

**How to view payable time for 28 day police employee:**

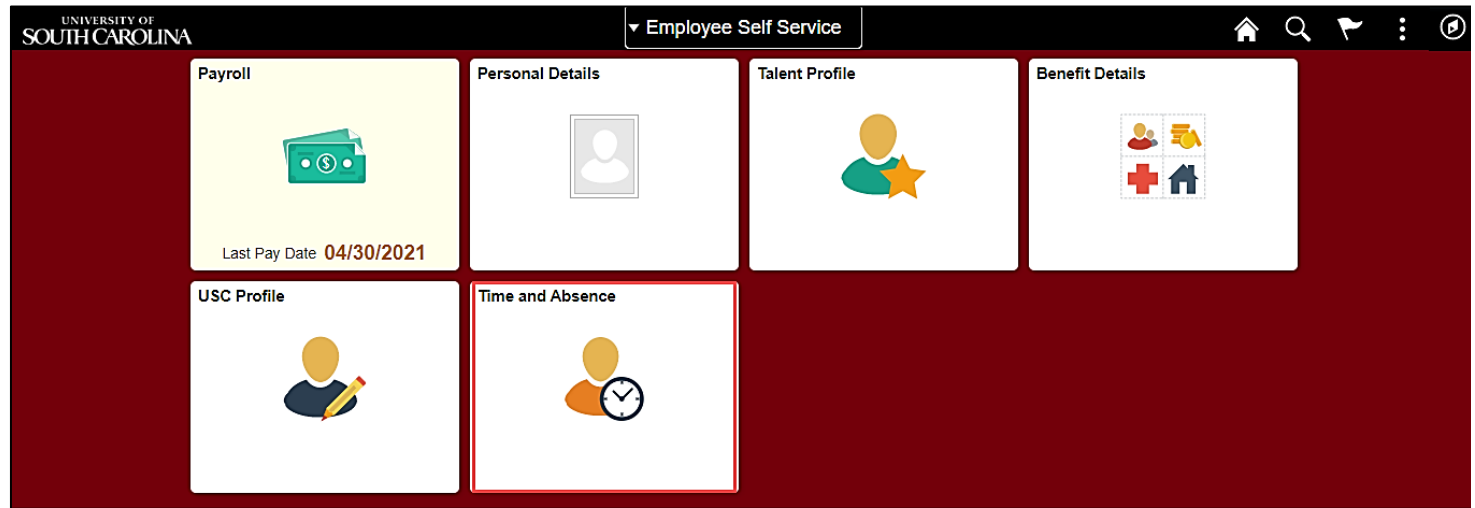
This job aid outlines how a 28 day police employee can view their payable time.

**Navigation:** Employee Self Service > Time and Absence > Payable Time

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

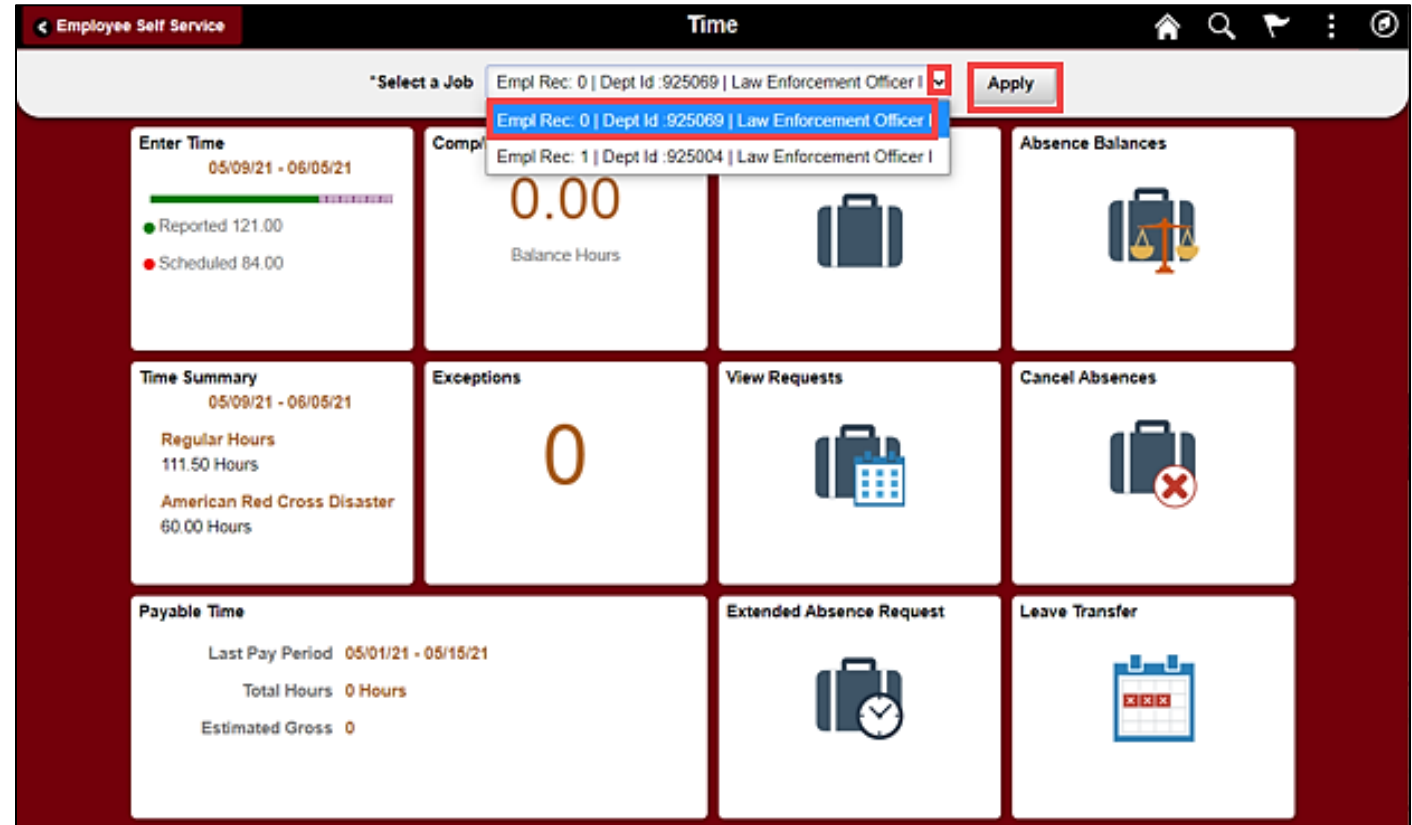
**Screenshots**



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**Step 2:** Click the **Select a Job** drop-down arrow to select the applicable job for which you need to enter time on a timesheet.

**Note:** Many police officers have an FTE plus an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.

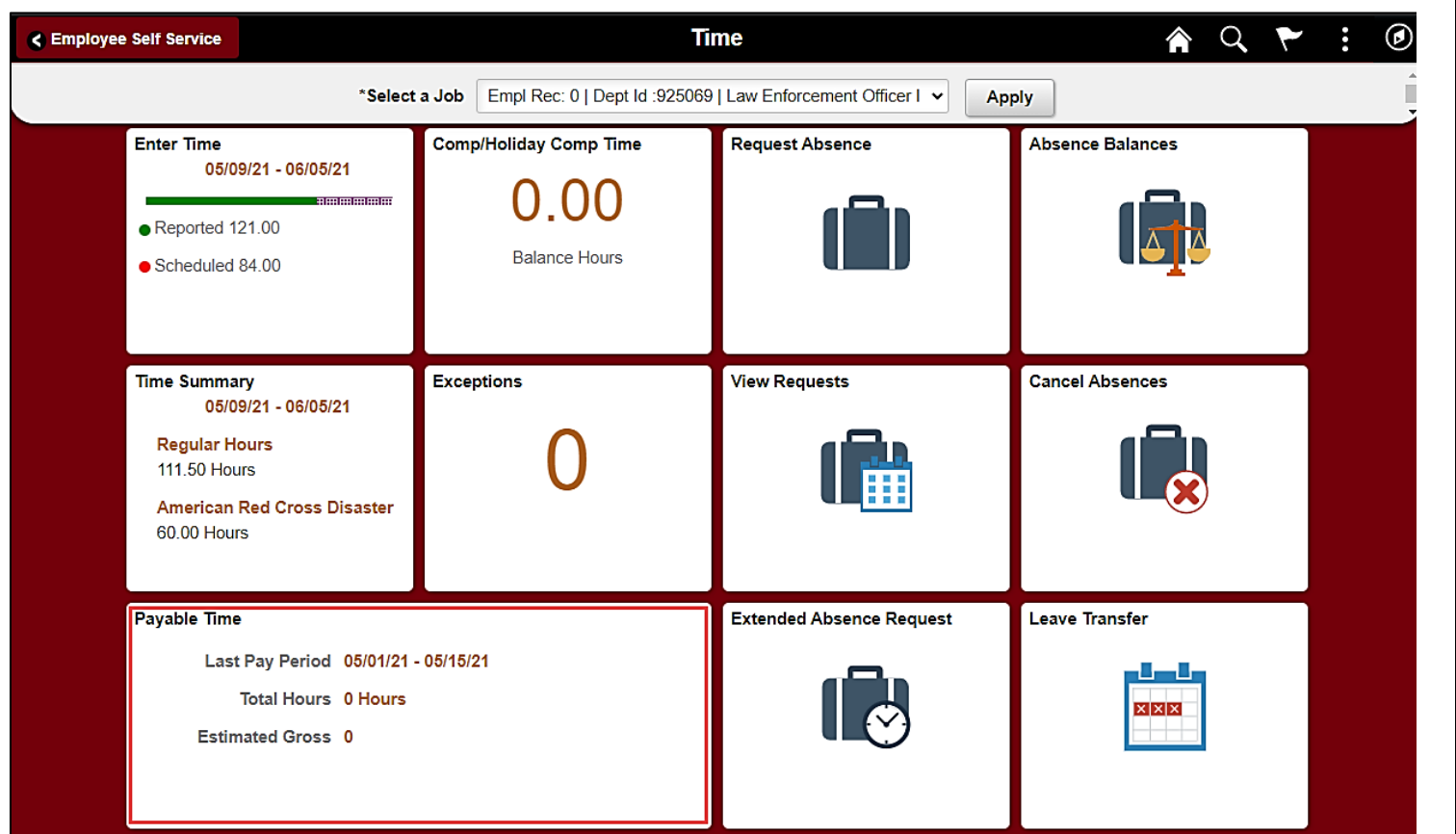


The screenshot shows the 'Employee Self Service' interface for 'Time'. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this is a header area with a dropdown menu labeled '\*Select a Job' and an 'Apply' button. The dropdown menu is open, showing two options: 'Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I' (highlighted in blue) and 'Empl Rec: 1 | Dept Id :925004 | Law Enforcement Officer I'. The main content area is divided into several sections:

- Enter Time:** 05/09/21 - 06/05/21. Reported 121.00, Scheduled 84.00.
- Comp:** 0.00 Balance Hours.
- Absence Balances:** (Icon of a briefcase and scales).
- Time Summary:** 05/09/21 - 06/05/21. Regular Hours: 111.50 Hours. American Red Cross Disaster: 60.00 Hours.
- Exceptions:** 0.
- View Requests:** (Icon of a briefcase and calendar).
- Cancel Absences:** (Icon of a briefcase with a red X).
- Payable Time:** Last Pay Period: 05/01/21 - 05/15/21. Total Hours: 0 Hours. Estimated Gross: 0.
- Extended Absence Request:** (Icon of a briefcase and clock).
- Leave Transfer:** (Icon of a calendar).

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**Step 3:** Click the **Payable Time** tile, to begin.



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this is a dropdown menu for '\*Select a Job' with the selected job being 'Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I'. An 'Apply' button is next to the dropdown. The main content area is a grid of tiles:

- Enter Time** (05/09/21 - 06/05/21): Shows a progress bar with 'Reported 121.00' (green dot) and 'Scheduled 84.00' (red dot).
- Comp/Holiday Comp Time**: Shows '0.00 Balance Hours'.
- Request Absence**: Icon of a briefcase.
- Absence Balances**: Icon of a briefcase with a scale.
- Time Summary** (05/09/21 - 06/05/21): Shows 'Regular Hours 111.50 Hours' and 'American Red Cross Disaster 60.00 Hours'.
- Exceptions**: Shows '0'.
- View Requests**: Icon of a briefcase and calendar.
- Cancel Absences**: Icon of a briefcase with a red 'X'.
- Payable Time** (highlighted with a red border): Shows 'Last Pay Period 05/01/21 - 05/15/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Extended Absence Request**: Icon of a briefcase and clock.
- Leave Transfer**: Icon of a calendar with red 'X's.

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View Payable Time – 28 Day Police**

This **Payable Time Summary** page summarizes approved payable time by Time Reporting Code (TRC), TRC Types of Units, and Hours and for a particular pay period.

The default view on this page is the current pay period.

Use the **Arrows** to navigate to the pay period you would like to view.

**Step 4:** Click the **Detail** tab to see additional information.

← Time
Payable Time

◀ 05/16/2021 - 05/31/2021 ▶

\*Job Law Enforcement Officer I ▼

**Payable Time Summary**

Summary
Detail

Time Reporting Code	TRC Type	Quantity
American Red Cross Disaster	Hours	60.00
Holiday Pay	Hours	8.40
<b>Total</b>	<b>Hours</b>	<b>68.40</b>

← Time
Payable Time

◀ 05/16/2021 - 05/31/2021 ▶

\*Job Law Enforcement Officer I ▼

**Payable Time Summary**

Summary
Detail

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In the detail view, you can see the date, Time Reporting Code, Hours and Payable Status of approved payable time.

The Payable Status types that can be seen here are:

- Taken by Payroll
- Closed
- Estimated
- Rejected by Payroll

Payable Time			
◀ 05/16/2021 - 05/31/2021 ▶			
*Job <span>Law Enforcement Officer I</span> ▼			
Payable Time Details			
Summary		Detail	
Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/17/2021	American Red Cross Disaster	6.50	Taken by Payroll
05/19/2021	American Red Cross Disaster	5.50	Taken by Payroll
05/20/2021	American Red Cross Disaster	12.00	Taken by Payroll
05/21/2021	American Red Cross Disaster	6.50	Taken by Payroll
05/24/2021	American Red Cross Disaster	5.50	Taken by Payroll
05/25/2021	American Red Cross Disaster	12.00	Taken by Payroll
05/26/2021	American Red Cross Disaster	6.50	Taken by Payroll
05/28/2021	American Red Cross Disaster	5.50	Taken by Payroll
05/31/2021	Holiday Pay	8.40	Taken by Payroll
<b>Total</b>		<b>68.40</b>	

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**Step 5:** Click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

**Note:** To view approved payable time for your other active jobs, click the **Select a Job** drop-down arrow and select the other active position. Follow steps 1-3 above to view approved payable time for the other position.

You successfully learned how to view your payable time as a 28 day police employee.



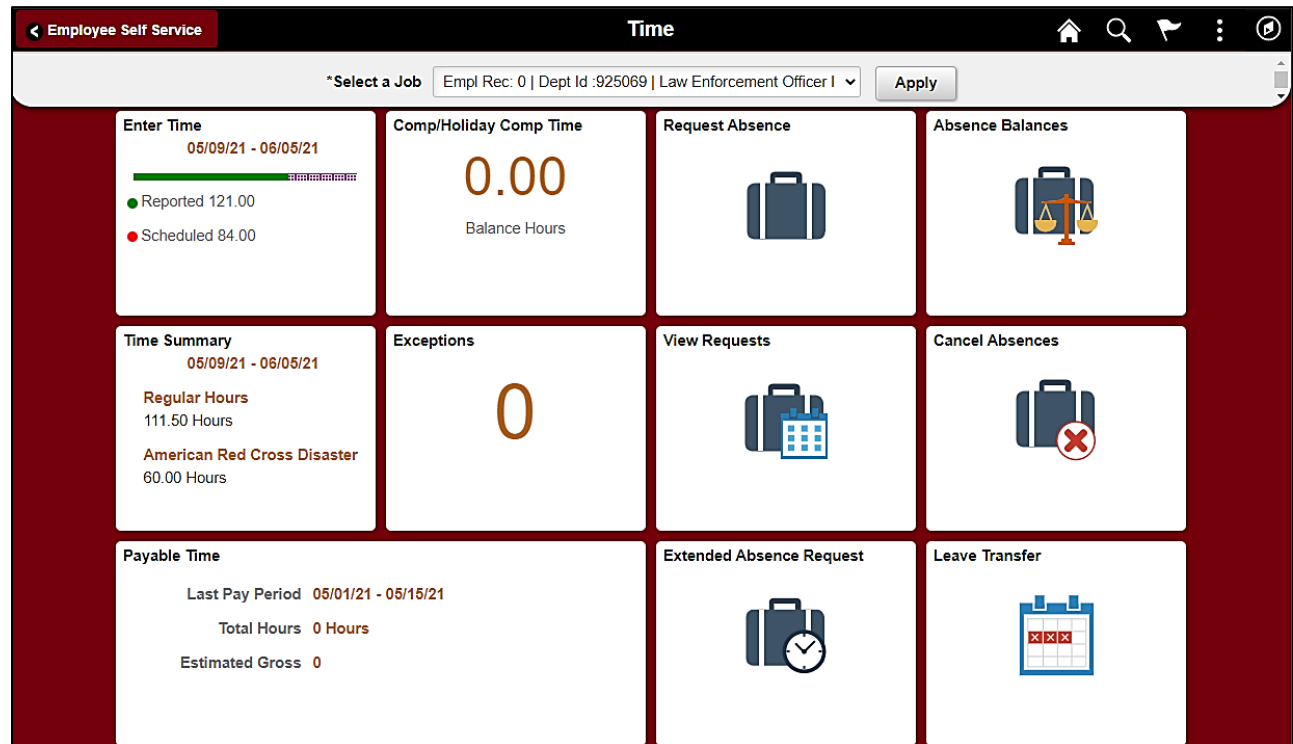
**Payable Time**

05/16/2021 - 05/31/2021

\*Job Law Enforcement Officer I






**Payable Time Details**

Summary Detail



**Employee Self Service Time**

\*Select a Job Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I Apply

<b>Enter Time</b> 05/09/21 - 06/05/21 Reported 121.00 Scheduled 84.00	<b>Comp/Holiday Comp Time</b> 0.00 Balance Hours	<b>Request Absence</b> 	<b>Absence Balances</b> 
<b>Time Summary</b> 05/09/21 - 06/05/21 Regular Hours 111.50 Hours American Red Cross Disaster 60.00 Hours	<b>Exceptions</b> 0	<b>View Requests</b> 	<b>Cancel Absences</b> 
<b>Payable Time</b> Last Pay Period 05/01/21 - 05/15/21 Total Hours 0 Hours Estimated Gross 0		<b>Extended Absence Request</b> 	<b>Leave Transfer</b> 