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.

![Image of security certificate warning]

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.

![Figure 2: Login screen with username and password fields]

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.

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.

**FIGURE 6**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>The “Approve Payment” option is identical to the previous PDR. Select “YES” or “NO” to approve or disapprove a payment for any individual. <strong>NOTE: ANY DISAPPROVAL (i.e. “NO”) WILL REQUIRE A COMMENT EXPLAINING THE DISAPPROVAL.</strong></td>
</tr>
<tr>
<td>3</td>
<td>Comment fields are included so that you may provide explanations/justifications for your approvals or disapprovals and submit for review by HR Payroll.</td>
</tr>
<tr>
<td>4</td>
<td>Once you have completed selecting all approvals and disapprovals, click the “Submit” button to submit your PDR.</td>
</tr>
</tbody>
</table>
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.

![PDR Report Confirmation](image)

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.

Alex Kolahdouz  
(956) 872-5511  
alexk@southtexascollege.edu

Stefan Stoyanof  
(956) 872-3811  
sstoyanof@southtexascollege.edu