

PAYROLL

Absence and Hours Worked Reporting Process

Effective 01/03/2023 Self-Service must be used to report:

Absences (All STAFF)

Hours worked (Classified only)

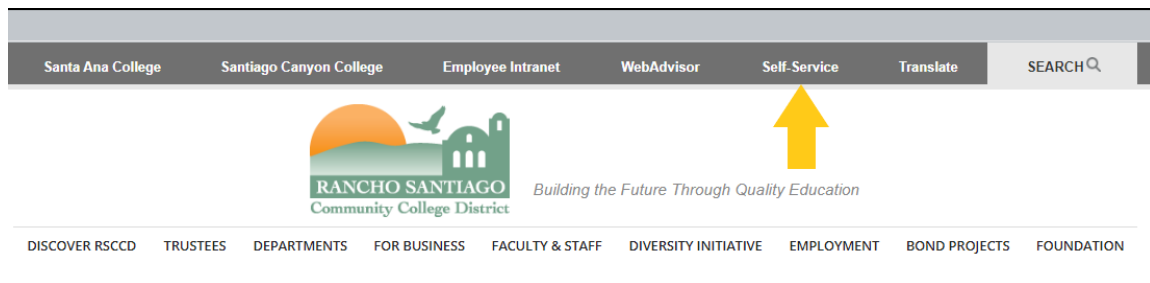
Self Service can be found via the menu bar at the following locations.

[Rancho Santiago Community College District \(rscdd.edu\)](https://rscdd.edu)

[WebAdvisor & Self-Service \(sac.edu\)](https://sac.edu)

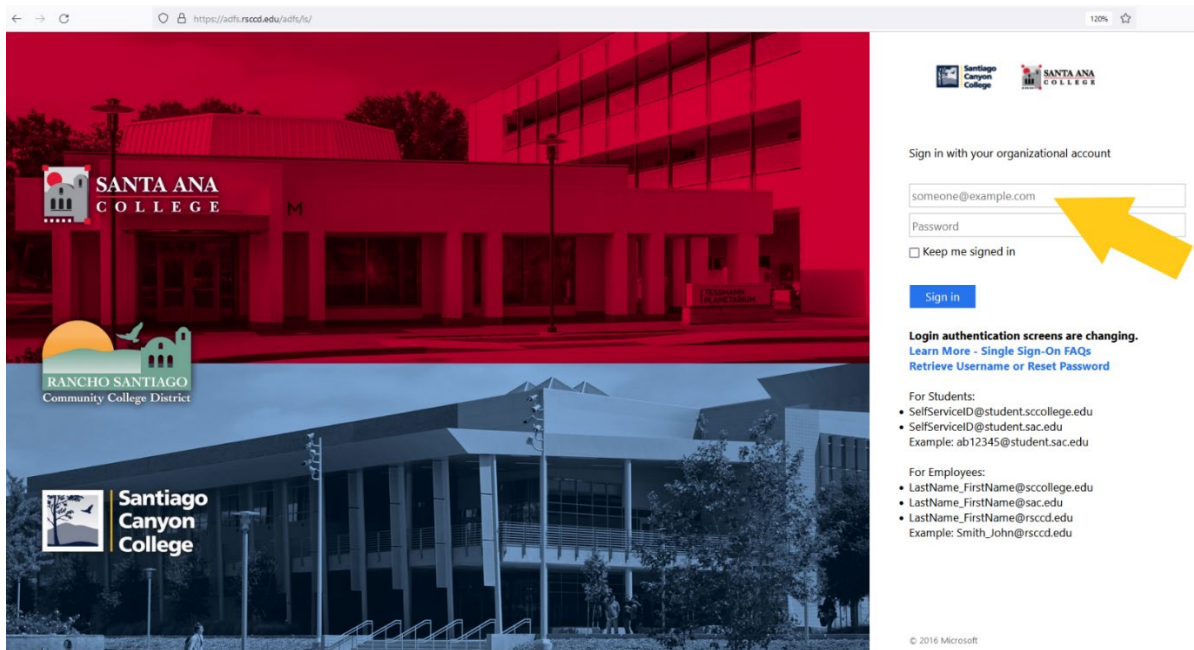
[Santiago Canyon College \(scollege.edu\)](https://scollege.edu)

For example:



Provide your login credentials when prompted.

Your login information to Self Service will be the same as it was for WebAdvisor



Once you log in to Self Service, click on the “Employment” icon on the left side of the screen.



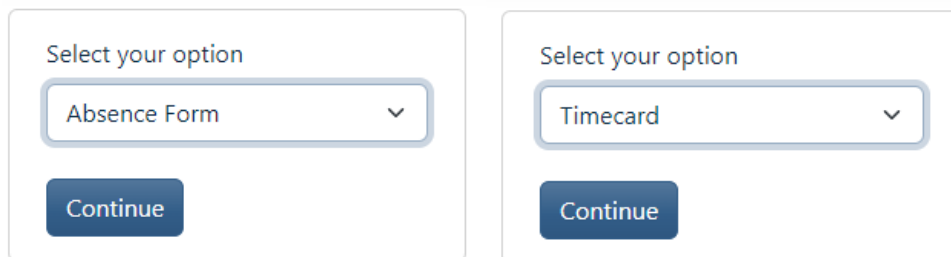
Scroll to Employee eForms and select



Click “GO” for My Absence & Time Card eForms



Select Absence Form or Timecard from the dropdown menu and click Continue



Complete the appropriate form and submit.

Please call Payroll with any questions: 714-480-7526