

Self-Service Time Entry Instructions

1. Open a browser and go to: <https://sso.sjeccd.edu>

2. Login with your credentials

(Example: tivi1234@sjeccd.edu)

SJECCD SECURE LOGIN

Username
Enter your username

Password
Enter your 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.

Having Trouble? [Contact IT Support](#)

3. Once your page has loaded to the SSO homepage, click on the **Self Service Icon**

SJECCD SECURE LOGIN

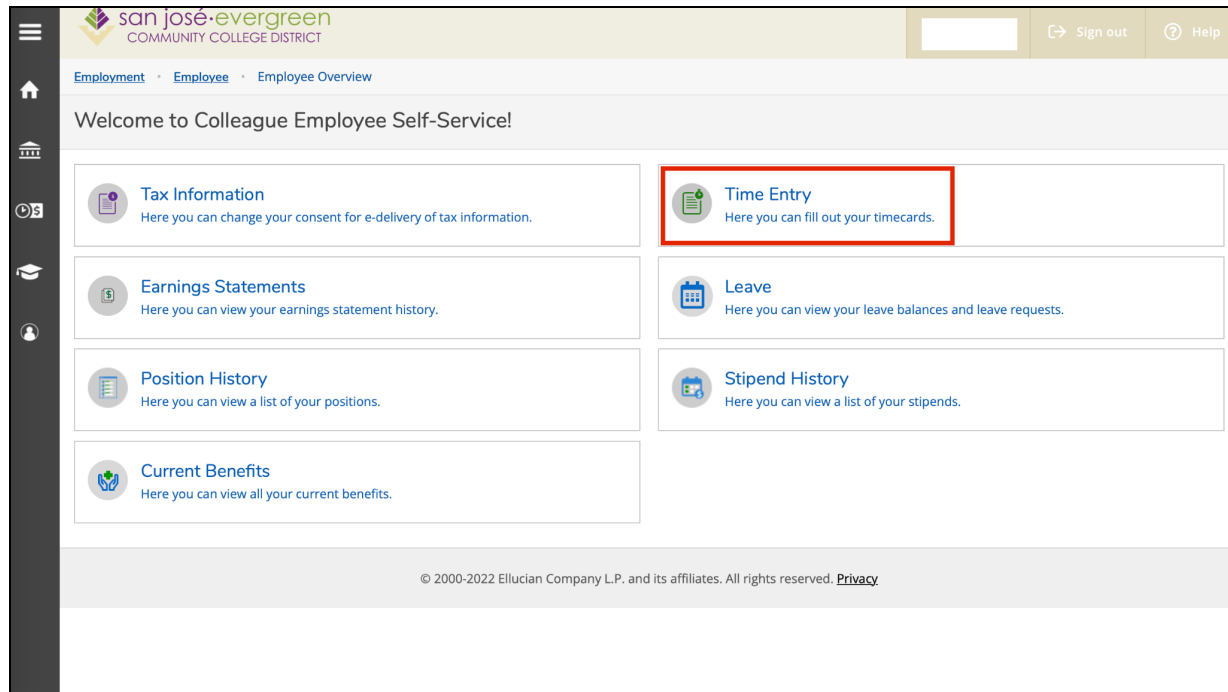
Search/Filter your Apps...

Default Group

 Canvas	 CollegeBuys	 EVC-0365	 Gartner Enterprise
 Help Desk (ITSS, IESS, Maint, Cust. & Grounds)	 Library Online Articles - EVC	 Library Online Articles - SJCC	 LinkedIn Learning
 MyHealth - DO, EVC employees & students	 MyHealth - SJCC employees & students	 Online Orientation (SJCC Only)	 Self Service

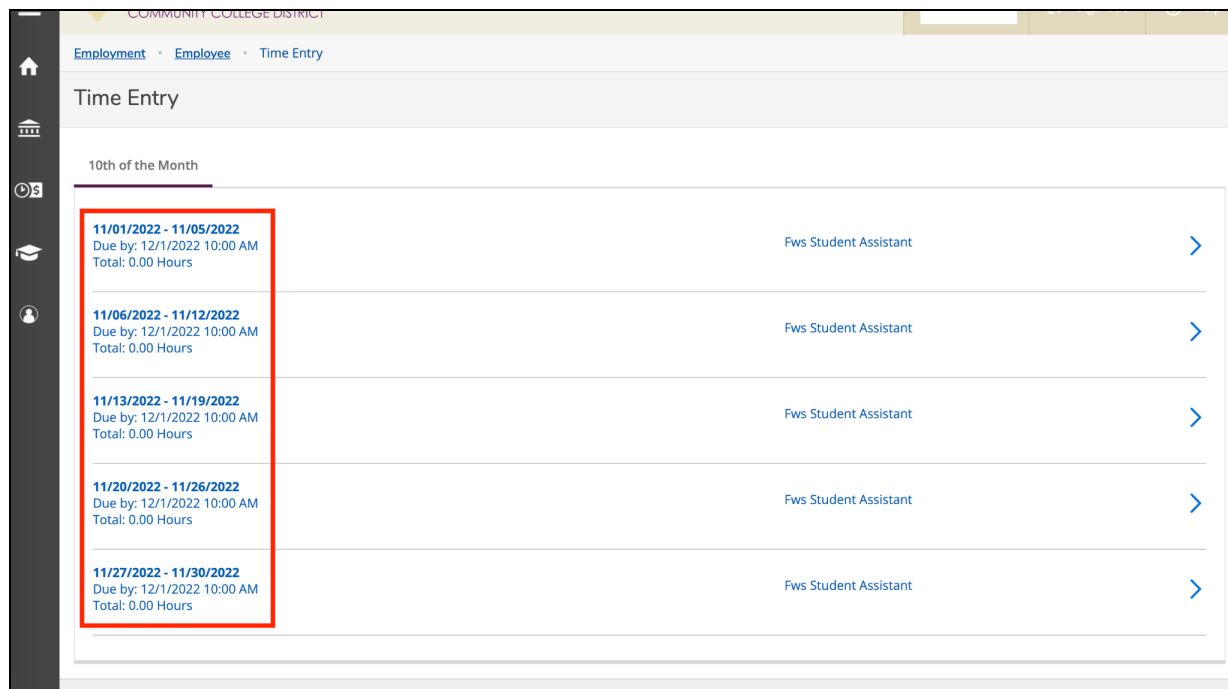
4. Click on the **Time Entry**

*Please Note: If you are a student in work study, you may have to select **Employee**, then **Time Entry**.*



5. From here you can select a week to begin inputting your hours.

*Notice with self-service you will be completing your timesheets week by week.



6. You will notice that you are able to complete your timesheet by selecting the drop down menu. From here, add your hours worked for each day of that week.

***Please note:** The plus sign is there to add more hours for that day, for instance, taking lunch and working another two hours.*

San José evergreen
COMMUNITY COLLEGE DISTRICT

Employment • Employee • Time Entry

Pay Period 11/01/2022 - 11/30/2022
[All Time Sheets](#)

Week 11/01/2022 - 11/05/2022
0.00 Total hours

Saved [Save](#) [View Leave Balances](#)

8FAOX0815T • Fws Student Assistant
0.00 • Financial Aid Office • Evergreen Valley College

Earn Type	Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Total
Student Federal Workstudy	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								
Weekly Totals								

7. Once you have entered all your hours for that week and your timesheets look accurate. You can go ahead and select the **Submit for Approval** button towards the bottom.

San José evergreen
COMMUNITY COLLEGE DISTRICT

Employment • Employee • Time Entry

Pay Period 11/01/2022 - 11/30/2022
[All Time Sheets](#)

Week 11/01/2022 - 11/05/2022
5.00 Total hours

Saved at 12:44 PM [Save](#) [View Leave Balances](#)

8FAOX0815T • Fws Student Assistant
5.00 • Financial Aid Office • Evergreen Valley College

Earn Type	Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Total
Student Federal Workstudy	00:00 AM	00:00 AM	3:30 PM	00:00 AM	00:00 AM	9:00 AM	00:00 AM	5.00
	00:00 AM	00:00 AM	4:30 PM	00:00 AM	00:00 AM	1:00 PM	00:00 AM	
	+	+	+	+	+	+	+	
+ Additional Time								
Position Total Hours:	0.00	0.00	1.00	0.00	0.00	4.00	0.00	5.00
Comments Submit for Approval								
Weekly Totals								

8. You will see that you have a **green popup indicating that you have successfully submitted your timesheet**. You can also see a **Submitted** icon with your hours worked just below your position on the left-hand side of the screen.

The screenshot displays the 'Time Entry' interface for the San José Evergreen Community College District. At the top, a green banner with a checkmark and the word 'Success!' indicates the submission was successful. Below this, the 'Pay Period 11/01/2022 - 11/30/2022' is shown. The user is logged in as '8FAOX0815T • Fws Student Assistant' at the 'Financial Aid Office • Evergreen Valley College'. The interface shows a weekly summary for the week of 11/01/2022 to 11/05/2022, with a total of 5.00 hours. A table lists the hours worked for 'Student Federal Workstudy' across the days of the week. The 'Position Total Hours' row shows a total of 5.00 hours. At the bottom, there are buttons for 'Comments' and 'Return Timecard to Edit' (highlighted with a red box). The footer includes the copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Earn Type	Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Total
Student Federal Workstudy	00:00 AM	00:00 AM	3:30 PM	00:00 AM	00:00 AM	9:00 AM	00:00 AM	5.00
	00:00 AM	00:00 AM	4:30 PM	00:00 AM	00:00 AM	1:00 PM	00:00 AM	
	+	+	+	+	+	+	+	
Position Total Hours:	0.00	0.00	1.00	0.00	0.00	4.00	0.00	5.00

9. **Congratulations**, you have successfully submitted your timesheet! Now that you have submitted your timesheet(s), your supervisor is able to view and approve them.