

## 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

To enter employee schedule, alternate approver or to view leave calendar 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.

- 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

## Manager Self Service Home Page



### [Employee Schedule](#)

Create and maintain your employee schedules



### [Alternate Approver](#)

Create and maintain your alternate approvers



### [Calendar View](#)

View employee leave



### [Budget Supervisor Data](#)

View Budget Information for Employee Time

- 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

### Employee Schedule Detail

John Doe

Enter effective date - it must be a Sat. in the future

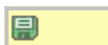
View All First 1 of 1 Last

Effective Date:  Empl Rcd: 0

Group: Use Position Data

Sat	Sun	Mon	Tue	Wed	Thu	Fri

[Return to Employee Schedule Summary](#)



Enter the hours for each day, the total must equal the number of standard hours for that employee. Then click on the Save button.

Note:  
This only needs to be done for employees with a non-trdional schedule.

- 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

## Employee Schedule Detail

John Doe

EmplID TEST000001

View All    First ◀ 1 of 1 ▶ Last

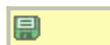
Effective Empl Rcd: 0 + -

Date:

Group: Use Position Data

Sat	Sun	Mon	Tue	Wed	Thu	Fri
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[Return to Employee Schedule Summary](#)



- 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

## Alternate Approver Setup

Roe, Richard R

EmpID: TEST0000003

### Leave Approver

Alternate Leave Approver:



### Time Approver

Alternate Time Approver:



Last Updated By: TEST0000003

Last Update Date/Time:

09/15/2009 4:18:02PM

[Return to Manager Self Service](#)



This is where you enter your alternate approver. You can have different people for leave approver and time approver. Click on the magify glass to see list. Then click on Save once you are done.

Note:  
This is only effective when the original approver is on leave.

- ▼ [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](#)

## Alternate Approver Setup

Roe,Richard R

EmpIID: TEST0000003

### Leave Approver

Alternate Leave Approver:



Schultz,Linda

### Time Approver

Alternate Time Approver:



Last Updated By: TEST0000003

Last Update Date/Time:

09/15/2009 4:18:02PM

[Return to Manager Self Service](#)



- ▼ [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.F.T. - Learning Styles](#)
- [Online Tutoring](#)
- [SPC Discounts](#)
- [Staff Central](#)
- [ANGEL - Online Class Login](#)
- [eCampus](#)
- [Outlook Webmail](#)
- ["Shots Fired" Video](#)
- [Campus Safety and Security](#)
- [Logout](#)

### Calendar View

Roe, Richard R

EmpID: TEST0000003

- [Day](#)
- [Week](#)
- [2-Week](#)
- [Month](#)
- [Cal](#)
- [List](#)

Show Employee Leave

◀ August 9, 2009 - August 22, 2009 ▶

Current Period < td>

Jump To:



Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12	13	14	15
Legend						
Holiday 16	John Doe (8) 17	John Doe (8) 18	19	20	21	22

[Return to Manager Self Service](#)