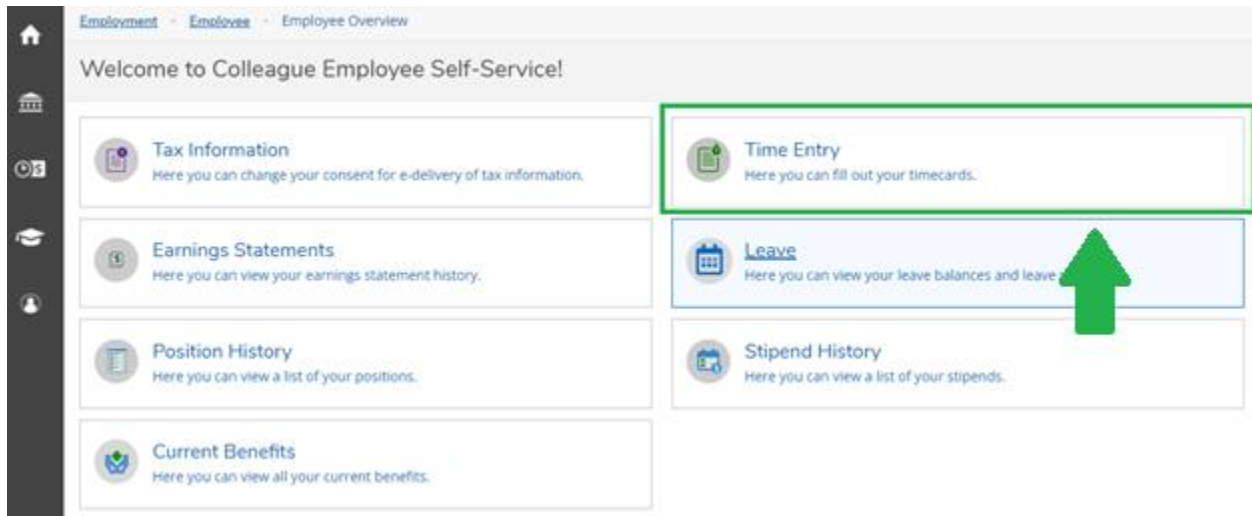
Step 4: Select the **Self-Service** Icon



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



Step 6: Click on the Time Entry box

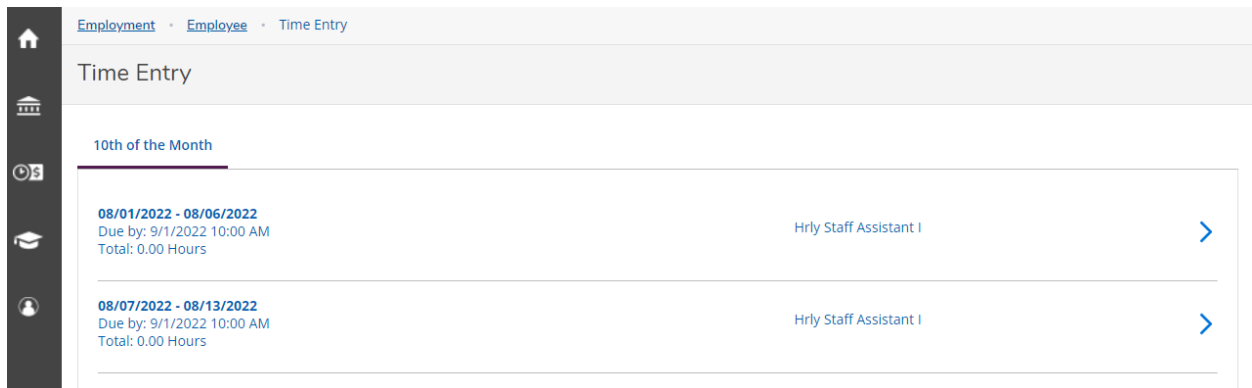


Employment - Employee - Employee Overview

Welcome to Colleague Employee Self-Service!

- Time Entry**
Here you can fill out your timecards.
- Leave**
Here you can view your leave balances and leave.
- Stipend History**
Here you can view a list of your stipends.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Earnings Statements**
Here you can view your earnings statement history.
- Position History**
Here you can view a list of your positions.
- Current Benefits**
Here you can view all your current benefits.

Step 7: Select the week that you worked



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 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

[Comments](#)

[Submit for Approval](#)

