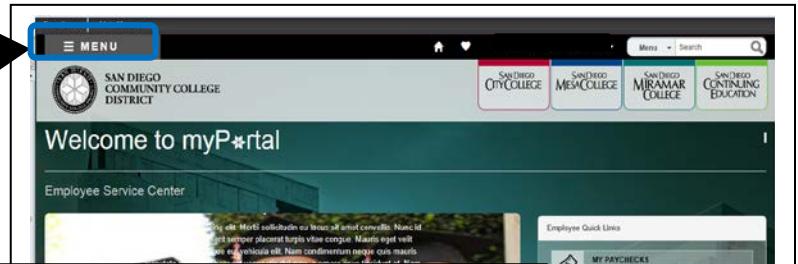
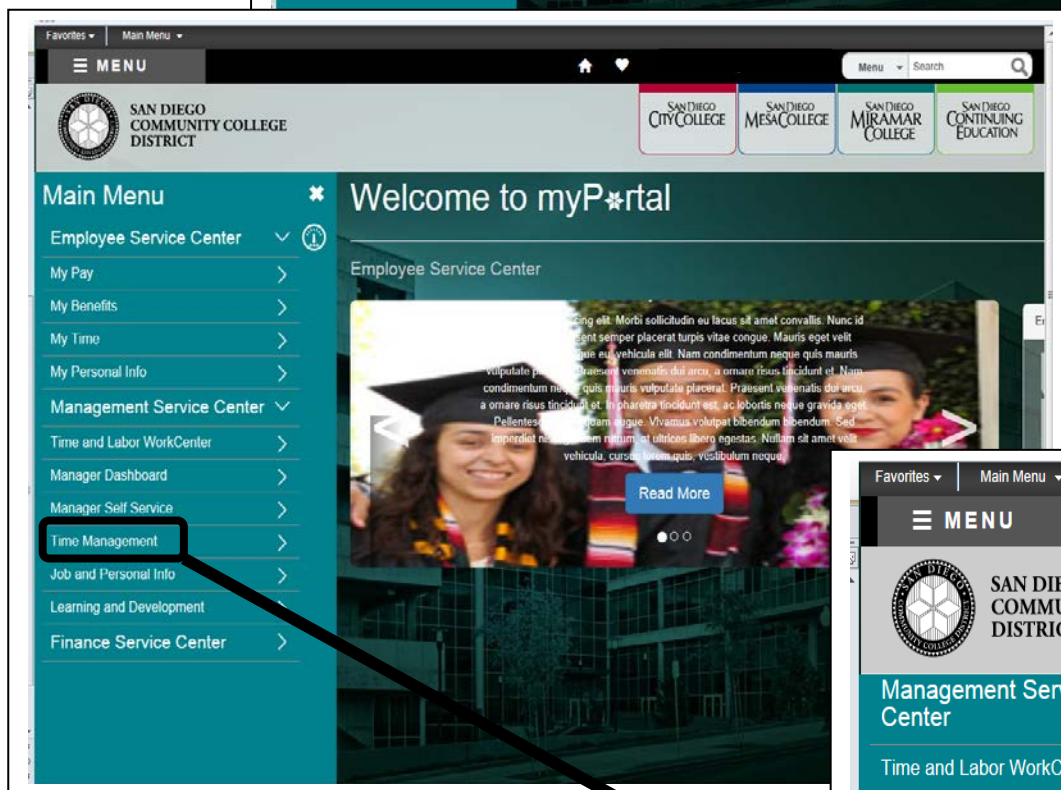
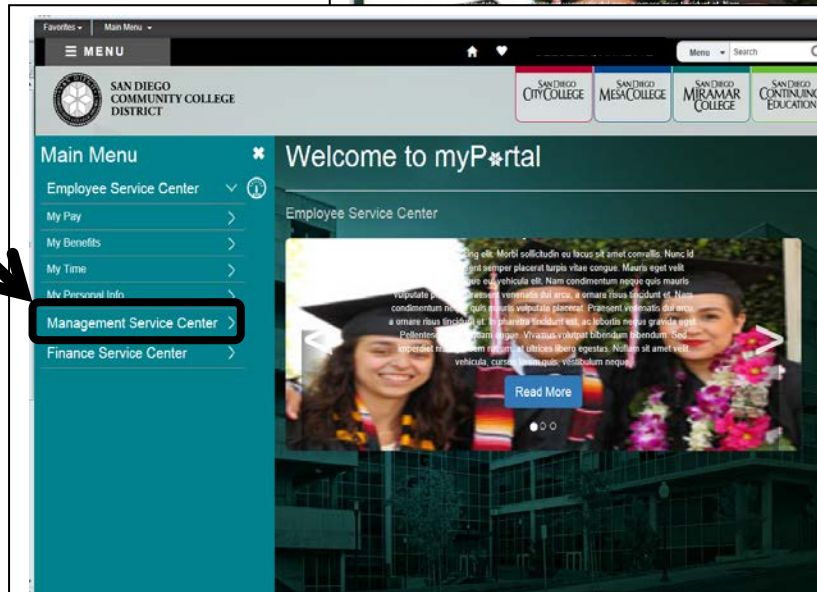


## NAVIGATING TO THE TIME & LABOR WORK CENTER

After logging into Portal, click on the MENU link at the top left of the page



Click the Management Service Center link to expand the menu



Expand Time Management and click on the Time and Labor link to get to the Time and Labor Work Center

