

## How Do I View Use the Time and Labor Launch Pad?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click on the **Time and Absence** tile.
3. On the **Time** page, click **Time and Labor Launch Pad**.
  - a. By using the **Time and Labor Launch Pad**, you can view your monthly Forecasted Payable Hours, Number of Exceptions, Payable Hours, Reported Hours, and Scheduled Hours from the same page.
4. The **Time and Labor Launch Pad** opens to the current month/year. Use the **Month** and **Year** dropdowns to view a different month. You can also use the **Previous Month** and **Next Month** links.
5. Select what you wish to view in the dropdown (Forecasted Payable Hours, Number of Exceptions, Payable Hours, Reported Hours, and Scheduled Hours) and click the **View** button.
  - a. Note that for Monthly Employees, the Reported Hours view only displays leave hours.
6. Information for each day is listed. Refer to this legend for an explanation of what the daily entries mean.

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



7. To see the detail for a date, click on the **Date** link.
8. To proceed to your Monthly Schedule, Timesheet, View Forecasted Payable Time, or View Payable Time (Detail), use the **Links** drop down to make your selection and click the **Go** button.

