

Guide to Time and Labor Training Courses

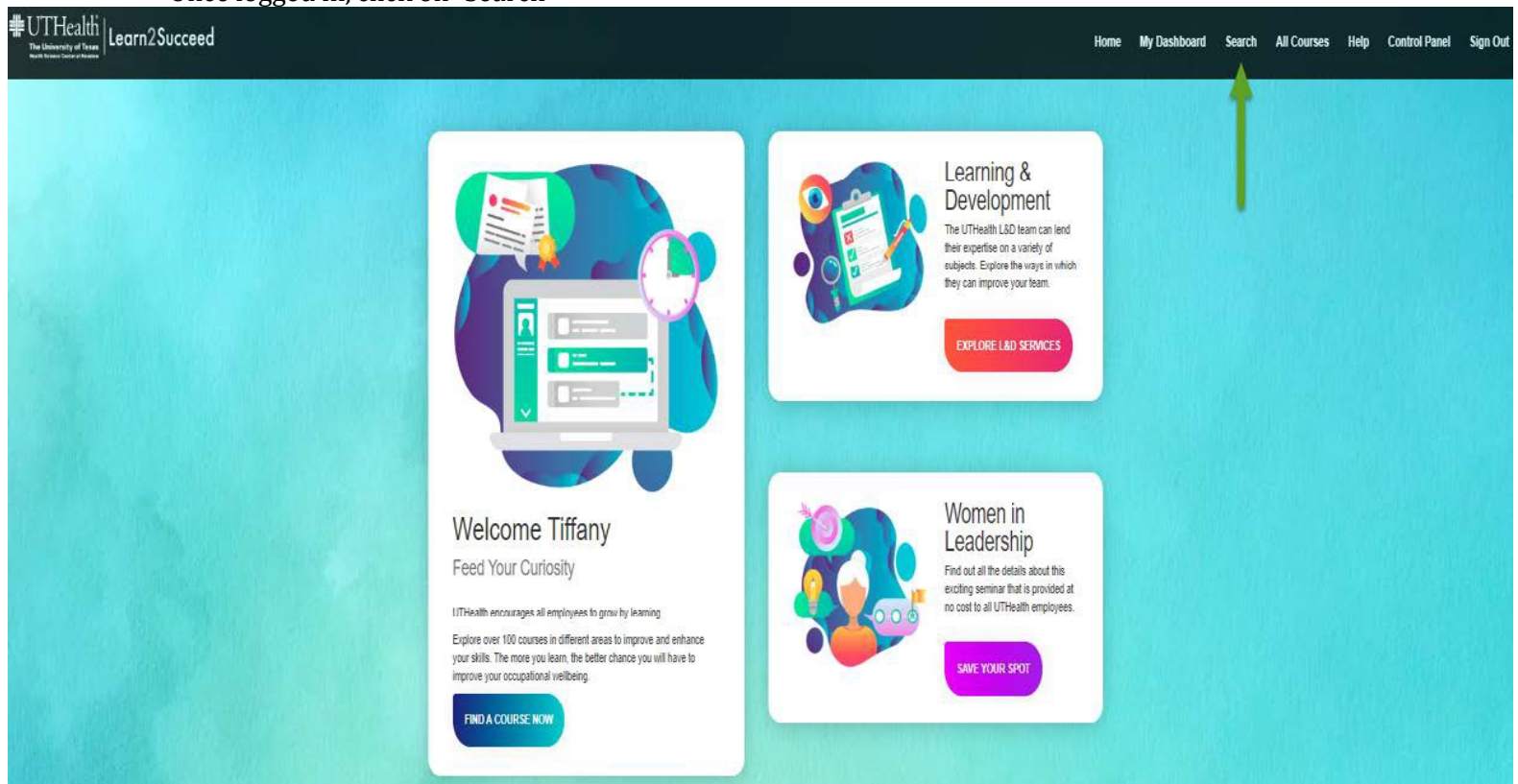
To access the training, log in to Learn2Succeed by visiting go.uth.edu/learn through **Google Chrome** or **Mozilla Firefox**.

- Log in using your username and password.



The screenshot shows the UTHealth login interface. On the left, the UTHealth logo is displayed above the text 'The University of Texas Health Science Center at Houston'. Below this is the heading 'UTHealth Enterprise Password'. The login form includes fields for 'Username' and 'Password', followed by a 'Log in' button. A link for 'Change Password | Password Help' is located below the form. On the right side, a 'Protected Resource' warning is shown, stating 'The resource you are requesting requires authentication.' and featuring a large padlock icon. At the bottom, a 'WARNING!' message states: 'You are currently accessing a protected information resource. Unauthorized use is PROHIBITED! Usage of this system may be subject to security testing and monitoring. Misuse is subject to criminal prosecution. There is no expectation of privacy except as otherwise provided by applicable privacy laws.' Links for 'Privacy & Security | Contact | UTHealth' are at the very bottom.

- Once logged in, click on “Search”



The screenshot displays the Learn2Succeed dashboard. The top navigation bar includes links for 'Home', 'My Dashboard', 'Search', 'All Courses', 'Help', 'Control Panel', and 'Sign Out'. A green arrow points to the 'Search' link. The main content area features three white cards on a teal background. The first card, 'Welcome Tiffany', has the sub-heading 'Feed Your Curiosity' and a 'FIND A COURSE NOW' button. The second card, 'Learning & Development', includes a description of the L&D team's expertise and an 'EXPLORE L&D SERVICES' button. The third card, 'Women in Leadership', describes a seminar and has a 'SAVE YOUR SPOT' button.

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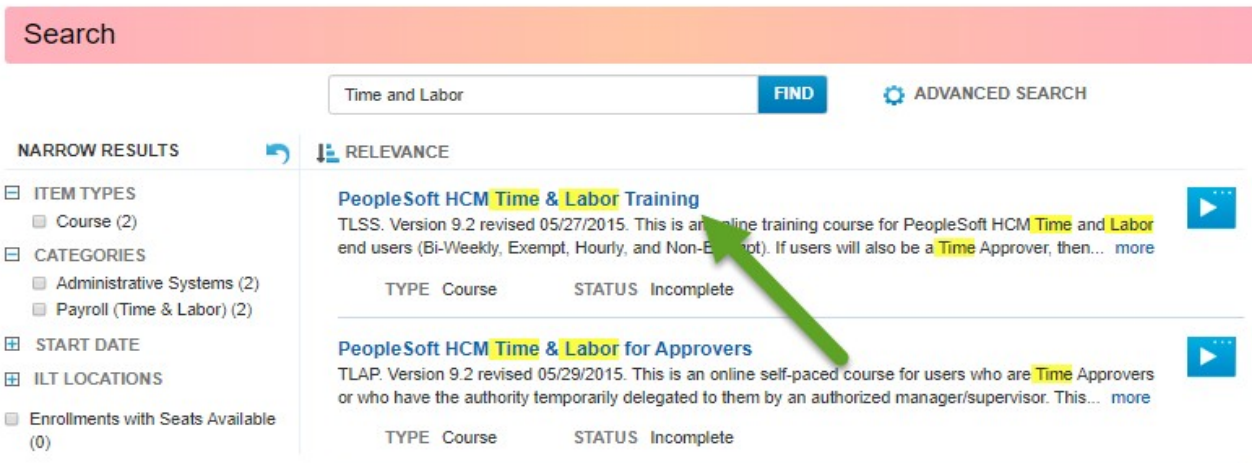
- Type "Time and Labor" in the Search Box, then click "Find"

Catalog Search



- Click the "PeopleSoft HCM Time & Labor Training" (this is for all employees)

Catalog Search



- Click Launch

Catalog Search



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- You will need to complete the course that coincides with your pay status. Please refer to your offer letter to determine.

UTHealth
The University of Texas
Health Science Center at Houston

Learn2Succeed
Success Starts Here!

HOME

Welcome to PeopleSoft HCM Time & Labor Training

PURPOSE

The purpose of this training is to provide a foundation for UTHealth employees in understanding what tools are available to them within Employee Self Service for time reporting purposes.

- All courses are delivered in an online modality.
- Users must have access to the internet and a computer to complete coursework.

Getting Started

Click the link below for your assigned pay classification to begin training. Users should only complete the training section that is applicable to them.

- [PeopleSoft HCM Time & Labor for Bi-Weekly Pay Employees](#)
- [PeopleSoft HCM Time & Labor for Semi-Monthly Pay Exempt Employees](#)
- [PeopleSoft HCM Time and Labor Semi-Monthly Pay Hourly Employees](#)
- [PeopleSoft HCM Time & Labor Semi-Monthly Pay Non-Exempt Employees](#)

Course content will open in a new window or tab depending on your browser set-up. Ensure any pop-up blockers are disabled, if you are unsure of how to do this, please contact the Help Desk at 713-486-4848. This course should be viewed using Internet Explorer.

Your employee type and pay schedule will determine which course you choose.

- Biweekly hourly punch** employees will take the course labeled “PeopleSoft HCM Time & Labor for Biweekly Pay Employees”
- Semi-Monthly Salaried Exempt** employees will take course labeled “PeopleSoft HCM Time & Labor for Semi-Monthly Pay Exempt Employees”
- Semi-Monthly Hourly** employees will take course labeled “PeopleSoft HCM Time & Labor for Semi-Monthly Pay Hourly Employees”
- Semi-Monthly Salaried Non-Exempt** employees will take course labeled “PeopleSoft HCM Time & Labor for Semi-Monthly Pay Non-Exempt Employees”

If you should have any questions regarding the self service applications, please feel free to email the Payroll department at payroll@uth.tmc.edu or at 713-500-3962.