

## How to Capture Hours Submitted by Employees

The intent of this document is to provide information required for non-managers to review time submitted by employees to help/assist their managers in validating the accuracy of time submitted.

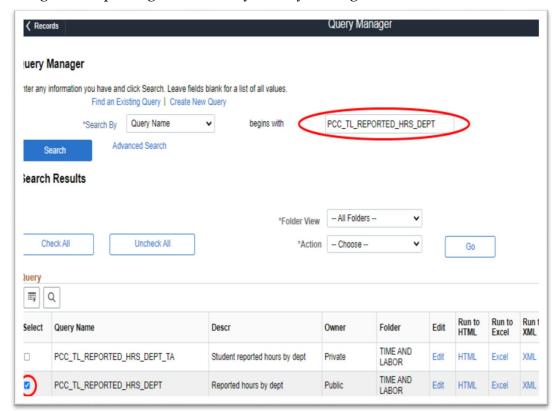
The steps are as follows:

1. Log in to Human Capital Management.



2. Go to Query Manager and look for query name PCC\_TL\_REPORTED\_HRS\_DEPT

Navigator>Reporting Tools>Query>Query Manager

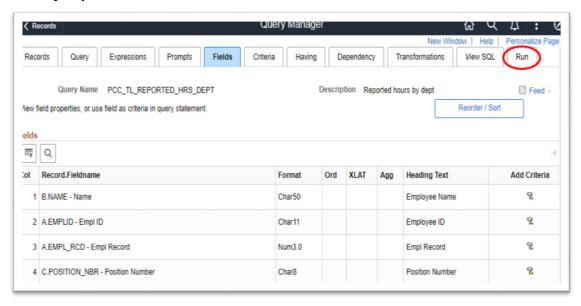


Created by: HCM Team



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3. Select query name PCC\_TL\_REPORTED\_HRS\_DEPT



4. System will bring you to a prompt screen. Enter all of the required fields and click "OK"



5. System will bring the results. Click Download to Excel if you wish to review the results in excel.



End