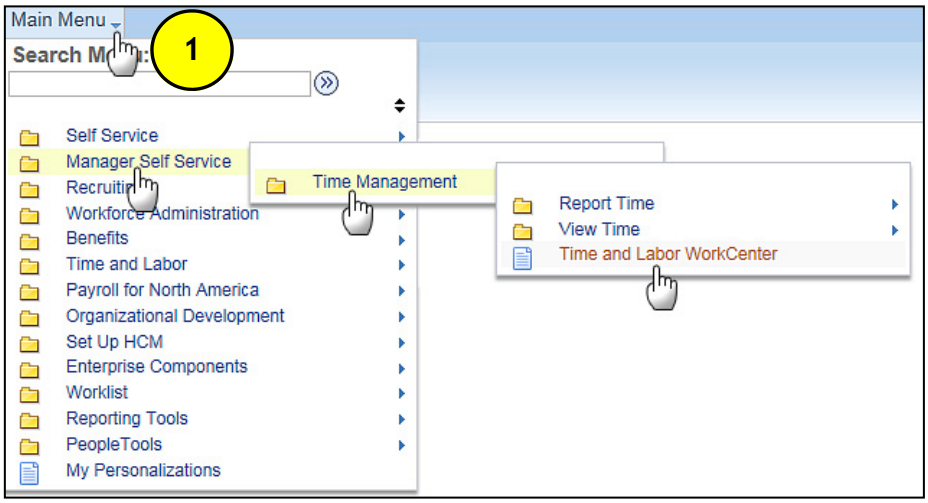
PeopleSoft HCM Time and Labor WorkCenter

The Time and Labor WorkCenter will help Timekeepers easily access all tools necessary to perform their Timekeeper related tasks, including the timesheets, internal and external links, as well as PeopleSoft HCM reports and queries.

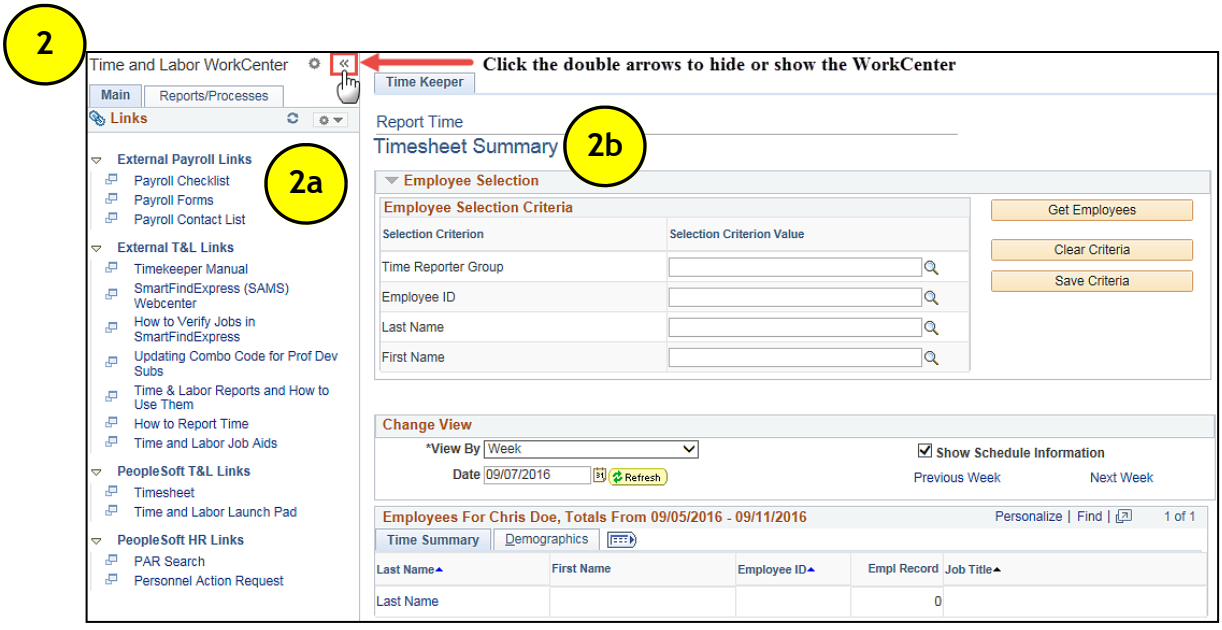
1. Navigate to the **Time and Labor WorkCenter** page within the **Manager Self Service** area. Click **Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter**



2. The Time and Labor WorkCenter page will appear as shown below. There are two main sections

2a. The left side of the page are links to Time and Labor applications and materials.

2b. The right side of the page is the Time and Labor Timesheet Summary.



NOTE: By default, the timesheet summary search page will display when you first open the WorkCenter. As you use the timesheet page, you can leave the WorkCenter open or click the double arrows to hide or show the WorkCenter.

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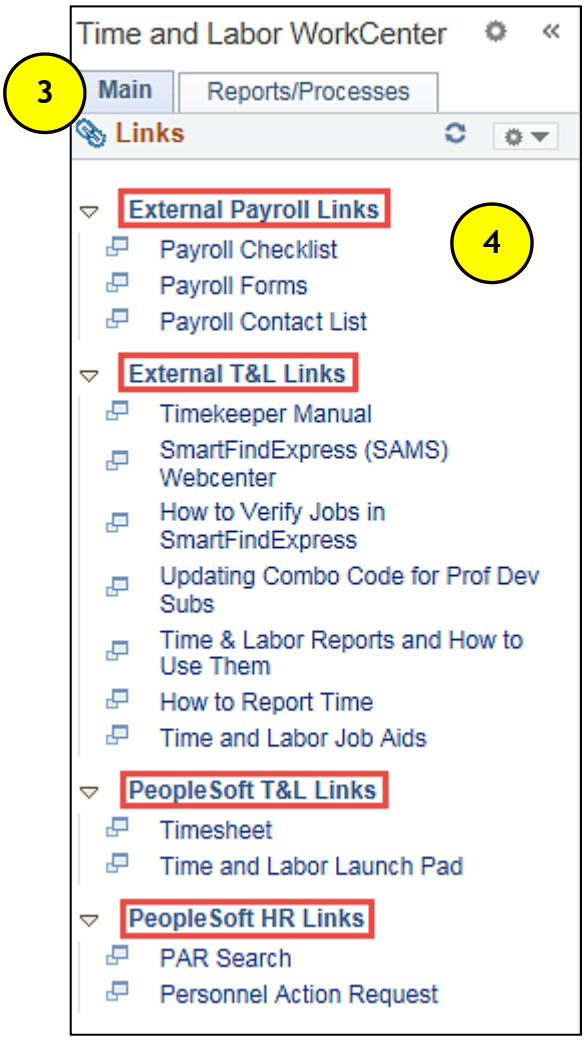
3. The **Main** tab displays the following: **External Payroll Links**, **External T&L Links**, **PeopleSoft T&L Links**, and **PeopleSoft HR** Links.



4. Click the appropriate link. All **External Payroll** and **T&L Links** go directly to a web page or training materials and open in a new browser tab. All **PeopleSoft T&L and HR Links** go to a PeopleSoft page and are displayed on the right side of the Time and Labor WorkCenter.

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5. The **Reports/Processes** tab displays the following reports and queries: **T&L Reports**, **HR Reports**, **T&L Queries**.

6. Click the appropriate link for the **T&L Reports**, **HR Reports** or **T&L Queries** you wish to run. The report or query will be displayed on the right side of the Time and Labor WorkCenter.