Accessing SOS for Web Time Entry:
1. Go to the San Jacinto College home page: http://www.sanjac.edu/.
2. Click on the MY SANJAC link.
3. Click on the SOS link.

NOTE: SOS will time out after 60 minutes of inactivity, causing a loss of unsaved data and require system login.

Entering Time with SOS Web Time Entry:
5. Click on the My Employee Information tab.
6. Click on Time Sheet link.
7. In the Position Selection screen, select the appropriate pay period in the My Choice Pay Period and Status selection box. The past and current pay periods will be available for selection. Then click the Time Sheet button.

NOTE: If you work in multiple areas, you will need to Clock In or Out for each specific position code. Clock In or Out can only be recorded for one position code at a time and is designated by the radio button in the Title and Department section.
8. Click on the Clock In or Out icon.

The system will automatically populate the System Time In and the Clock Time In fields. The Clock Time In field is populated with the time rounded to the nearest quarter hour based on the time in the System Time In field. The system will record your actual time rather than your scheduled time.
NOTE: To manually enter or adjust system calculated clock time, make changes in **Clock Time In** or **Clock Time Out** field. If you are entering time for a past date, click on the **No Time Entry** link for each day that hours were worked. Enter time at intervals of 15 minutes in the 99:99 format (Example: 10:00, 10:15, 10:30, 10:45). Click **Save** to display **Total Hours**. When you are adjusting time or entering time after the date of hours worked, the **Clock Time Adjusted** checkbox automatically checks and a **Comment** explaining the adjustment is required.

9. Click **Save** to store entry.

10. Click **Timesheet** to return to the pay period summary.

11. Once the time is entered for the entire two-week pay period, click **Submit for Approval**. You will receive this confirmation message in SOS.

The following options are available when using SOS Web Time Entry form:

- **Position Selection**: This will take you to the list of jobs specific to you. Most employees only have one position code loaded by the HR Department.
- **Comments**: Notes can be entered for the entire pay period and is viewable by the supervisor/approver and Payroll.
- **Preview**: Displays a visual of the time entries for the specified pay period.
- **Submit for Approval**: Forwards your completed time sheet for approval to the appropriate queue.
- **Restart**: Clears the hours currently entered hours for re-entry.
- **Next or Previous**: Second week of time period or back to first week of time period.
- **Return Time**: Retrieves time period already submitted for approval to make corrections.

Contact TechSupport for assistance at: 281-998-6137 (ext. 6137) or email: TechSupport@sjcd.edu.