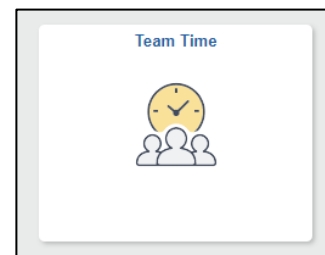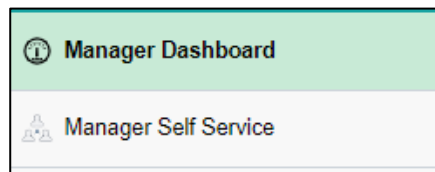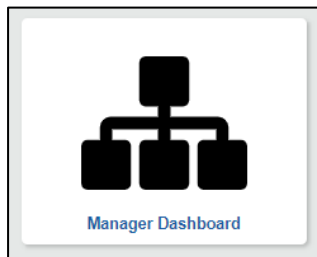# TIME AND LABOR WORKCENTER

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.