

# ECE Timesheet Job Aid

Download timesheet from the San Juan Portal

Log in to the San Juan Portal: <https://portal.sanjuan.edu/LoginPolicy.jsp>

Select District Intranet tile

Select Department; Payroll

Select Forms and Documents

Click the required timesheet

Open downloaded file

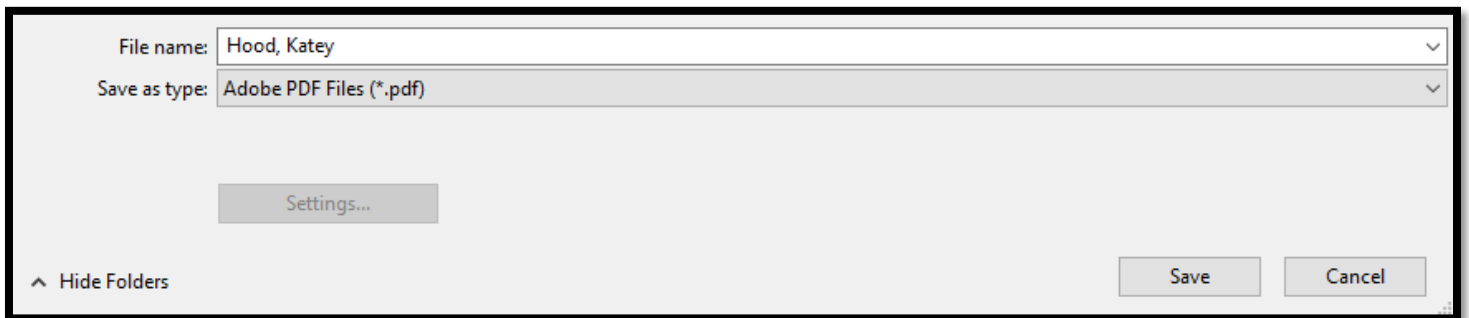
Enter your data

Save File

Select File; Save as

Rename File to Last Name, First Name

Click Save



Email Timesheet to Patricia Horney at [patricia.horney@sanjuan.edu](mailto:patricia.horney@sanjuan.edu)