

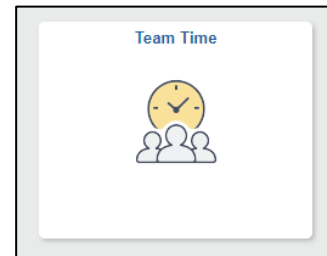
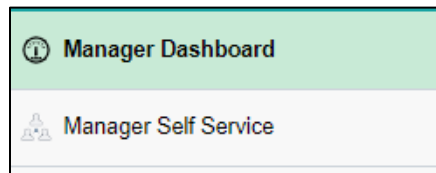
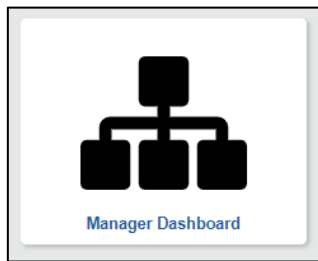
TIME AND LABOR WORKCENTER

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

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



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.

