

Directions:

1. Type the following address into your browser: route88upk.state.ga.us
2. Follow screenshots below to online Time and Labor training

UPK - TeamWorks Online x

route88upk.state.ga.us/data/toc.html

Apps Google Sign in to your account sharepoint https://myshbpga.ad Human Resources - Home- GaBreeze Georgia Building Aut

SAO
State Accounting Office

search

My Roles

- Introduction to TeamWorks HCM
- Using Employee Self-Service
 - Getting to Know TeamWorks HCM
 - Updating Personal Information - ESS
 - Viewing Benefits Information - ESS
 - Reviewing and Updating Payroll Information - ESS
 - Using ePerformance - ESS
 - Reporting Time Using Time and Labor Enterprise - ESS**
 - Reporting Time - Non-Exempt and Hourly - ESS
 - Reporting Time - Exempt - ESS
 - Viewing Payable Time - ESS
 - Time and Labor - GDC - ESS
 - Absence Management - ESS
- Using Manager Self-Service
 - Viewing Employee Personal Information - MSS
 - Performance Management for Managers - MSS
 - Managing Time and Labor Enterprise - MSS**
 - Reviewing and Submitting Reported Time - MSS
 - Managing a Work Schedule - MSS
 - Reviewing and Processing Payable Time - MSS

Time and Labor - ESS

This section focuses on the employee using Employee Self-Service (ESS) to:

1. Report time by creating, editing, and submitting a timesheet
2. View payable time detailed information

At the end of this section you should be able to:

- Create, edit, and submit a timesheet
- View payable time detailed information