Work-Study Timesheets

1. Go to the WCC homepage and click on MyWCC.

2. Log into MyWCC using your username and password.
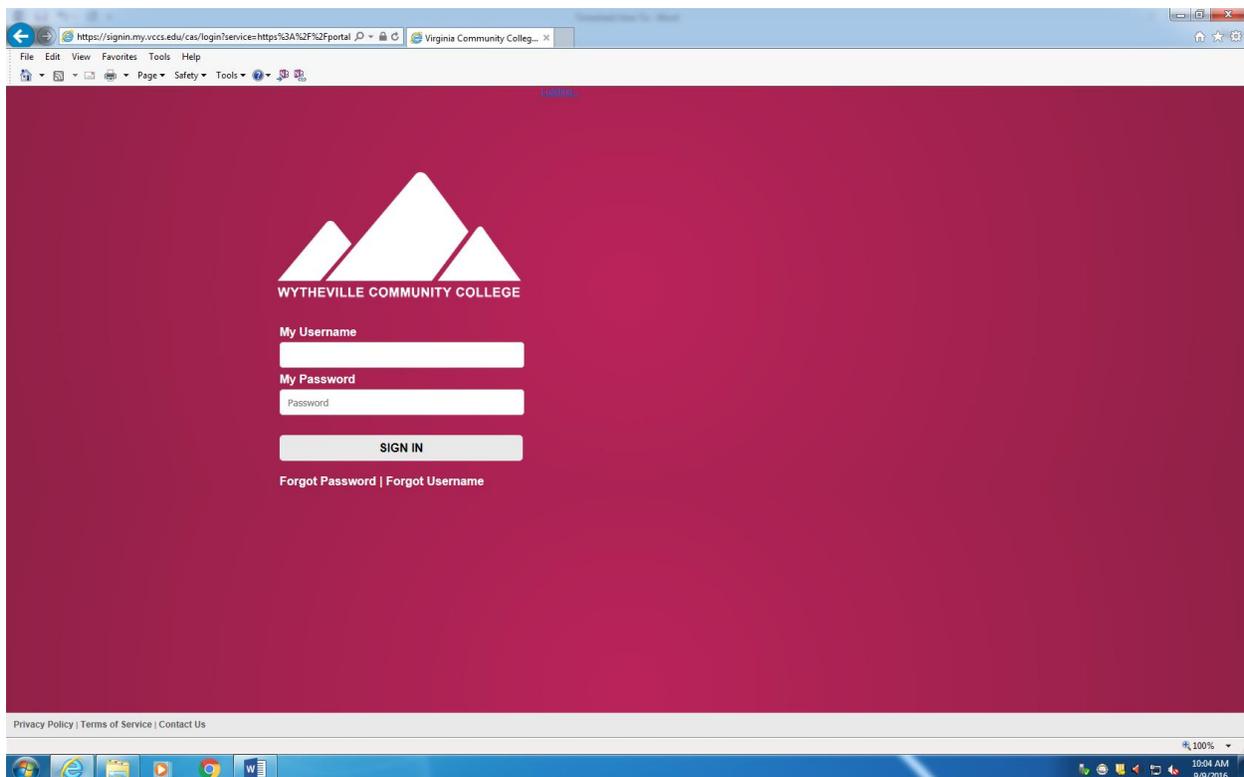
Work-Study Timesheets

3. Once you are logged in, click on VCCS HR: Human Resources System
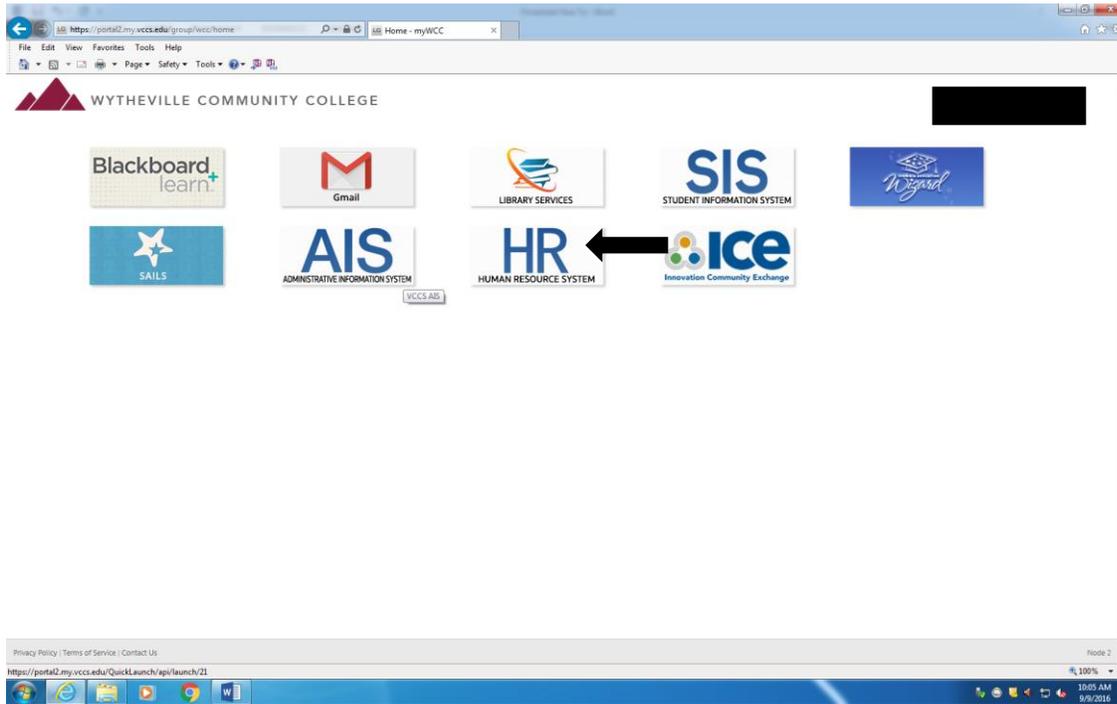
4. Once in the VCCS HR System, click Time Reporting.
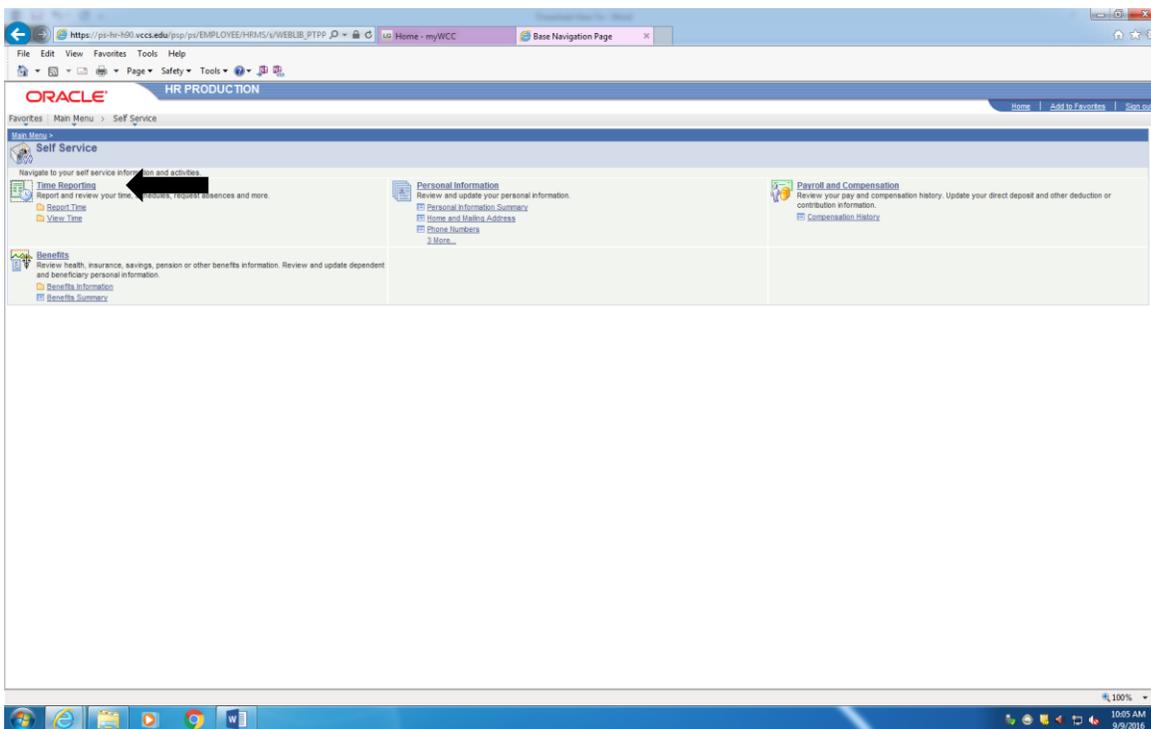
Work-Study Timesheets

5. Then click on Timesheet.
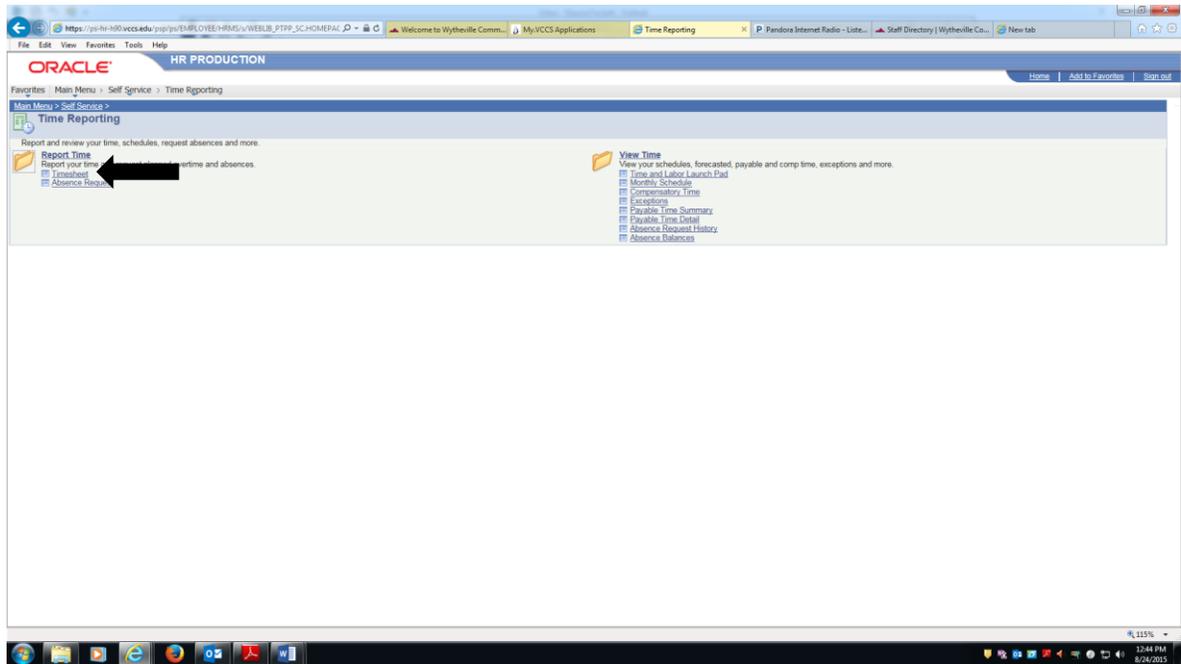
6. Once you are in your timesheet, record the time worked. Make sure to record am and pm and to take at least a 30 minute break if you work more than 6 hours in a day.
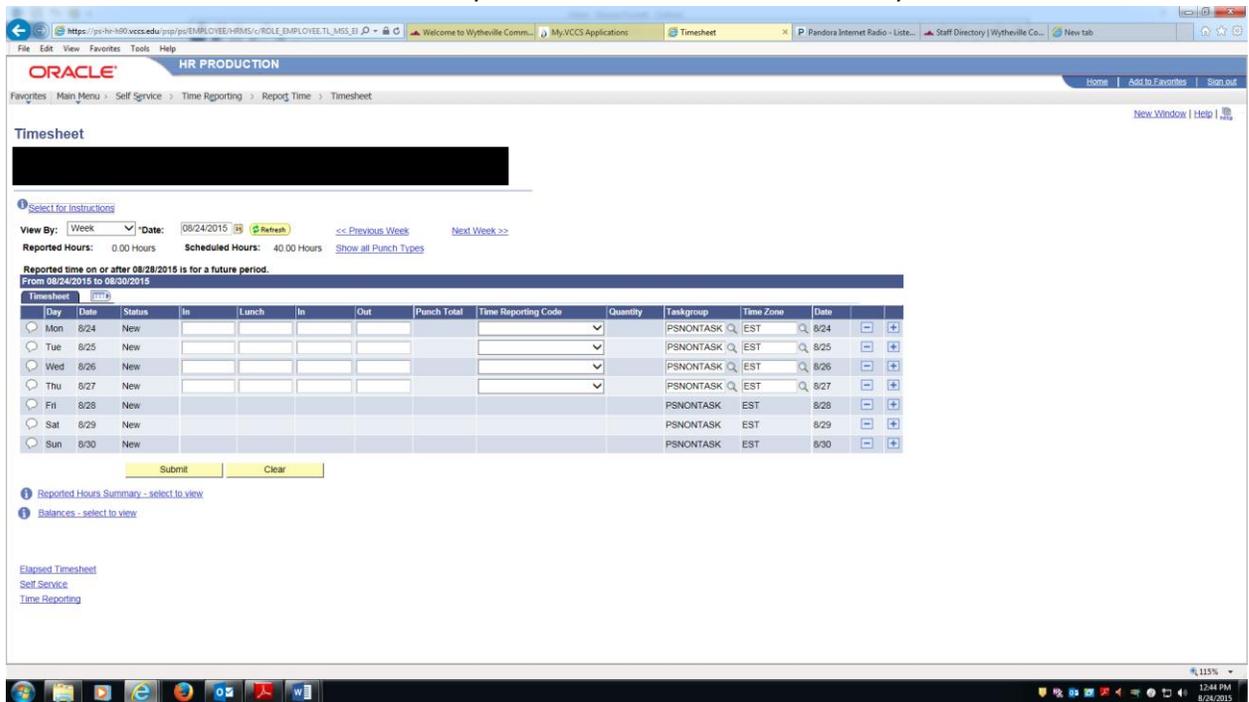
7. When you turn in your timesheets, please make sure to submit your time before you print and that you select Time Period in the drop down box before printing.