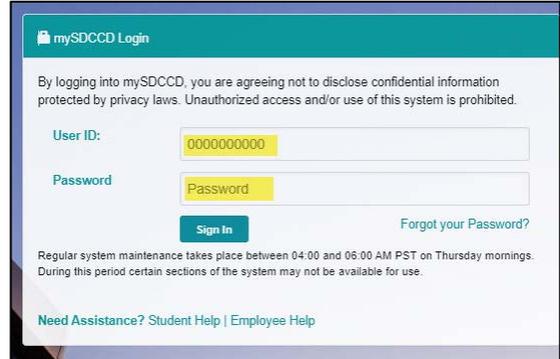
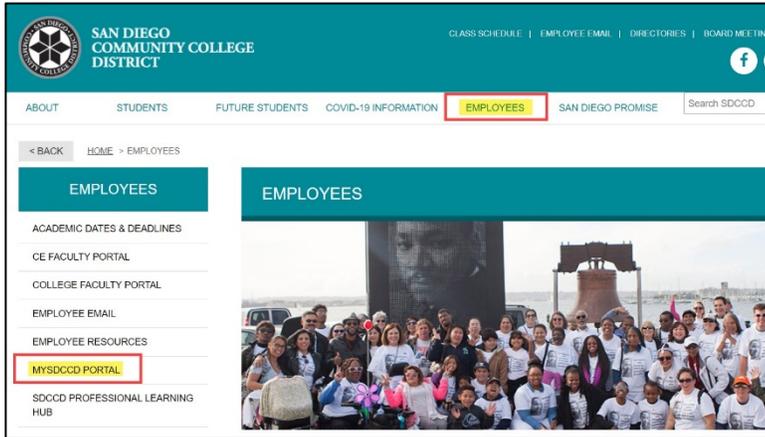


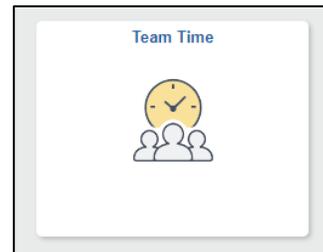
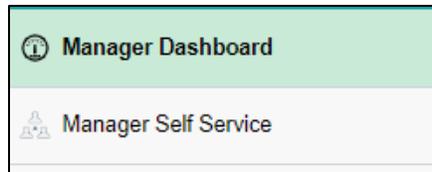
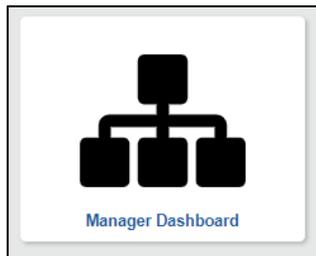
TIME AND LABOR WORKCENTER

Supervisors can access Manager Self Service functions all in one place via the Time and Labor WorkCenter

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.



Click on **Manager Dashboard** to access the Manager Self Service tiles. Select **Manager Self Service** from the Manager Dashboard, and then click on the **Team Time** tile.



Click on **Time and Labor WorkCenter** at the bottom of the menu to access the WorkCenter menu to approve and manage employee time, as well as run several helpful queries. Expand the menu items to get started.

