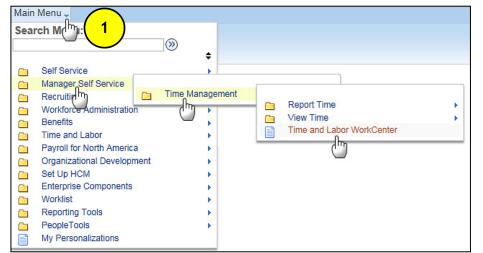
## PeopleSoft HCM Time and Labor WorkCenter

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.

 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

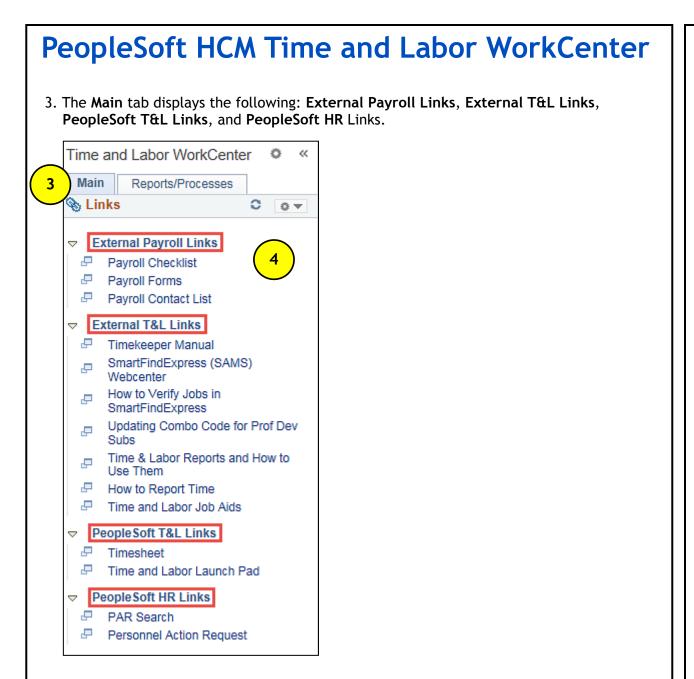


- 2. The Time and Labor WorkCenter page will appear as shown below. There are two main sections
- 2a. The left side of the page are links to Time and Labor applications and materials.
- 2b. The right side of the page is the Time and Labor Timesheet Summary.

Time and Labor	WorkCenter		the double arrows to hi	de or show the	WorkCente	r		
& Links	0 07	Report Time	$\frown$					
		Timesheet Summ						
Payroll Forms     Payroll Contact List     External T&L Links     Timekeeper Manual     SmartFindExpress (SAMS)     Webcenter		Employee Selection Criteria					Get Employees	
		Selection Criterion Value				Clear Criteria		
		Time Reporter Group		<u>م</u> م			Save Criteria	
		Employee ID						
How to Ver SmartFindE		Last Name			Q			
Updating C	ombo Code for Prof Dev	First Name			٩			
Time & Lab Use Them	or Reports and How to							
P How to Rep	oort Time	Change View						
Time and Labor Job Aids		*View By Week 🗸			Show Schedule Information			
<ul> <li>PeopleSoft T&amp;L Links</li> <li>Timesheet</li> </ul>		Date 09/07/2016			Previo	us Week	Next Wee	k
Time and Labor Launch Pad		Employees For Chris Doe, Totals From 09/05/2016 - 09/11/2016 Personalize   Find   🔄 1 of						
	R Links	Time Summary Den	nographics (FTT)					
PAR Search     Personnel Action Request		Last Name 🔺	First Name	Employee ID-	Empl Record	lob Title▲		
		Last Name			0			

**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.

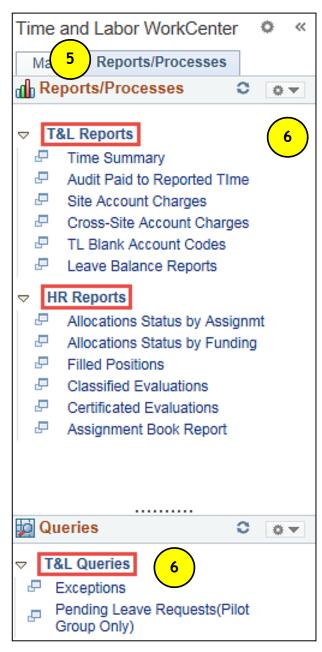
## Time and Labor



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.

## PeopleSoft HCM Time and Labor WorkCenter

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.