

- Sign-in to your JagNet Account

The screenshot shows the JagNet website interface. At the top is the JagNet logo featuring a jaguar head and a paw print. Below the logo is a "Secure Access Login" section with input fields for username and password, and buttons for "login" and "cancel". A link for "I forgot my JagNet Password" is also present. To the right is a banner image of students in a computer lab with the text "Register for Classes, Check Grades, News". Below the login section is a "Need Assistance?" area with links for "Admissions and Records", "Frequently Asked Questions", and "Browser Support". To the right of this are two columns of updates: "Jagnet Services Update" with a "Spring 2012 ATTENTION!!" notice about password expiration, and "Need Help Finding a Course?" with a "Search Course Schedule" link and "Emergency Notification ALERTS FROM STC" banner.

- Select the Employee Tab from the tabs and click on it. (as shown below)  
(You may have a different set of tabs displayed on the screen than the one shown below. This will depend on the department you are assigned)

This screenshot shows the navigation bar of the JagNet website. It features the JagNet logo on the left. In the center, it says "Welcome Ms Shirley M Ingram" and "You are currently logged in." Below this is a row of navigation tabs: "MyJagnet", "Library", "JagCard", "Site Map", and "Employee". A white arrow points to the "Employee" tab. On the right side of the navigation bar are icons for "E-mail", "Calendar", "Groups", "Logout", and "Help". The date "February 21, 2012" is displayed in the bottom right corner.

- Select the Employee Service link as shown below

**My Services**

[Pay My Bill](#) | [Enroll/View Payment Plans](#) | [View Account Summary](#)

Enroll in a payment plan or view an existing payment plan.

**Student Services**  
View grades, register for classes, apply for financial aid, and much more through Student Self Service!

- [View My Class Schedule](#)
- [My 1098-T Tax Information](#)
- [My Advisor](#)
- [Common services Contacts](#)
- [Parking Permit Request](#)
- [Graduate On Time \(GOT\)](#)

**Employee Services**  
View your employee payroll data such as your pay stub, deductions, and leave balances.

**Quick Links - Employee**

Business Office  
Faculty / Staff Email  
Grant Development, Accountability and Management Services  
Human Resources  
Purchasing  
Public Relations and Marketing

**Business Office Forms**

### Business Office - Forms

Accounts Payable

- [BO-1200 - Emergency Hand Cut Form](#)
- [BO-1300 - Request for Prepayment Form](#)
- [BO-1800 - Departmental Signature Authority Form](#)
- [BO-5200 - Vendor Direct Deposit Authorization](#)
- [BO-8400 - Institutional Membership Approval Form](#)
- [BO-9000 - Acknowledgement of Cellular Phone Usage](#)
- [BO-9100 - Cell Phone Request form](#)

- Select the link Supervisor Leave Balance Report as shown below

**Employee**

[Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Leave Balances](#)

[Supervisor Leave Balance Report](#)

[Request Parking Permit](#)

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The list of employees reporting to you will be displayed.

ID, Name, Sick Balance(Accumulated) Vacation Balance Current Year, Vacation Balance Previous year will be displayed.

The ID is the last four digits of the A#.

**Supervisor Leave Balance Report** Feb 21, 2012 04:18 pm

ID	Name	Sick Balance	Vac. Balance	PFY Vac. Balance
1845	Balderaz, Brenda Jo			
8474	Carver, Mayra			
2947	Dunn, Michelle Desiree			
1435	Fish, Andrew T			
9126	Garza, Cristina Y			
5816	Garza, Osvaldo			
0452	Garza, Karina			
9876	Gomez, Aldila C			
6925	Gomez, Francisco De Jesus			
9856	Gutierrez, Esequiel			
1795	Hernandez, Jose C			
3861	Maldonado, Aholivama			
5513	Moreno, Lizette			
0501	Ortiz, Linda Joyce			
8852	Pena, Mariztel			
0629	Salazar, Daniel			
9807	Salinas, Rosisela			
0728	Sanchez, Maria Esther			
1862	Serrata, Jessica			
0961	Soliz, Hilda			
3294	Stoyanof, Stefan L			

**Leave Balances - When accessing your Leave Balance Report, please note that Leave Balances listed DO NOT include leave used:**

- In current or month prior for NON-EXEMPT employees. Please reduce any leave used in month prior and current month from the reflected balance. Leave taken can be viewed via TimeForce.
- For any leave forms received after the 10th of every month, for EXEMPT employees.

**Leave Accruals - Leave balances for non-exempt employees DO NOT include previous month accruals.**

For questions concerning leave balances, please contact Hilda Soliz, Benefits Specialist for non-exempt employee leave information or Karina Garza, Benefits Specialist for exempt employee leave information. Thank You!

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