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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

smccdjobs@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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3401 CSM Drive

San Mateo, CA 94402 USA

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TTY call 711 or visit CA Relay Services

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