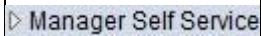




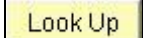





Using the TIMEAccess Launch Pad

Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Time Management link. 
3.	Click the View Time link. 
4.	Click the TIMEaccess Launch Pad link. 
5.	There are many ways to search for employees. You may simple search for one employee by using their name or Empl ID, or to look up all your employees you can enter the appropriate Group ID. Click the Look up button next to Group ID . 
6.	Click the Look Up button. 
7.	Click the Group ID link.
8.	Click the Get Employees button. 
9.	Find and select the desired employee.
10.	Select the Payable Hours list item. 
11.	Click the View button. 
12.	You can navigate between months by clicking the Previous Month and Next Month buttons.
13.	You can navigate between employees by clicking the Previous Employee and Next Employee buttons.
14.	A key is located at the bottom of the page to explain the various codes on each day of the calendar.
15.	A blue underlined date indicates that there is activity reported on this day. Click the Date to go to the Details Page for a given day.
16.	The details about an individual day are now displayed.

17.	When you are finished viewing the information, click the Return to Calendar or the Return to Select Employee link.
18.	End of Procedure.

