



There are four main areas to the Control Center which are available based on the SLDCADA user's menu code:

- My Tasks
- Quick Links
- Set Selected Date or Search/Set Selected Date
- Search Results

My Tasks

- This section will allow single-click access to pending supervisor tasks. When an employee completes their timecard, enters a leave or overtime request, or enters a prior pay correction, a task will appear in the My Tasks section for the employee's Primary Supervisor.
- The number to the right of the task indicates the number of employees with pending actions. If the task is selected, the supervisor will be brought to the corresponding screen with the applicable employees already populated.

Quick Links

- This section contains links giving you single-click access for entering your own Time & Attendance and for checking your Incorrect Hours Report.
- The link for My Incorrect Hours will show the status of the user's timecard compared to their work schedule.

Set Selected Date or Search/Set Selected Date

- This section has changed slightly from V22, new functionality includes:
 - Allows user to search for employees for which they are the primary or alternate supervisor
 - A red box in the calendar will outline the pay period ending dates
 - Ability to search for only those employees who do/do not have SLDCADA login capabilities (search by User ID)

Search Results

- This section works the same as the Navigation Tree in V22. Employees are arranged into folders by Name, Shop, Supervisor Assignment, and Employing Activity.

