

# How to Access LCG360 - Furloughed Employees

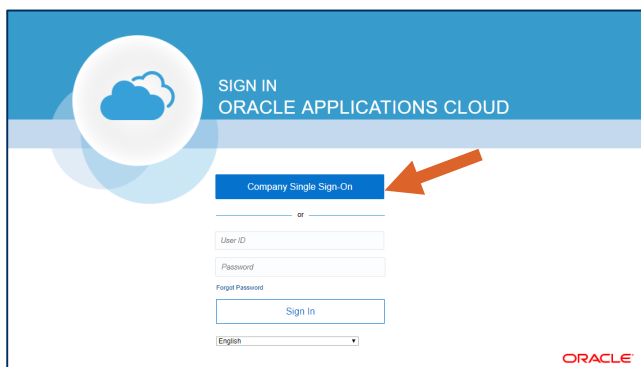


**NOTE:** If this is the first time you are accessing LCG360, it MUST be from a personal device. After your first log in, you can access it from any device!



Log into the LCG360 at <https://ejql.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome> or scan the QR Code.

1. Click **Company Single Sign-On**



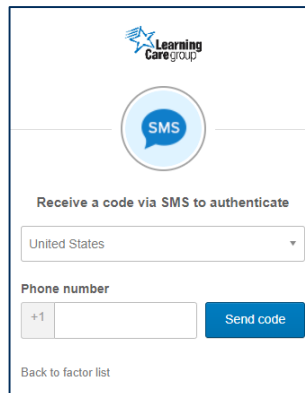
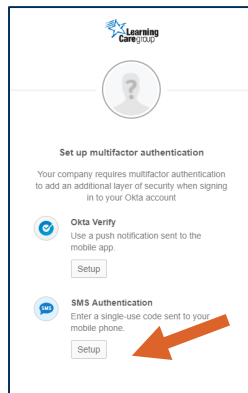
**Important:** Log in with the same credentials as the Employee Lounge, but add @CTTLC.com to your ID.

2. The first time you log in to LCG360, you will be asked to **Multifactor Authenticate (MFA)** that you are you. You will need to:

- a. **Download the app** it indicates and follow the prompts.

OR

- b. Click **Setup** under SMS Authentication to receive a text message with your code.



Log out when you're done to secure your personal information. This is a good habit anytime you access a site with personal data, but is especially important when you're using a shared device like your school iPad or computers. LCG360 will automatically log you out after several minutes of inactivity, but it is critical that you log out on shared devices immediately.

**Please note:** If you need to reset a forgotten password go to:

<https://pwreset.learningcaregroup.com/showLogin.cc>



## 1. Select Time and Absences

The screenshot shows the LCG360 dashboard with a grid of application icons. The 'Time and Absences' icon, which features a clock face, is highlighted with an orange border. Other visible icons include 'Manage Time Cards', 'Pay', 'Onboarding', 'Personal Information', 'Benefits', 'Learning', 'Directory', 'Current Jobs', 'Career and Performance', 'Roles and Delegations', 'Payslips', 'Add Absence', 'Your Benefits', 'Report a Life Event', 'Document Records', 'Payment Methods', 'Tax Withholding', and 'Absence Balance'.

## 2. Select Absence Balance

The screenshot shows a horizontal menu with four options: 'Add Absence', 'Absence Balance', 'Existing Absences', and 'Time Cards'. The 'Absence Balance' option, which includes a calendar icon, is highlighted with an orange border.

## 3. Select PTO or Sick/Sick State

Plan Balances	
PTO	9,231 Hours
PTO Prior	0,000 Hours
Sick State	10,342 Hours

4. Below is an example of a PTO plan balance. Sick/Sick State plan balances are similar to the example below.

The screenshot shows a web interface for viewing a PTO plan balance. At the top, it displays 'Plan PTO' and '\*Balance As-of Date' with a date selector set to '03-19-2020'. Below this, a horizontal line separates the header from the main content. On the right side of this line, it says 'Plan Balance 12.000 Hours'. A 'Summary' section follows, with an upward arrow icon. Under 'Summary', it states 'Amounts in Hours'. The 'Plan Term' is listed as '07-01-2019 - 06-30-2020'. A table below shows 'Accruals' with a value of '12.000' and 'Total Balance' with a value of '12.000'.

Plan	PTO
*Balance As-of Date	03-19-2020
Plan Balance 12.000 Hours	
Summary ^	
Amounts in Hours	
Plan Term	07-01-2019 - 06-30-2020
Accruals	12.000
Total Balance	12.000

### Balance As of Date and Plan Balance

This indicates how many PTO or Sick/Sick State hours have accrued as of the date displayed.

While on COVID Leave employees may only submit PTO/Sick/Sick State hours earned. Employees may only submit the number of hours displayed in the Plan Balance. If the Plan Balance is a negative number, hours may not be submitted. Review this section for both PTO and Sick/Sick State to ensure the appropriate number of earned hours are submitted.

## 1. Select Pay

The screenshot shows the LCG360 dashboard with a grid of application icons. The 'Pay' icon, which depicts a bank building, is highlighted with an orange border. Other visible icons include 'Manage Time Cards', 'Time and Absences', 'Onboarding', 'Personal Information', 'Benefits', 'Learning', 'Directory', 'Current Jobs', 'Career and Performance', and 'Roles and Delegations'. On the left side, there is a 'QUICK ACTIONS' menu with items like 'Payslips', 'Add Absence', 'Your Benefits', 'Report a Life Event', 'Document Records', 'Payment Methods', 'Tax Withholding', and 'Absence Balance'.

## 2. Select Payslips

This screenshot shows a row of four application icons: 'Payslips', 'Payment Methods', 'Tax Withholding', and 'Document Delivery Preferences'. The 'Payslips' icon, which shows a bank building, is highlighted with an orange border.

## 3. Select PAYSZIP

The screenshot shows the 'Details' page for a pay slip. At the top, there is a dropdown menu set to 'Last 3 Months'. Below it, the date '03-06-2020' is displayed, with the word 'PAYSZIP' highlighted in an orange box. To the right of the date, the amount '900.33 USD' is shown. At the bottom, the date range '02-15-2020 to 02-28-2020' is visible.

## 3. Locate the Earnings, Deductions and Tax section to see COVID Transitional Pay

Earnings, Deductions and Tax							
Earnings							
Description	Start Date	End Date	Hours x	Rate x	Factor =	Current Earnings	YTD Earnings
COVID Transitional Pay			8.00	16.50	1.00	\$132.00	
Overtime Premium						\$0.00	\$16.80
Overtime Straight						\$0.00	\$33.59
Regular Pay						\$0.00	\$5,210.69
COVID Transitional Pay Entitl						\$132.00	\$132.00