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

[Diagram of Main Menu]

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.

[Diagram of Time and Labor WorkCenter]

NOTE: By default, the timesheet summary search page will display when you first open the WorkCenter. As you use the timesheet page, the WorkCenter will remain open and all of the links on the left of the page will remain accessible.
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. As an example we clicked **Payroll Checklist**. This will open the **Monthly Payroll Checklist for Managers** job aid. All **External** links go directly to a web page or training materials and open in a new browser tab. All **PeopleSoft** 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.

7. To see a list of all reports click the scroll bar to the right of the menu. (See screen shot example below)