



Dear Supervisor,

Thank you for taking part in the second phase of the JAGNET Payroll Distribution Report application test. Human Resources and Technology Resources have collaborated to create a secured and more conveniently accessible version of the PDR that is available via the JAGNET system.

Please note that any information you enter into the system **WILL NOT affect your previous PDR submissions**. You will be logging in to a staging area used by Technology Resources to securely test and troubleshoot JAGNET applications.

The testing process should take approximately five (5) minutes. To begin, read through the instructions beginning on the following page.

STEP 1 – CONFIRM THAT YOU WANT TO CONTINUE TO THE JAGNET TEST SITE

Type the following link in your web browser: <https://mako.stcc.loc/cp/home/displaylogin>

Your browser will report that there is “a problem with this website’s security certificate” and that it would be unsafe to continue. You may disregard this message and select the “Continue to this website (not recommended)” option as highlighted below in Figure 1.

NOTE: This message appears because the JAGNET PDR is currently located in a Technology Resources test area.

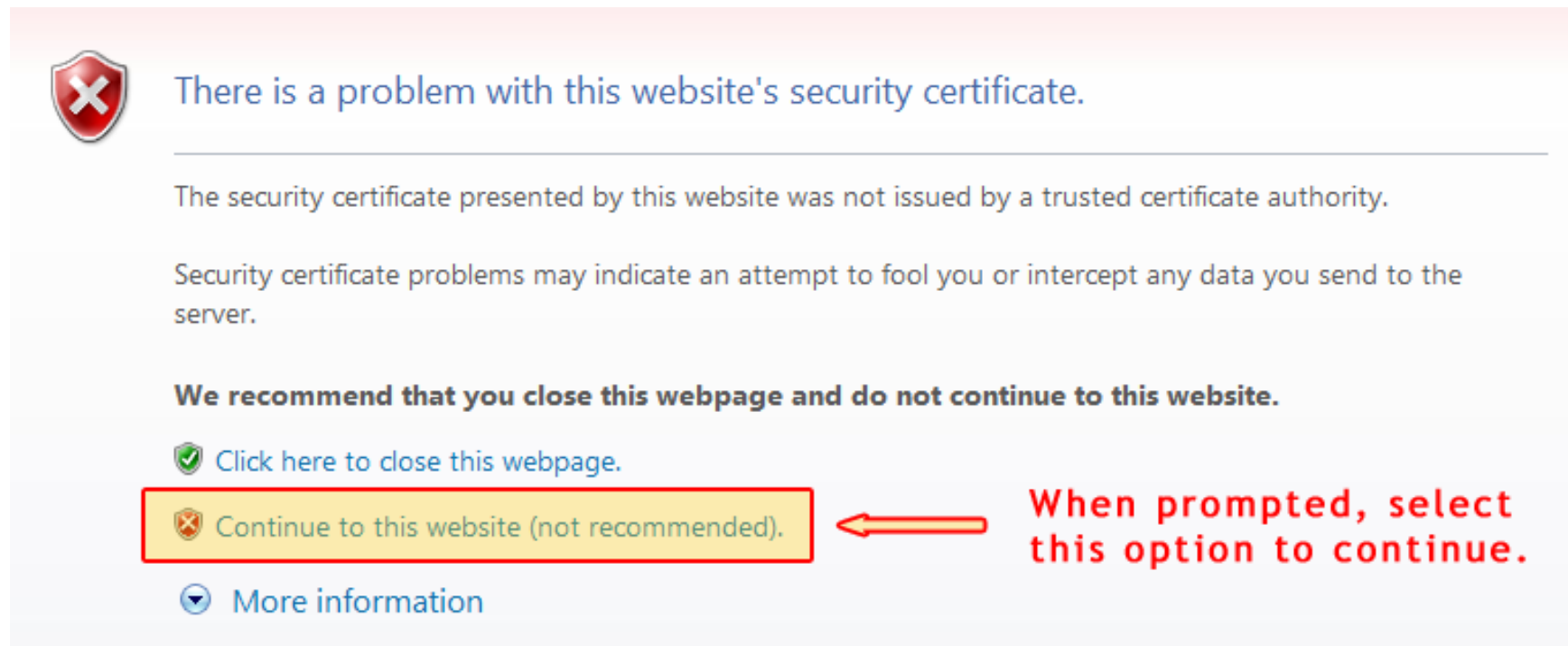


FIGURE 1

STEP 2 – LOGIN TO THE TEST AREA WITH YOUR JAGNET ACCOUNT CREDENTIALS

At the JAGNET test area login screen, provide your JAGNET account credentials (i.e. username and password) and click the “Login” button as shown in Figure 2.

Make the Most of your Summer at South Texas College **start your search TODAY! Classes Begin June 4**

ACCESS JAGNET

username:
password:
Forgot your password? [Login >](#)

Need Assistance?

- **Registrations:** [Admissions and Records](#) or call (956) 872-4323
- [Frequently Asked Questions](#)
- [Browser Support](#)

Still have technical questions? Contact the [1547 Help Desk](#) or call (956) 872-2111

JAGNET NOTICES

Registration Roundup!
Registration & Payment Hours Extended!

DATE	LOCATION	SCHEDULE
Wednesday, May 23	All Campuses	Open until 8pm
Wednesday, May 30	All Campuses	Open until 8pm
Friday, June 1	All Campuses	Open until 6pm
Sunday, June 3	Pecan Campus	Open 1pm - 4pm
Monday, June 4	CLASSES BEGIN	Open @ 7:30am

New Vaccination Law...
New Texas law requires proof of Bacterial Meningitis vaccination 10 days before attending classes for all entering students!

Who falls under this requirement?

- **New students** - those enrolling for the first time at an

RESOURCES

JagMAIL LOGIN

Looking for the right course? **SEARCH THE COURSE SCHEDULE...**

STC HOME PAGE
South Texas College

Emergency Notifications ALERTS FROM STC
sign up now!

follow us [f](#) [t](#) [v](#) [e](#)

SOUTH TEXAS COLLEGE

FIGURE 2

STEP 3 – SELECT “NO” WHEN PROMPTED FOR SECURE CONTENT ONLY

After providing your login credentials, the system will ask “Do you want to view only the webpage content that was delivered securely?” as shown in Figure 3. Select “**NO**” when prompted.

NOTE: At any point during the test process, if you see this message, select “NO**”.**

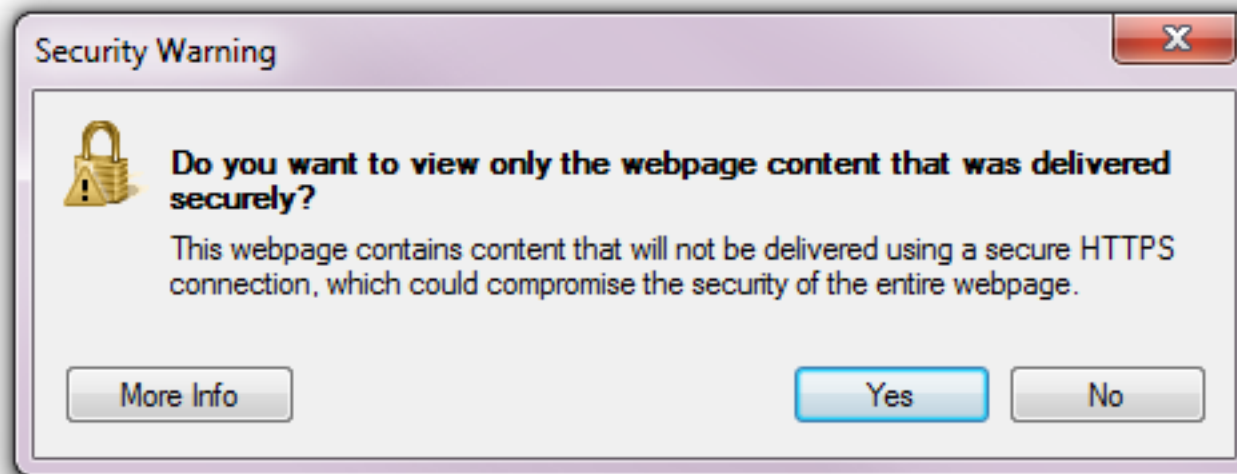


FIGURE 3

STEP 4 – SELECT THE EMPLOYEE SELF-SERVICE LINK TO PROCEED TO PDR

In the lower right-hand portion of your screen, you should see the JAGNET “Employee Self Service” link, as shown in Figure 4. Click this link to proceed to the JAGNET PDR.



The screenshot displays the JAGNET website interface. At the top, there is a header with the JAGNET logo (a jaguar head) and a paw print. Below the header, a navigation bar contains several tabs: "My JagNet", "JagNet Tutorial", "Library", "Student", "JagMail", "Faculty Sample", and "Employee Sample". The "Employee Sample" tab is highlighted. The main content area is divided into several sections. On the left, there is a "My Services" section with links for "Pay My Bill", "Enroll/View Payment Plans", and "View Account Summary". Below these links, there is a notice about "Student Web Payments" being unavailable due to a system upgrade on Friday, May 22, 2011, from 7:00 am to 6:00 pm. There is also a "Student Services" section and a "Faculty Self Service" section. At the bottom of the "Faculty Self Service" section, the "Employee Self Service" link is highlighted with a red box, and a red arrow points to it with the text "Click the employee self-service link." To the right of the main content area, there is a "My E-mail Inbox" section showing an empty inbox and a "Bookmarks" section with links to "JA-SIG Homepage" and "SunGard Higher Ed".

FIGURE 4

STEP 5 – SELECT THE EMPLOYEE SELF-SERVICE LINK TO PROCEED TO PDR

Select the “PDR Report” link from the Employee menu to proceed to your test Payroll Distribution Report, as shown in Figure 5.

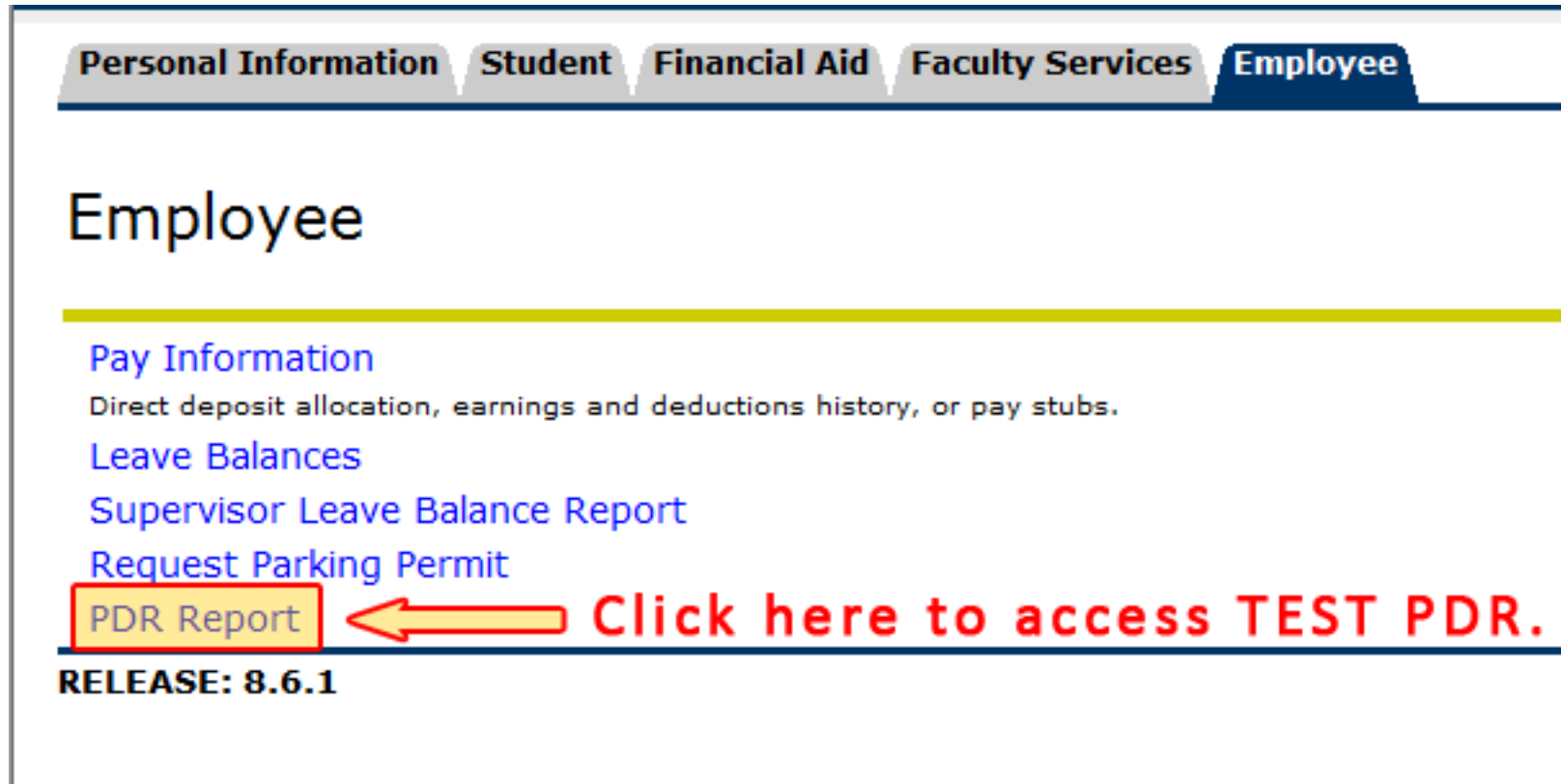


FIGURE 5

STEP 6 – SELECT THE EMPLOYEE SELF-SERVICE LINK TO PROCEED TO PDR

You should now see your Payroll Distribution Report. The PDR look-and-feel is similar to the previous version. The numbers highlighted in red in Figure 6 correspond to the descriptions below.

Personal Information Student Financial Aid Faculty Services **Employee** HELP
A00001925 Ali M. Kollahdouz
May 08, 2012 11:13 am

Supervisor Payroll Distribution Report

PLEASE NOTE: It is the responsibility of accountable supervisors to inform Human Resources of changes in their area. Notifications may be sent to Human Resources at any time during the pay period. Any assistance you require in this simple but immensely helpful endeavor will be provided by Human Resources at your request.

Approve All Payments ← 1

ANUM	Employee Name	Position Number	Suffix	Position Title	End Date	FTE	LHE	Pay Date	Approve Payment	Comments
AXXX4297	SALINAS, JOSE LEON	623393	01	CELLULAR PHONE STIPEND	20120831	1		20120430	<input type="button" value="v"/>	<input type="text"/>
AXXX4297	SALINAS, JOSE LEON	715393	00	WEB APPLICATION SPEC		1		20120430	<input type="button" value="v"/>	<input type="text"/>
AXXX5226	STEEN, MARCUS EDUARDO	623393	02	CELLULAR PHONE STIPEND	20120831	1		20120430	<input type="button" value="v"/>	<input type="text"/>
AXXX5226	STEEN, MARCUS EDUARDO	710395	00	WEB APPLICATION SPECIALIST		1		20120430	<input type="button" value="v"/>	<input type="text"/>

← 4

RELEASE: 1

FIGURE 6

1	You may now approve all payments simultaneously by selecting the option above the report labeled “APPROVE ALL PAYMENTS”. This option will allow you to populate a “YES” in the Approve Payment field for all employees reporting to you.
2	The “Approve Payment” option is identical to the previous PDR. Select “YES” or “NO” to approve or disapprove a payment for any individual. NOTE: ANY DISAPPROVAL (i.e. “NO”) WILL REQUIRE A COMMENT EXPLAINING THE DISAPPROVAL.
3	Comment fields are included so that you may provide explanations/justifications for your approvals or disapprovals and submit for review by HR Payroll.
4	Once you have completed selecting all approvals and disapprovals, click the “Submit” button to submit your PDR.

STEP 7 – CONFIRMATION OF SUCCESSFUL PDR SUBMISSION

Once you have clicked the submit button and submitted your PDR, you should receive a confirmation message letting you know that your PDR was submitted successfully, as shown in Figure 7.

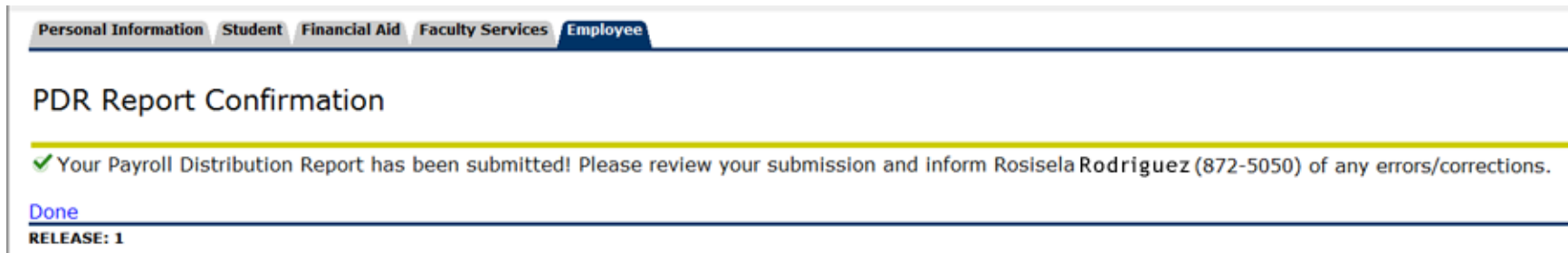


FIGURE 7

STEP 8 – PROVIDING FEEDBACK

Thank you for participating in the JAGNET PDR test!

We'd love to hear what you think about the new JAGNET Payroll Distribution Report! If you encounter errors at any point during the submission process, or if you have any suggestions or ideas for improvement, please contact Alex Kolahdouz at Technology Resources or Stefan Stoyanof at Human Resources.

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