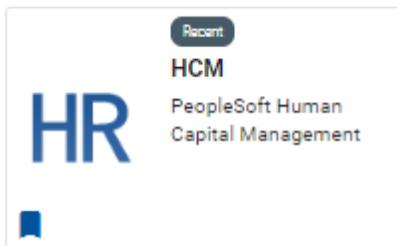
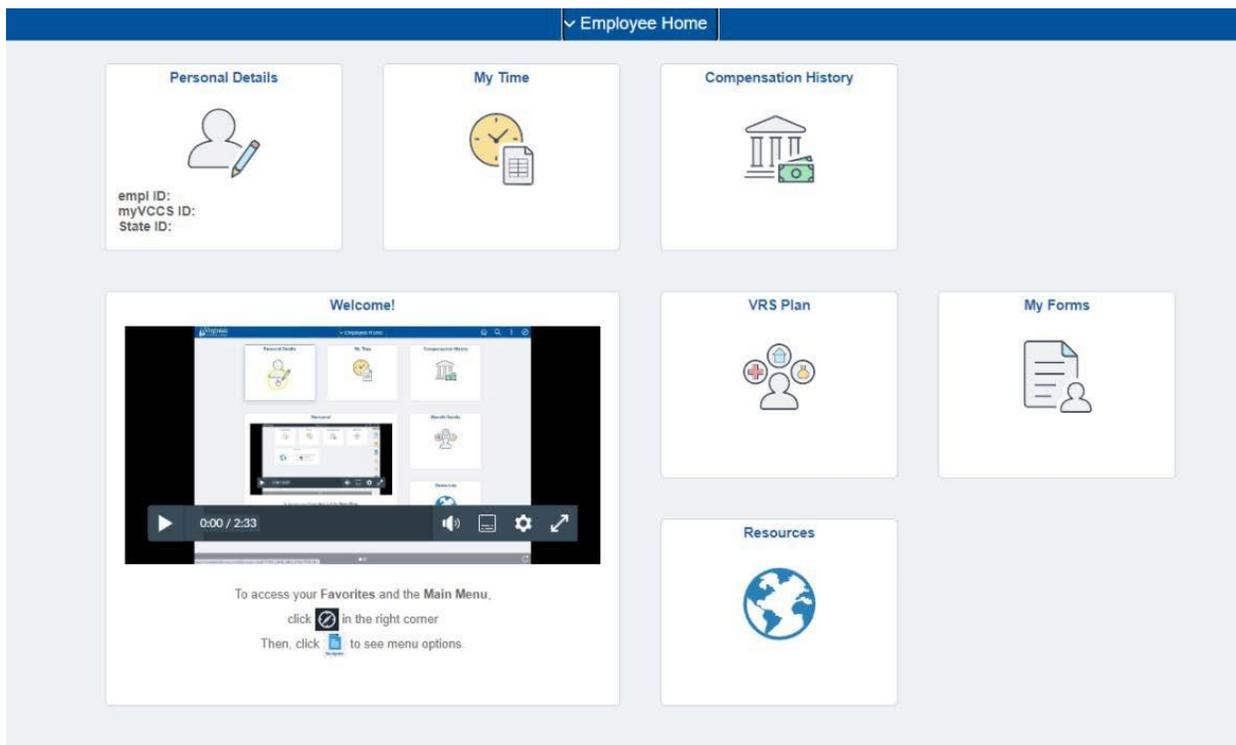


## HCM (Quick Reference Guide)



Login in by accessing [My P&HCC](#)

### Homepage



### Timekeeping

Select My Time icon



Input time entry in hour format to the tenths of the hour  
 (Number of hours worked . number of minutes to tenths)

[Example: 6 hours 13 minutes worked = 6.3 (guide below)]

Report time in tenths of hour: <u>MINUTES = TENTHS</u>			
1 - 6	.1	31 - 36	.6
7 - 12	.2	37 - 42	.7
13 - 18	.3	43 - 48	.8
19 - 24	.4	49 - 54	.9
25 - 30	.5	55 - 60	1.0

From Monday 09/04/2023 to Sunday 09/10/2023

Mon 9/4	Tue 9/5	Wed 9/6	Thu 9/7	Fri 9/8	Sat 9/9	Sun 9/10	Total	Time Reporting Code
	7.00						7.00	REG - Regular Time

Select submit

To view your time from previous pay periods select the calendar icon, choose your respective date then click the refresh icon.

The screenshot shows the 'My Time' application interface. On the left is a sidebar with navigation options: Timesheet, Time and Labor Launch Pad, Monthly Schedule, Compensatory Time, Payable Time Summary, Payable Time Detail, Exceptions, Request Absence, Cancel Absences, Absence Balances, and View Requests. The main content area is titled 'Timesheet' and includes fields for Employee ID, Empl Record, and Earliest Change Date. Below these are 'Actions' and a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week', a date field showing '09/18/2023', and a calendar icon. A blue arrow points to the calendar icon, and another blue arrow points to the refresh icon. The 'Reported Hours' is 0.00. A message states: 'Reported time on or after 09/08/2023 is for a future period. From Monday 09/18/2023 to Sunday 09/24/2023'. Below this is a table with columns for days of the week (Mon 9/18 to Sun 9/24), Total, Time Reporting Code, and Taskgroup. The 'Taskgroup' is PSNONTASK. There is a 'Submit' button and tabs for 'Reported Time Status', Summary, Exceptions, and Payable Time. At the bottom, there is a 'Reported Time Status' table with columns for Date, Total, TRC, Description, and Add Comments. The table shows a single row with Total 0.00.

## Pay & Holiday Schedules

Pay schedules can be found on the Shared drive → HumanResources → !Pay&Holiday Calendars

<S:\shared\HumanResources\!Pay & Holiday Calendars>

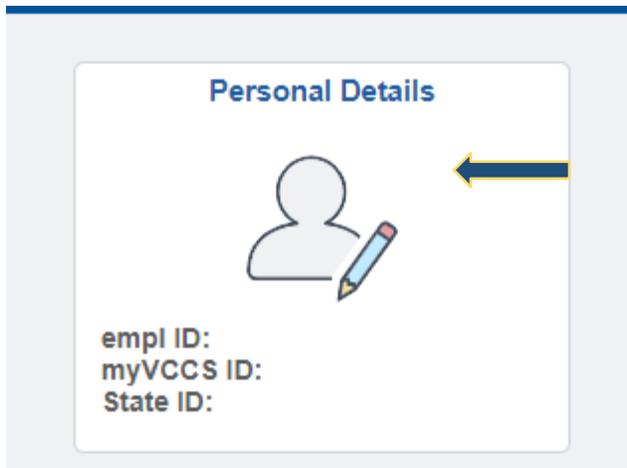
\*\*\*If incorrect time is entered, override by placing correct time in corresponding area, and resubmit.

### Self-identify of Disability

Although it is not mandatory to self-identify, it is encouraged. It is important to encompass diverse abilities in the workforce, maintaining diverse teams encourages creativity and fosters innovation.

If you need a reasonable accommodation to perform the essential functions of your role, please contact a member of the Human Resources Team.

Select Personal Details icon



Select icon



Check applicable box. If you choose to not self-identify, select "I do not want to answer"

**Please check one of the boxes below:**

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer



Submit

