

How Do I View My Time and Labor Launch Pad?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click on the **Time** tile.
4. On the **Time** page, click the **Time and Labor Launch Pad** menu item.

Review Time for a Specified Month and Year

5. On the **Time and Labor Launch Pad** page, validate the month, year and selected view settings displayed in the page header.

Update the View Settings (Optional)

6. If the month is incorrect, click the **Drop Down** icon associated with the **Month** field and select another value from the listing.
7. If the year is incorrect, click the **Drop Down** icon associated with the **Year** field and select another value from the listing.
8. If the **Selected View** is incorrect, click the **Drop Down** icon associated with the field and select another value from the listing.
9. Then, click the **View** button to update the page display.

Review the Page Information

10. On the **Time and Labor Launch Pad** page, review the number of hours and reference codes displayed. NOTE: For salaried employees who use the **Elapsed (E) Timesheet**, the **Reported Hours** view of the page only displays leave hours.



Reference Codes Associated with the Daily Time Entries:

Code	Description	Explanation
X	Exception	Error encountered during payroll processing
P	Punched	Reported as punched time
E	Elapsed	Reported as elapsed time
\$	Payable	Classified as payable time
F	Forecasted	Forecasted as payable time
R	Recommended	Attendance-related action recommended

Review Time Details

11. On the **Time and Labor Launch Pad** page, click the **Number** link associated with the selected calendar date.
12. On the **Time Details For [Date]** page, review the **Time Reporting Code**, unit of measure (**Type**) and quantity information.
13. If desired, click the **Forecast Payable Time** button to populate the **Forecast Payable Time** section of the page and display the calculated gross pay amount associated with the selected time entry.
14. Click the **Return to Calendar** link to close the **Time Details For [Date]** page.

Review Time Entries for Another Month

15. On the **Time and Labor Launch Pad** page, click the **Previous Month** or **Next Month** link displayed below the **Selected View** field to increment the calendar by one month. NOTE: The system will automatically update the page view; it is not necessary to click the **View** button after clicking the **Previous Month** or **Next Month** links.
16. On the **Time and Labor Launch Pad** page, review the number of hours and reference codes displayed.



Transfer to Other Time-Related Components

17. Click the **Drop Down** icon associated with the **Links** field displayed at the bottom of the page and select one of the following options from the listing:
 - a. Monthly Schedule
 - b. Timesheet
 - c. Forecasted Payable Time
 - d. View Payable Time (Detail)
18. Then, click the **Go** button.
19. Click the < **Time and Labor Launch Pad** button the **NavBar** to return to the **Time and Labor Launch Pad** page.

Complete the Task/Sign Out of Application

20. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



21. Click the **Sign Out** option in the listing.

