<u>HCM (Quick Reference Guide)</u>
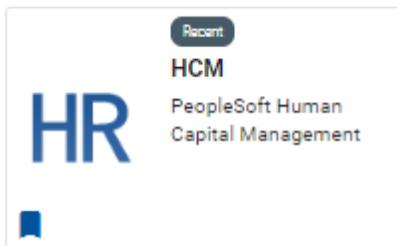
Login in by accessing [My P&HCC](#)

Homepage
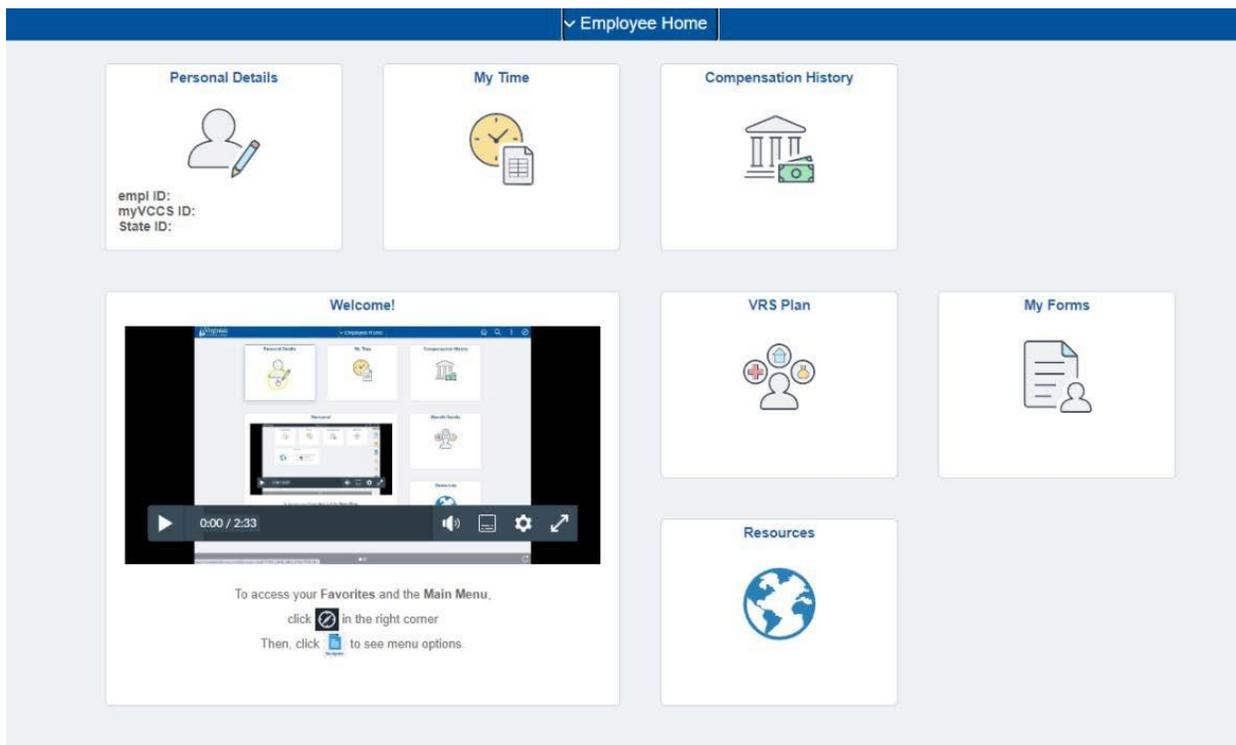
Timekeeping

Select My Time icon

Input time entry in hour format to the tenths of the hour
(Number of hours worked . number of minutes to tenths)
[Example: 6 hours 13 minutes worked = 6.3 (guide below)]

Report time in tenths of hour:
MINUTES = TENTHS

MINUTES	TENTHS		MINUTES	TENTHS
1 - 6	.1		31 - 36	.6
7 - 12	.2		37 - 42	.7
13 - 18	.3		43 - 48	.8
19 - 24	.4		49 - 54	.9
25 - 30	.5		55 - 60	1.0

From Monday 09/04/2023 to Sunday 09/10/2023

	Mon 9/4	Tue 9/5	Wed 9/6	Thu 9/7	Fri 9/8	Sat 9/9	Sun 9/10	Total	Time Reporting Code
		7.00						7.00	REG - Regular Time

Select submit

Submit

To view your time from previous pay periods select the calendar icon, choose your respective date then click the refresh icon.

Pay & Holiday Schedules

Pay schedules can be found on the Shared drive → HumanResources → !Pay&Holiday Calendars

S:\shared\HumanResources\!Pay & Holiday Calendars

***If incorrect time is entered, override by placing correct time in corresponding area, and resubmit.

Self-identify of Disability

Although it is not mandatory to self-identify, it is encouraged. It is important to encompass diverse abilities in the workforce, maintaining diverse teams encourages creativity and fosters innovation.

If you need a reasonable accommodation to perform the essential functions of your role, please contact a member of the Human Resources Team.

Select Personal Details icon

Personal Details

empl ID:
myVCCS ID:
State ID:

Select icon

Disability

Updated 08/24/2023
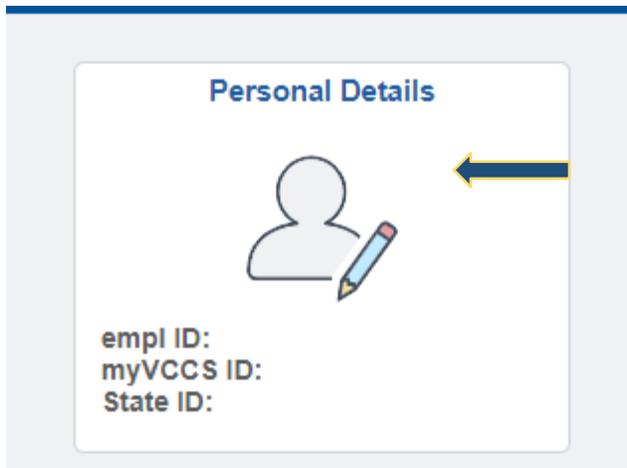
Check applicable box. If you choose to not self-identify, select "I do not want to answer"

Please check one of the boxes below:

☐ Yes, I have a disability, or have had one in the past

☐ No, I do not have a disability and have not had one in the past

☐ I do not want to answer

Submit