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Employee Services

Personal Information

- Emergency Cell/Text Options

Payroll and Compensation

- View Paycheck History

Benefits

- Benefits Summary
- Benefits Enrollment
- Wellness History

Employee Leave

- Enter Leave
- View Leave Applications

Manager Leave/Time

- Leave Approval
- Leave Cancellation
- View Leave Applications - History
- Time Approval
- ~~Missing Timesheets~~
- Enter Employee Time
- View Time Entry - History
- Manager Self Service

Tasks

Task(s) sorted by Due Date

Task	Due
Leave Approval Worklist	09/09/2009
Leave Approval Worklist	09/09/2009
Leave Approval Worklist	10/12/2009
Leave Approval Worklist	10/21/2009

[Show All/Enhanced...](#)

Faculty Services 9.0

Course Management

- Faculty Center

Attendance

- SPC Class Attendance
- SPC 60% Participate

Advising

- View Educational Plan
- Educational Plan Tutorial
- Submit P.A.S.S. Report [Get Help]
- View P.A.S.S. Report

Course Lookup

- Browse Course Catalog
- Search for Classes
- Subject Area Codes (i.e. ENC, MAN...)
- Searchable Instructor/Course Pages
- Edit your Instructor/Course pages

Helpful Links

- MySPC Faculty Help Page
- Faculty Governance Org.
- Faculty Manual
- Curriculum Files (only works inside College)
- Web and Instructional Technology Services
- Peoplesoft Student/HR/Finance Access Request

To enter employee's hours and leave on their time sheets click here.

College News

No articles currently available

[View All Articles and Sections](#)

Note: MySPC runs on a secure server and requires Firefox 3.0 or Internet Explorer 6.0 or higher. Best performance is achieved using Internet Explorer 7.0.

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MGR Enter EMP Time Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpIID:	begins with	
Manager ID:	begins with	
Pay Period End Date:	=	
Pay Group:	begins with	
Last Name:	begins with	
First Name:	begins with	

Case Sensitive

Enter Emp ID and then click Search

Or you can just click search for a list of all employees

[Basic Search](#) [Save Search Criteria](#)

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Hours not filled in. (30000,63)

All hours for time entry have not been filled in. Do you want to Approve this time entry?

Click "YES" to continue and "NO" to cancel.

Click Yes to approve the time entry or No to Cancel

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BiWeekly Time Entry

Jane Roe EmpID: TEST0000002 Pay Begin Dt: 08/22/2009 Pay End Dt: 09/04/2009

Employee Exception Hourly Approval Status: Approved

Status should be Approved if not you will need to resubmit

Job Details						
Rcd Nbr	Job Code	Department	Manager Name	Std Hrs/Wk	Hrs WK1	Hrs WK2
0	G1108	PROVOST-SE	Roe,Richard R	20.00	20.00	20.00

Detail Time Reporting									First	1-14 of 14	Last
Day	Date	Rcd Nbr	*Time Code	Description	Start Time	End Time	Meal Hrs	Worked Hrs			
Sat	08/22/09	0	Regular					0.00	+	-	
Sun	08/23/09	0	Regular					0.00	+	-	
Mon	08/24/09	0	Regular					6.00	+	-	
Tue	08/25/09	0	Regular					4.00	+	-	
Wed	08/26/09	0	Regular					4.00	+	-	
Thu	08/27/09	0	Regular					6.00	+	-	
Fri	08/28/09	0	Regular					0.00	+	-	
Sat	08/29/09	0	Regular					0.00	+	-	
Sun	08/30/09	0	Regular					0.00	+	-	
Mon	08/31/09	0	Regular					5.00	+	-	
Tue	09/01/09	0	Regular					5.00	+	-	
Wed	09/02/09	0	Regular					5.00	+	-	
Thu	09/03/09	0	Regular					5.00	+	-	
Fri	09/04/09	0	Regular					0.00	+	-	