

## Main Menu

- ▷ Employee Services
- ▷ Faculty Services
- ▷ ANGEL Systems
- ▷ ANGEL Systems - Single Signon
- ▷ Worklist
- MySPC Home
- SPC Homepage
- SPC Contact Faculty & Staff
- College Catalog
- Academic Calendar
- Forms Online for Students
- SPC Job Bank/Career Services
- P.E.T. - Learning Styles
- Online Tutoring
- SPC Discounts
- Staff Central
- ANGEL - Online Class Login
- eCampus
- Outlook Webmail
- "Shots Fired" Video
- Campus Safety and Security
- Logout

## 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

## College News

No articles currently available

[View All Articles and Sections](#)

To cancel a leave request that was previously approved.

**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.

- Employee Services
  - Employee Leave
    - Manager
      - Leave/Time
        - Leave Approval
        - Leave Cancellation**
        - Leave Applications - History
        - Time Approval
        - Missing Timesheets
        - Enter Employee Time
        - View Time Entry - History
        - Manager Self Service
- Faculty Services
- ANGEL Systems
- ANGEL Systems - Single Signon
- Worklist
- MySPC Home
- SPC Homepage
- SPC Contact Faculty & Staff
- College Catalog
- Academic Calendar
- Forms Online for Students
- SPC Job Bank/Career Services
- P.E.T. - Learning Styles
- Online Tutoring
- SPC Discounts
- Staff Central
- ANGEL - Online Class Login
- eCampus
- Outlook Webmail
- "Shots Fired" Video
- Campus Safety and Security
- Logout

## Leave Applications

EmpID: TEST0000001

Doe, John E.

Leave Application List						
Select	Application Date	Leave Type	From Date	To Date	Status	View Details
<input type="checkbox"/>	10/21/2009	Vacation Leave	10/08/2009	10/09/2009	Approved	<a href="#">View Details</a>
<input type="checkbox"/>	09/23/2009	Sick Leave	09/24/2009	09/24/2009	Approved	<a href="#">View Details</a>



If an employee decides not to take a leave that was previously approved. You will need to cancel the leave by selecting the leave and then clicking on Cancel Selected.

