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Human Resources

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Human Resources Department

3401 CSM Drive
San Mateo, CA 94402

Automated Line

(650) 574-6555

smcccdjobs@smccd.edu

HR Guides & Trainings

[Employee Self Service](#)

Leave Reports (Permanent Employees)

How to Submit Your Monthly Leave Report

A step-by-step guide on submitting your monthly leave report

[Learn more →](#)

How to Use the Delete, Edit, and Copy Features in Self-Service

Instructions on utilizing the Delete, Edit, and Copy features in Self-Service to update your leave entries.

[Learn more →](#)

How to Enter Leave for Multiple Leave Categories on the Same Day in Self-Service

A guide on entering multiple types of leave (e.g., vacation, sick leave) for the same day in Self-Service.

[Learn more →](#)

How to Approve a Leave Report

Review the leave report, ensure accuracy, and approve or return for corrections as needed.

[Learn more →](#)

Leave Categories and Rules

Website with more details about leave categories and rules around leave

[Learn more →](#)[Quick Guide: Enter and Submit Leave Report](#)[Quick Guide: Approve Leave Report](#)

Time Entry (Hourly Employees)

How to Submit Your Monthly Timesheet

A guide that walks you through the process of submitting your monthly timesheet.

[Learn more →](#)

How to Approve Monthly Timesheets

A guide for supervisors to approve their employees' timesheets

[Learn more →](#)[Quick Guide: Enter and Submit Timesheet](#)[Quick Guide: Approve Timesheet](#)

Timesheet FAQs

[When do I need to approve timesheets?](#)[Can employees make corrections after submitting their timesheet?](#)

How will my employees get paid if I'm out and unable to approve timesheets? 

Can I view previous time periods I have approved? 

What happens if I didn't notice that an employee's time is incorrect? 

What if my employee doesn't get paid? 

Helpful Links

[Payroll Calendar](#)[New Hire Paperwork](#)[Salary Schedules](#)[Setting Up a Proxy](#)

ePAF Guides

[Entering a Student Bridge Student Assistant](#)

Click to sign in and play video

[Re-Hiring a Student Assistant \(at least 3 units during summer\)](#)

Click to sign in and play video

05/27/2025 ePAF Student Assistant Workshop

Click to sign in and play video

ePAF User Guide

A comprehensive guide covering the Electronic Personnel Action Form (ePAF) process, including an overview of system

navigation, form submission, approval workflows, and common troubleshooting tips.

[View User Guide](#) 

ePAF Instructions (Substitute Re-hires)

Step-by-step instructions for processing ePAFs for substitute re-hires, ensuring compliance with hiring policies and efficient submission of employment records.

[View Document](#) 

ePAF Common Errors

A detailed list of frequent errors encountered when submitting ePAFs, along with explanations and solutions to help users avoid processing delays.

[View Document](#) 

ePAF - Update Step Placement

Guidance on how to correctly update an employee's step placement within the ePAF system, including eligibility criteria and submission requirements.

[View Document](#) 

Labor Distribution ePAF

A walkthrough of the labor distribution process within ePAF, detailing how to allocate payroll expenses correctly across multiple funding sources.

[Watch Video](#) →

Student New Hire ePAF

Step-by-step guidance on submitting an ePAF for a new student hire, ensuring accurate entry of employment details and compliance with institutional policies.

[Watch Video →](#)

Re-Hire Student (Same Position) ePAF

Instructions on processing a student re-hire for the same position, streamlining the process while maintaining accurate employment records.

[Watch Video →](#)

Re-Hire Student (New Position) ePAF

Guidance on submitting an ePAF for a student re-hire in a different position, covering key considerations such as new job codes and funding sources.

[Watch Video →](#)

Skyline College - ePAF Training 1

[Watch Skyline College - ePAF Training 1](#)

[Watch Video →](#)

Skyline College - ePAF Training 2

[Watch Skyline College - ePAF Training 2](#)

[Watch Video →](#)

College of San Mateo - EPAF Training

[Watch College of San Mateo - EPAF Training](#)[Watch Video →](#)

San Mateo County Community College District

The SMCCCD is a three-college district located between San Francisco and San Jose in the Silicon Valley. Our Colleges serve nearly 20,000 students each year and offer the first two years of instruction in a wide variety of degree and transfer programs, as well as vocational-technical programs.

Contact

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San Mateo, CA 94402 USA

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TTY call 711 or visit CA Relay Services

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