

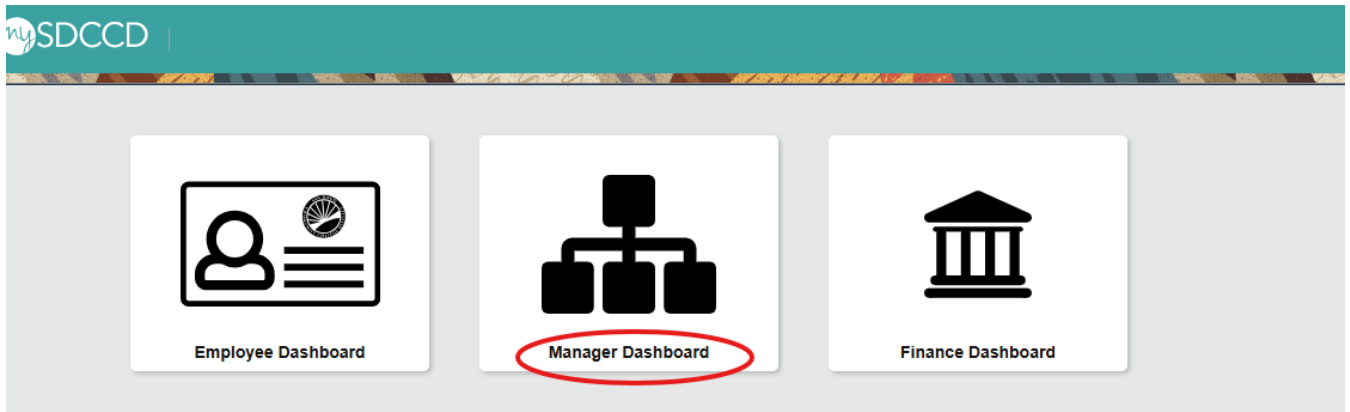
# SAN DIEGO CITY COLLEGE

## How to Review Employee Payable Time in PeopleSoft HCM

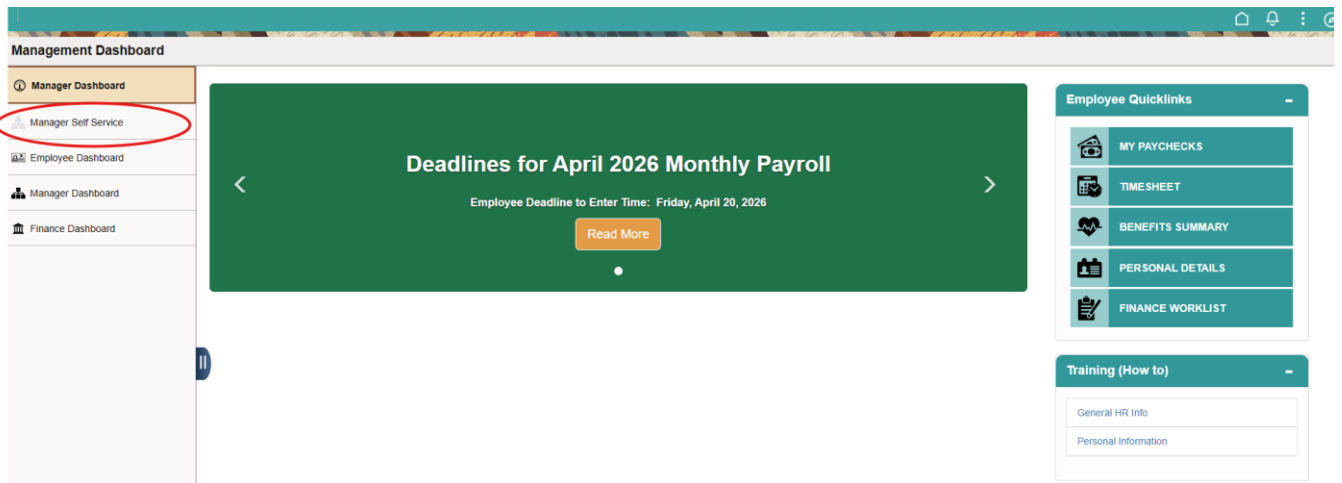
This quick reference guide provides instructions for accessing a query that summarizes employee reported hours for a specific period, allowing managers and supervisors to efficiently review timesheet data.

1) Access **MySDCCD**

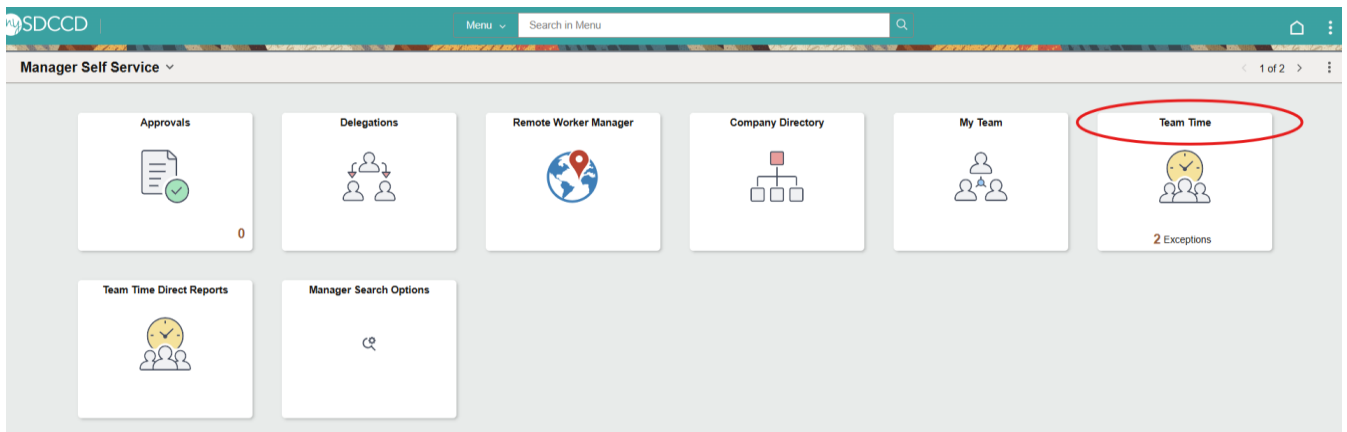
2) Click on **Manager Dashboard**



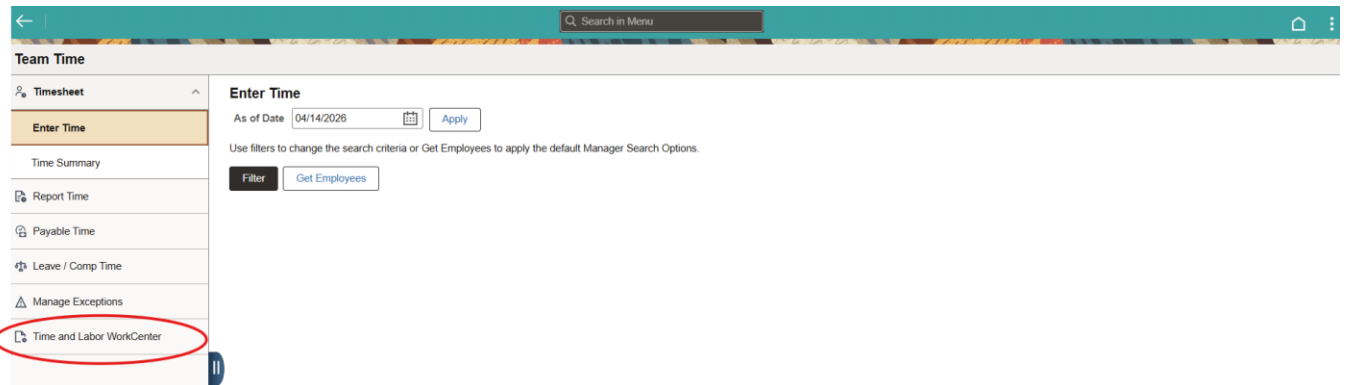
### 3) Click on **Manager Self Service**



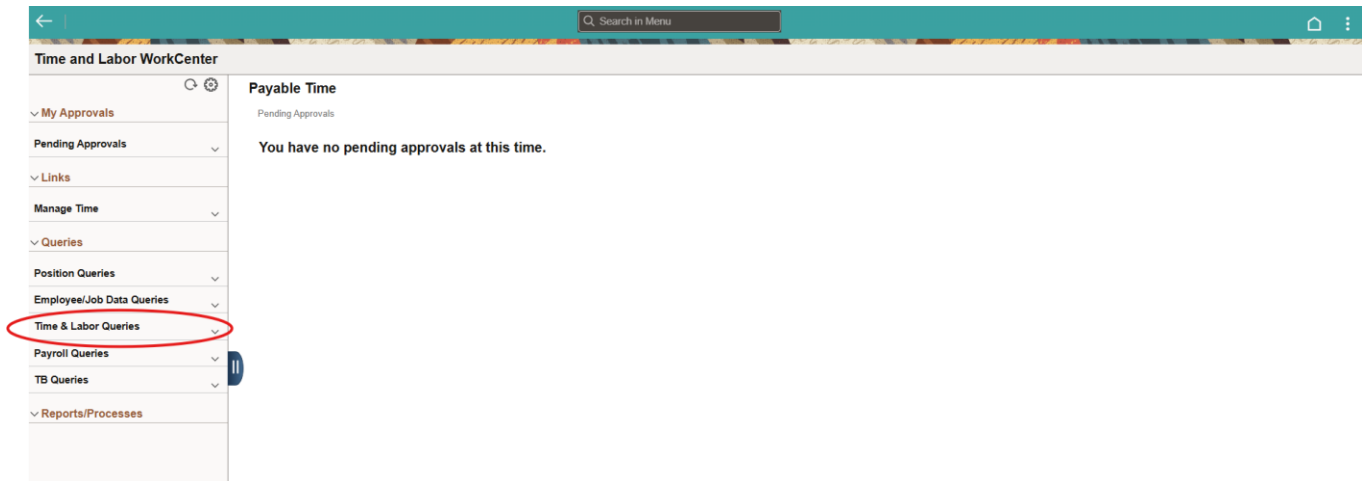
### 4) Click on **Team Time**



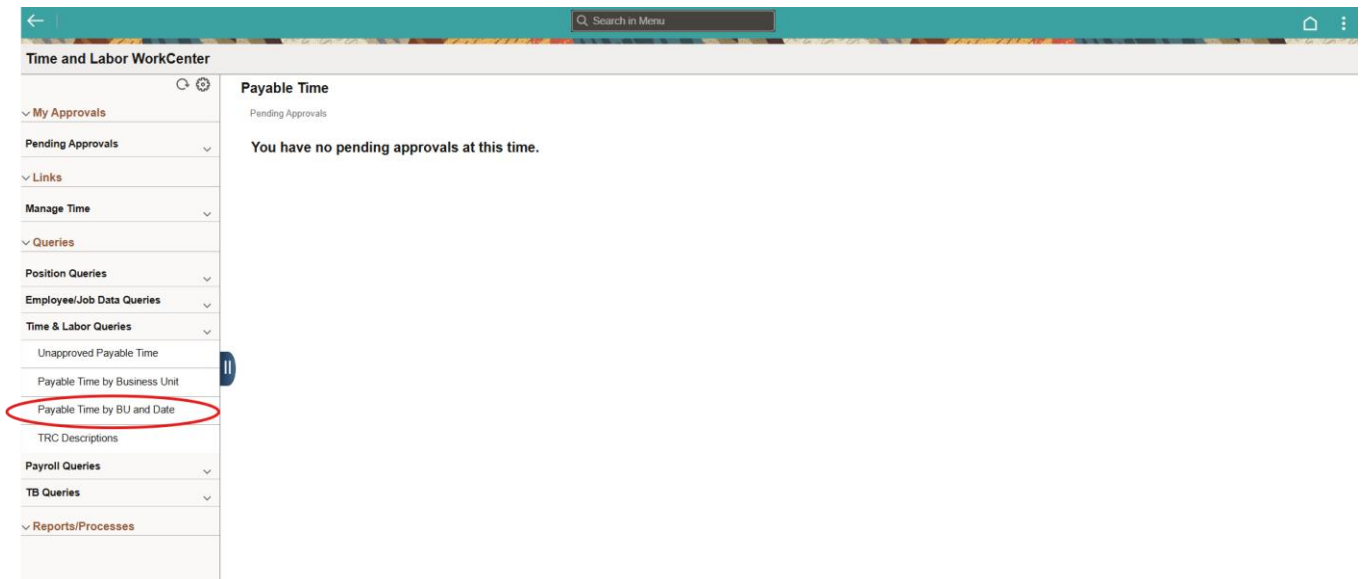
### 5) Click on **Time and Labor WorkCenter**



## 6) Under the **Queries** section, click on **Time & Labor Queries**



## 7) Click on **Payable Time by BU and Date**



8) Enter the **Required** fields, including your **Reports To Pos #**, and click **View Results**

The screenshot shows a web application interface with a teal header bar containing a search icon and the text "Search in Menu". Below the header, the page title is "X\_TL\_PAYBLE\_TIME\_BY\_DATE\_WC - Payable Time by BU and Date".

On the left side, there is a navigation menu with the following items:
 

- My Approvals
- Pending Approvals
- Links
- Manage Time
- Queries
  - Position Queries
  - Employee/Job Data Queries
  - Time & Labor Queries
    - Unapproved Payable Time
    - Payable Time by Business Unit
    - Payable Time by BU and Date** (highlighted in orange)
    - TRC Descriptions
    - Payroll Queries
    - TB Queries
  - Reports/Processes

The main content area is titled "X\_TL\_PAYBLE\_TIME\_BY\_DATE\_WC - Payable Time by BU and Date" and contains a search form with the following fields:
 

- Time From Date (REQUIRED) [input type="text"]
- Time To Date (REQUIRED) [input type="text"]
- Business Unit (REQUIRED) [input type="text"]
- S-Salaried or H-Hourly (REQ) [input type="checkbox"]
- Empl ID [input type="text"]
- Location [input type="text"]
- Dept ID [input type="text"]
- Reports To Pos [input type="text"]
- Payable Status [input type="text"]
- TRC [input type="text"]
- Empl Record (Optional) [input type="text"]
- Barg Unit (Optional) [input type="text"]
- Job Code (Optional) [input type="text"]

 A "View Results" button is located below the form.

Below the form is a table header with the following columns:
 

Row	Empl ID	ERIN Name	Barg Unit	Bus Unit	Loc	Dept ID	Dept Descr	Job Code	Job Code Descr	Position	Empl Type	TRC	TRC Descr	Date Under Report	Hours	Date/Time Reported	Entered by	Last Updated By	Reports To Pos	Supervisor ID	Name	Payable Status	Approver Name	Timesheet Comment
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9) Download the results in an **Excel Spreadsheet**