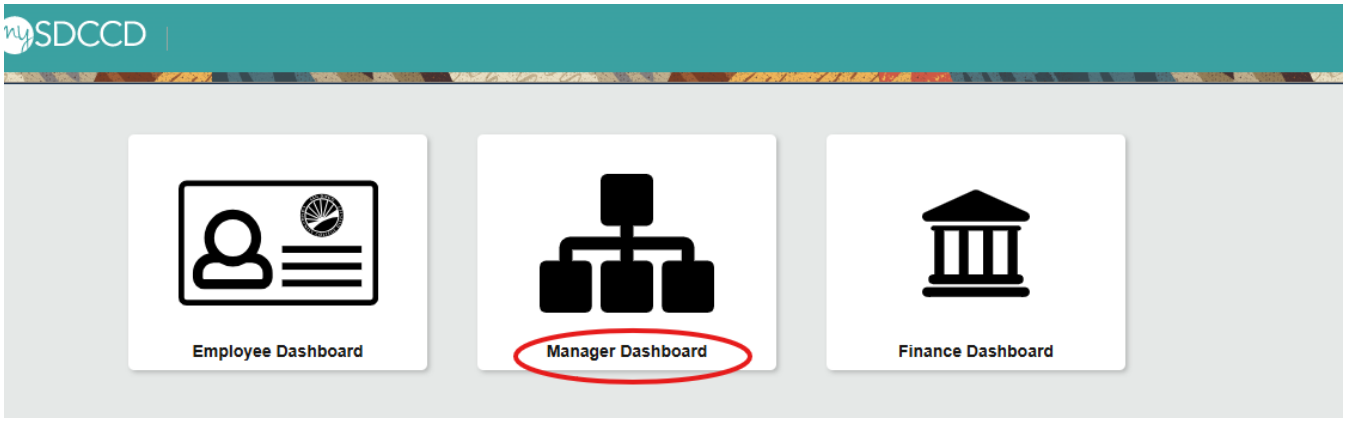
How to Review Employee Payable Time in PeopleSoft HCM

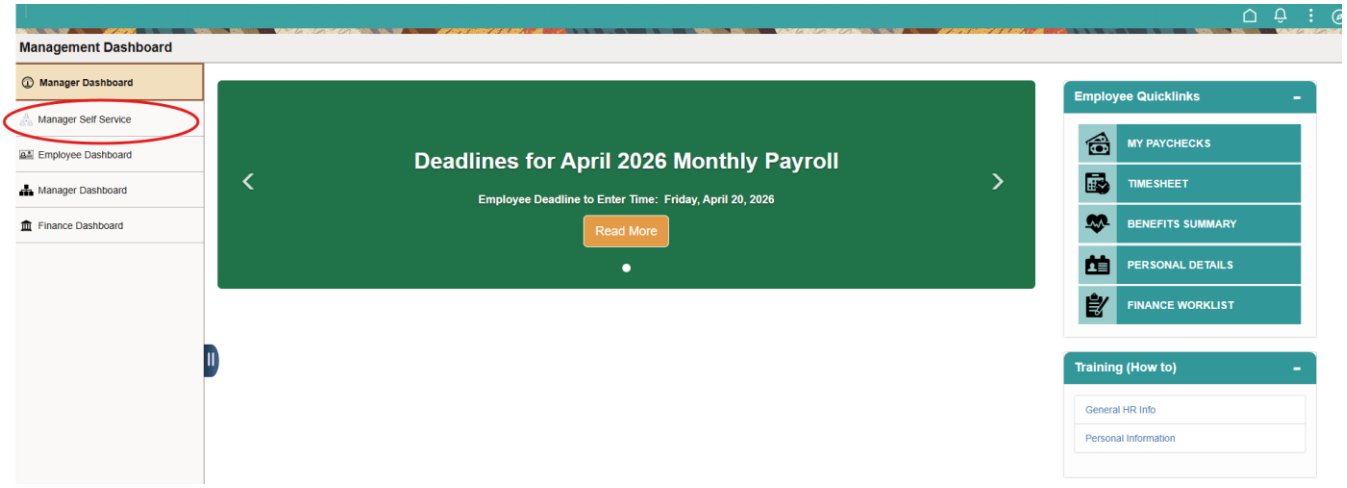
This quick reference guide provides instructions for accessing a query that summarizes employee reported hours for a specific period, allowing managers and supervisors to efficiently review timesheet data.

1) Access **MySDCCD**

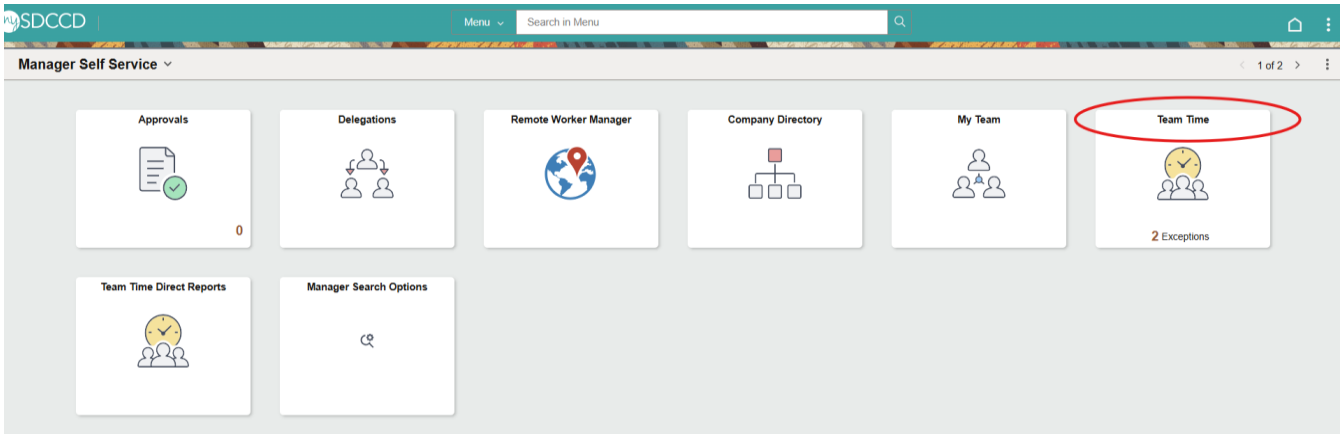
2) Click on **Manager Dashboard**



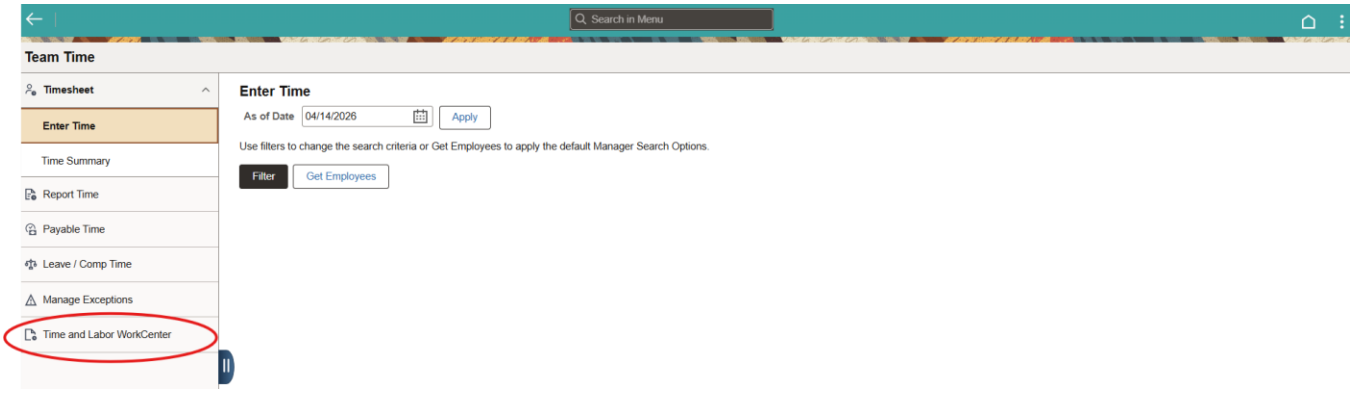
3) Click on **Manager Self Service**



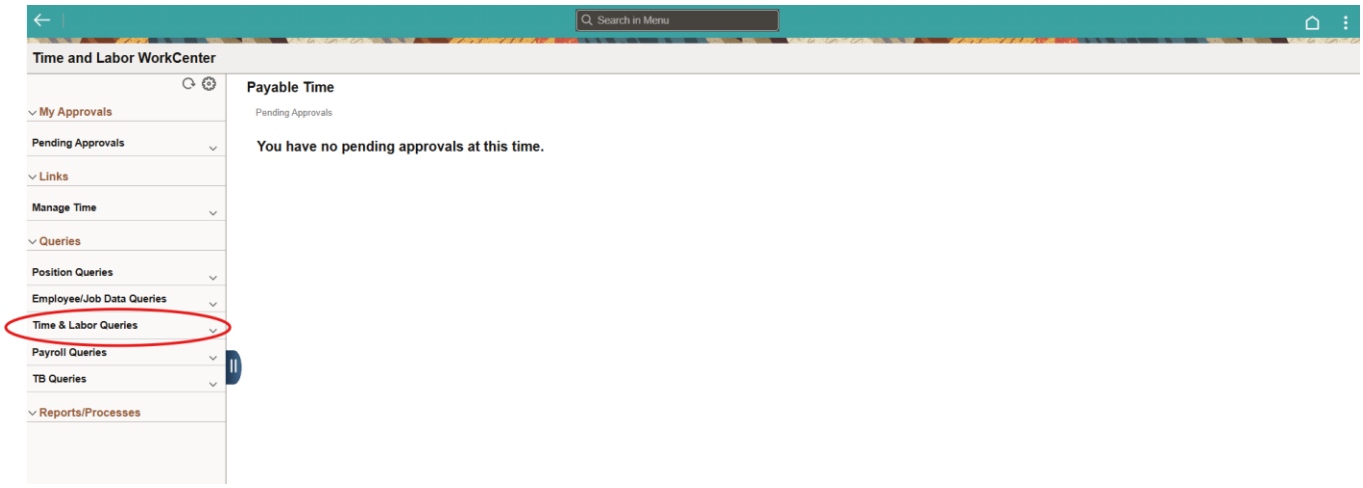
4) Click on **Team Time**



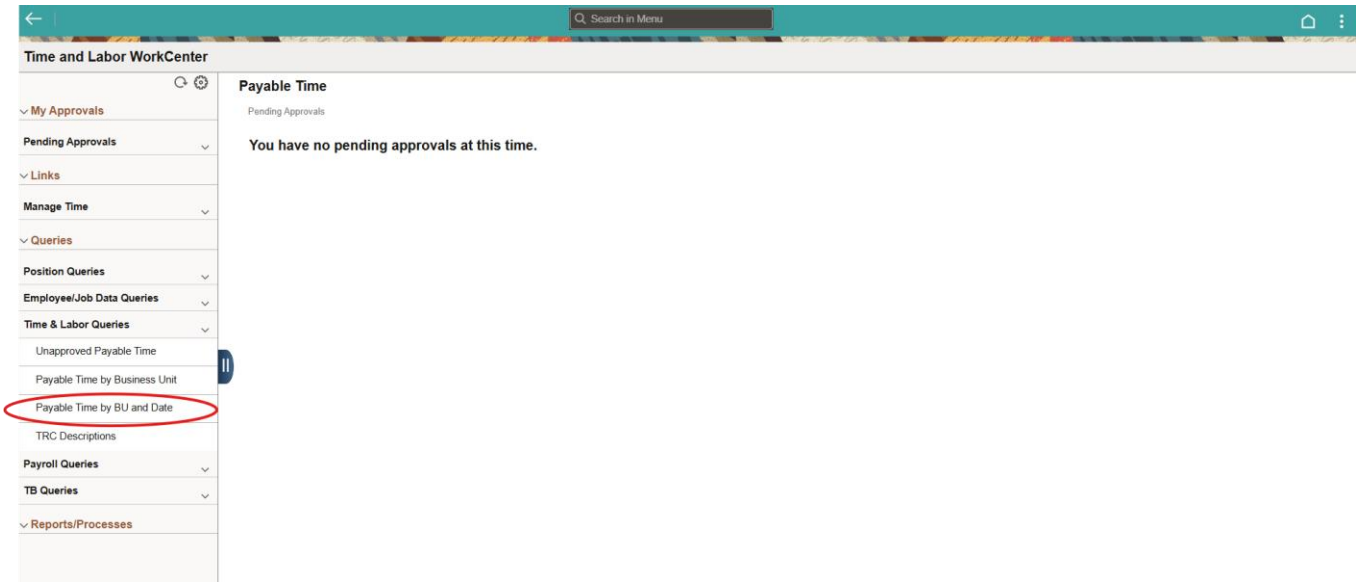
5) Click on **Time and Labor WorkCenter**



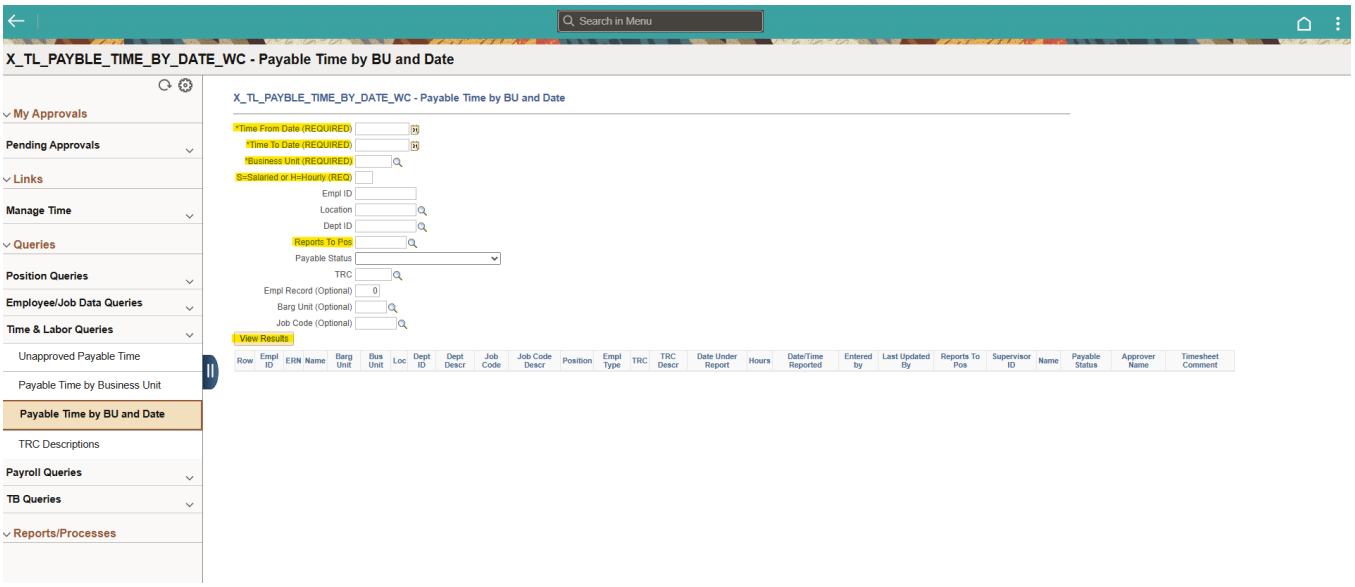
6) Under the **Queries** section, click on **Time & Labor Queries**



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



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



9) Download the results in an **Excel Spreadsheet**