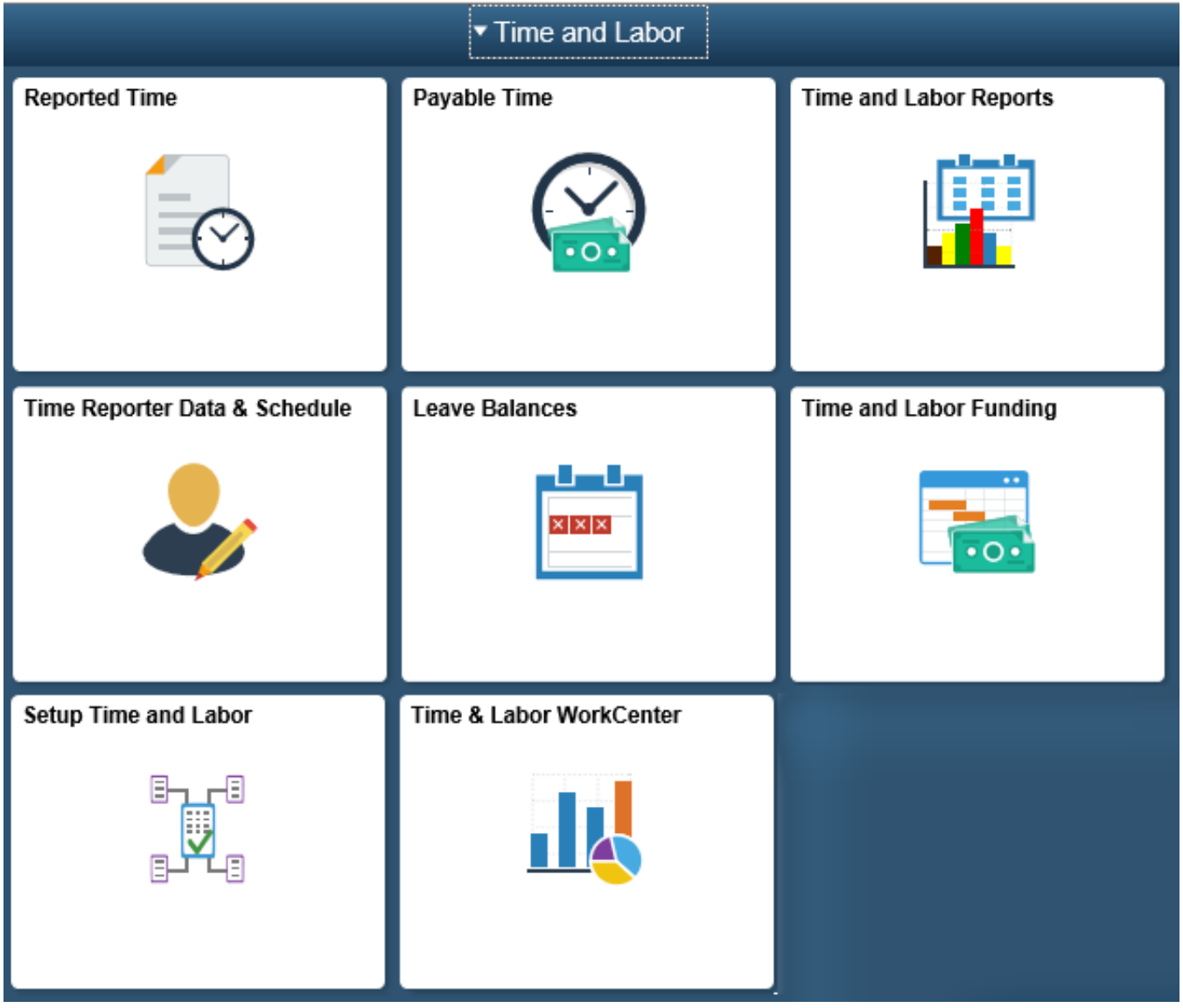
Department of Administration
Excellent customer service, every time!

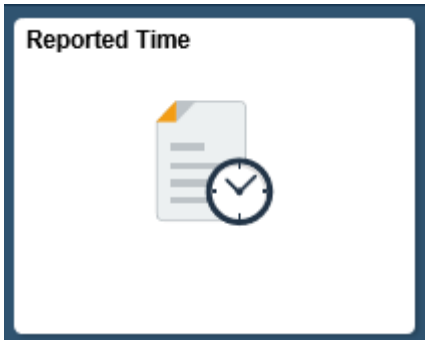
SHARP Time and Labor Homepage

This document lists the pages available behind each Time & Labor Tile

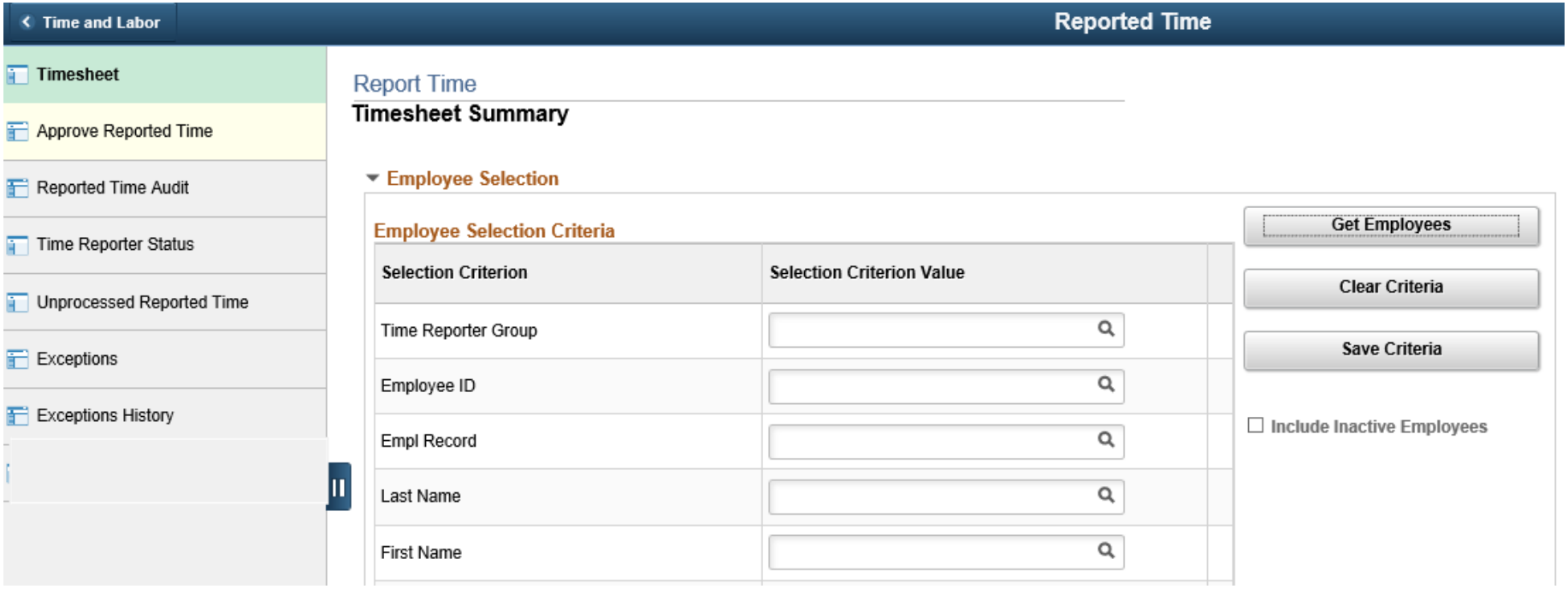


Reported Time Tile

Pages behind the Reported Time Tile:

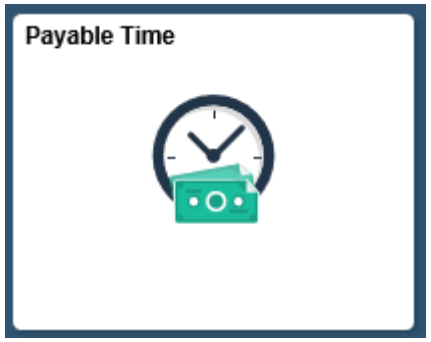


Some of the Navigation Collection Items were previously listed under the Time and Labor Menu.



Payable Time Tile

Pages behind the Payable Time Tile:



The Review Paycheck and Request Pay-Affect Adjustment Navigation Collection Items display only for those employees who also have the Payroll Role.

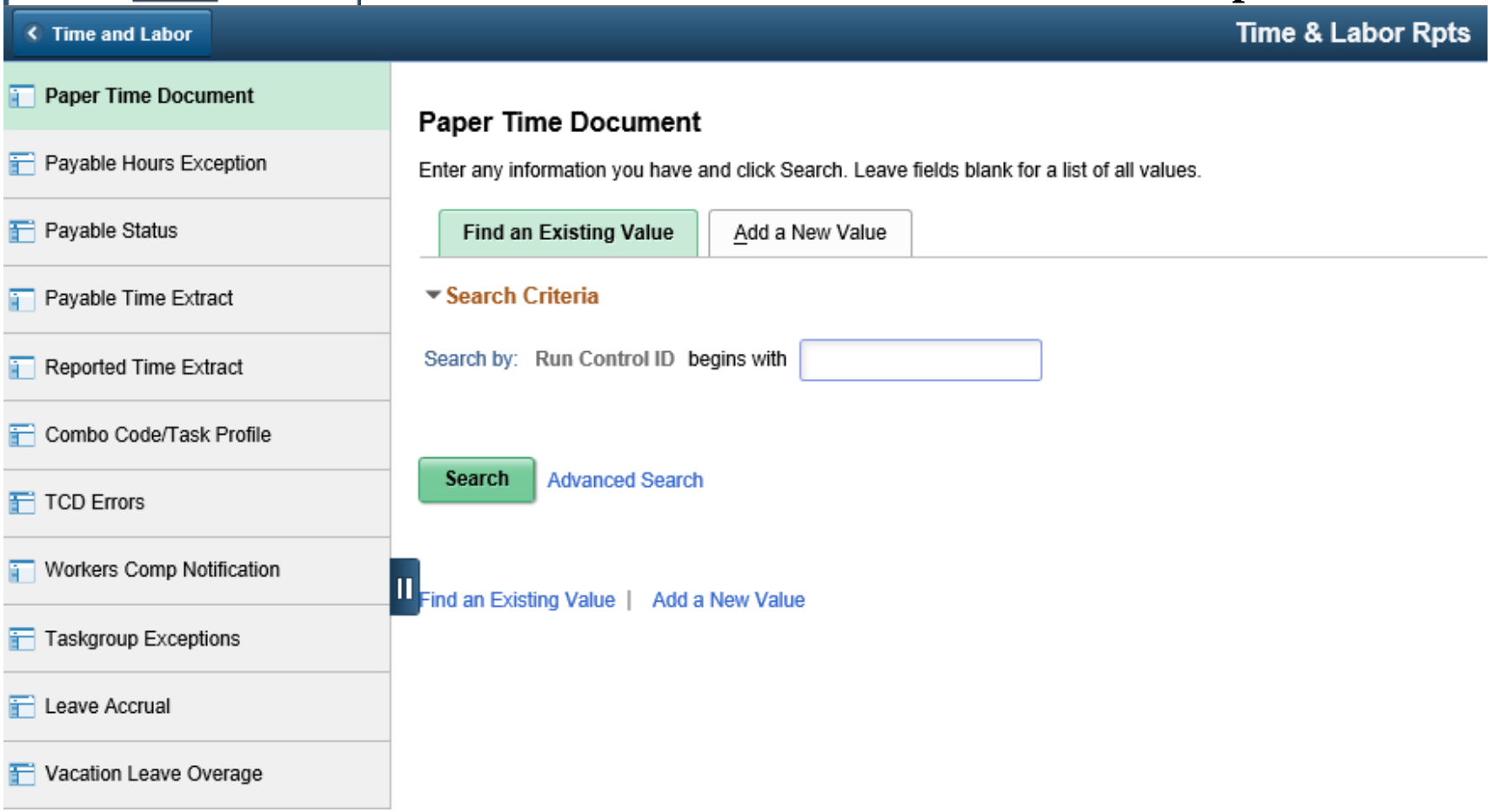


Time and Labor Reports Tile

Pages behind the Time and Labor Reports Tile:



Only Task Reporters will see the Combo Code/Task Profile link. Only Interface agency employees with the Time and Labor HR role will see the TCD Errors report link.



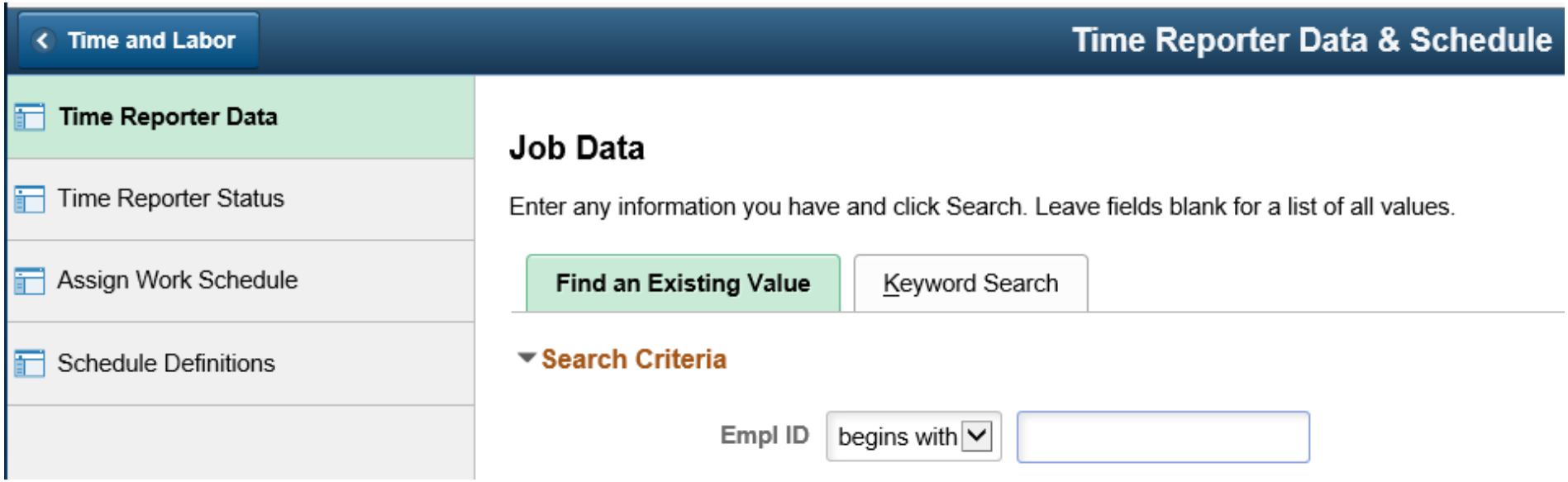
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Time Reporter Data & Schedule Tile

Pages behind the Time Reporter Data & Schedule Tile:



Access to Time Reporter Data now takes the user directly to the Employment Data Page (where the Time Reporter Data link is located). If the user also has the Agency HR Administration role, he or she will see all Job Data. The user can also see the schedule history by accessing the Assign Work Schedule link.

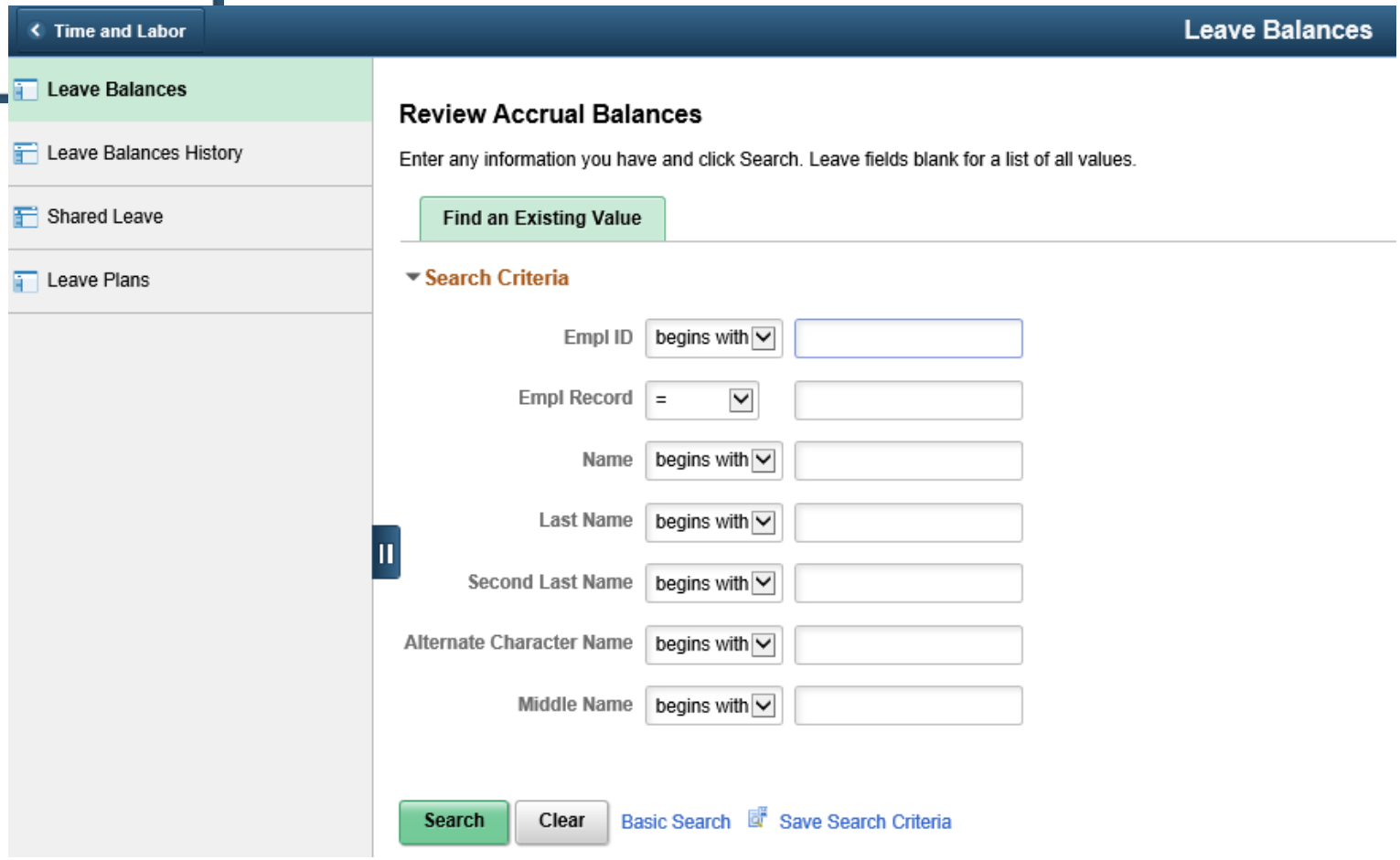


Leave Balances Tile

Pages behind the Leave Balances Tile:



In addition to Leave Balance information, the user can easily locate the Shared Leave and employee Leave Plan links here.

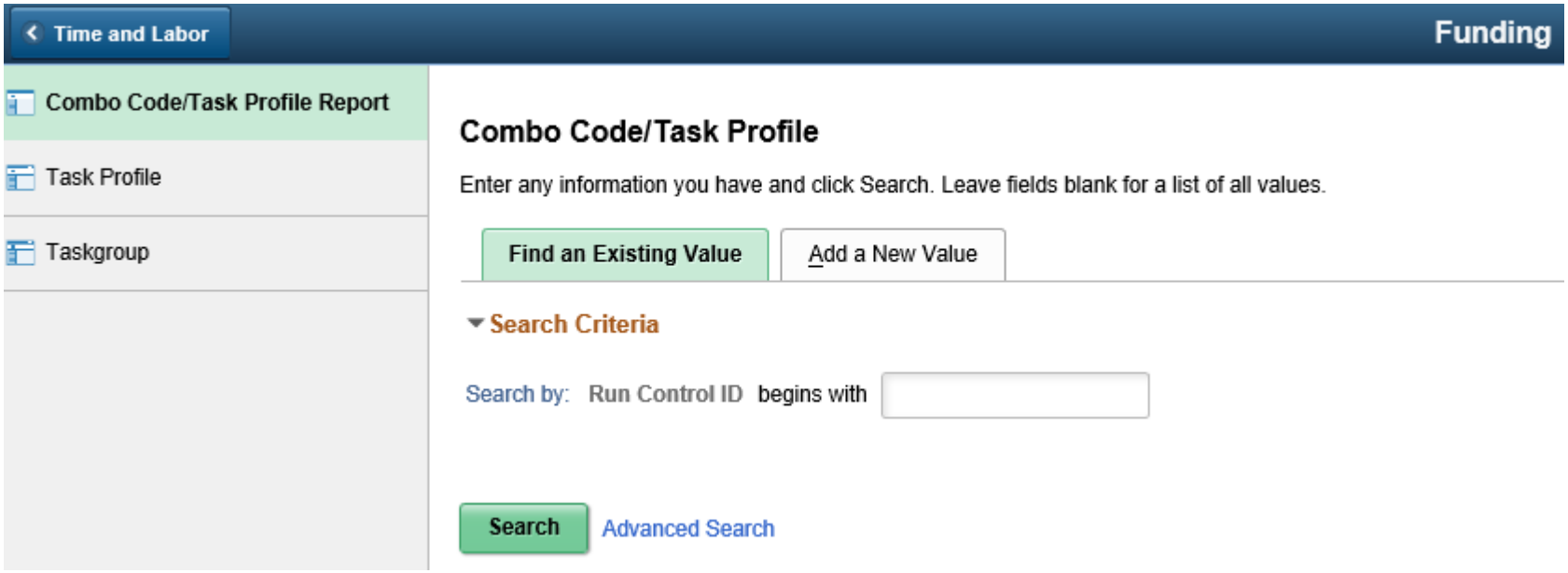


Time and Labor Funding Tile

Pages behind the Time and Labor Funding Tile:

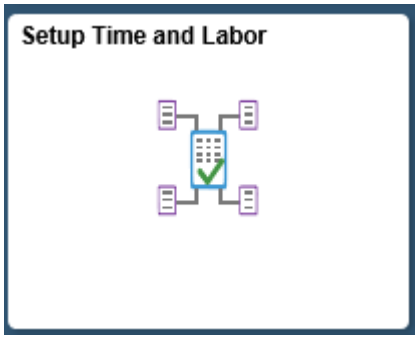


Only employees with the Task Reporter or Agency Commitment Accounting Specialist role will see the Time and Labor Funding Tile.



Setup Time and Labor Tile

Pages behind the Setup Time and Labor Tile:



This Tile includes links for Department of Administration staff that are not visible to agencies. Agency users can see details of all schedules here. Agency staff can also see the Schedule Definitions link under the Time Reporter Data and Schedule Tile.



Time and Labor WorkCenter Tile

Pages behind the Time and Labor WorkCenter Tile:



Did you know you can run Time and Labor queries? Check out the Reported Time by Dept by PPED query. It is easier to generate than the Reported Time Extract. The Time Reporter Data by Agency query is handy too.

