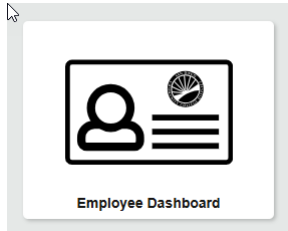
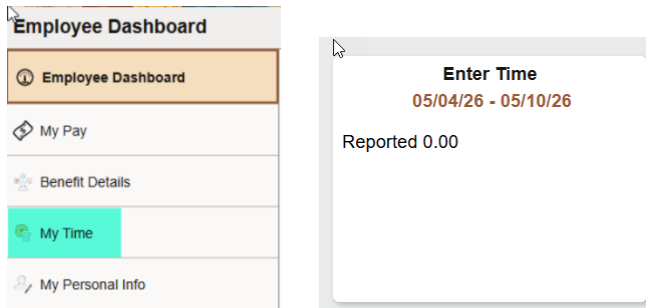


How to verify my time entry status

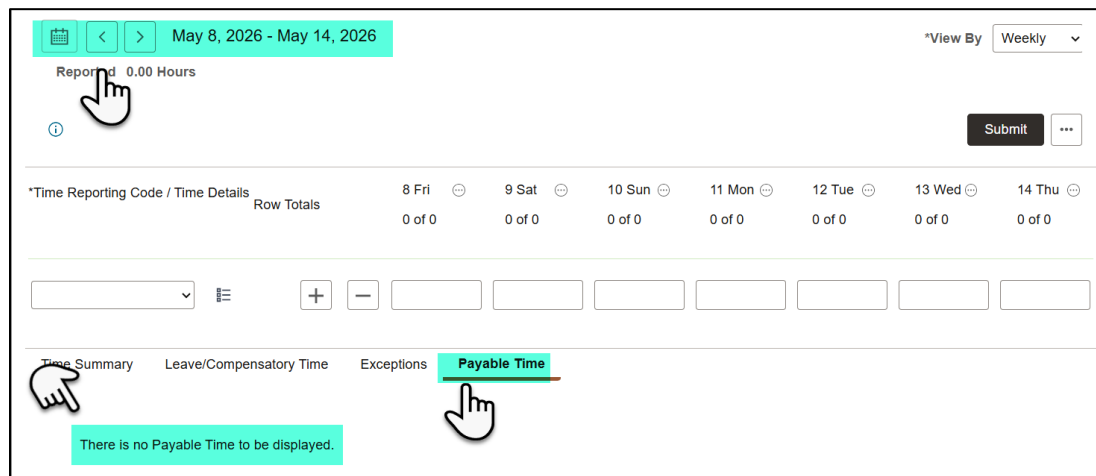
Step 1. Go to myportal.sdccd.edu



Step 2. Click on [**My Time**] tab on the left, then select the [**Enter Time**] tile.



Step 3. Find the week in question, select the [**Payable Time**] tab. You should see the time you've entered for the week.



Step 4. Identify the payable status:

Approved - Your supervisor approved it and its ready for payroll to process.

Taken by payroll- Payroll has pulled the time to issue you a check.