| How to view payable time summary for an employee: |
|---|
| This job aid outlines how a TL/ABS Approver can view a payable time summary for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |

Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	
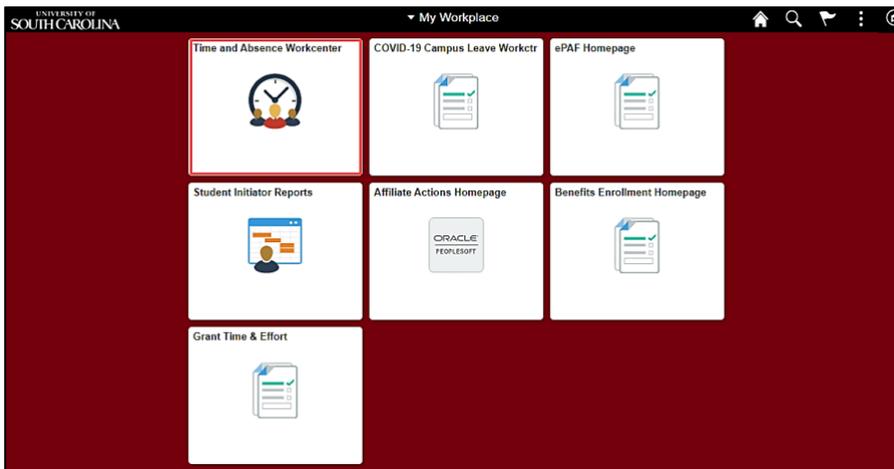
Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

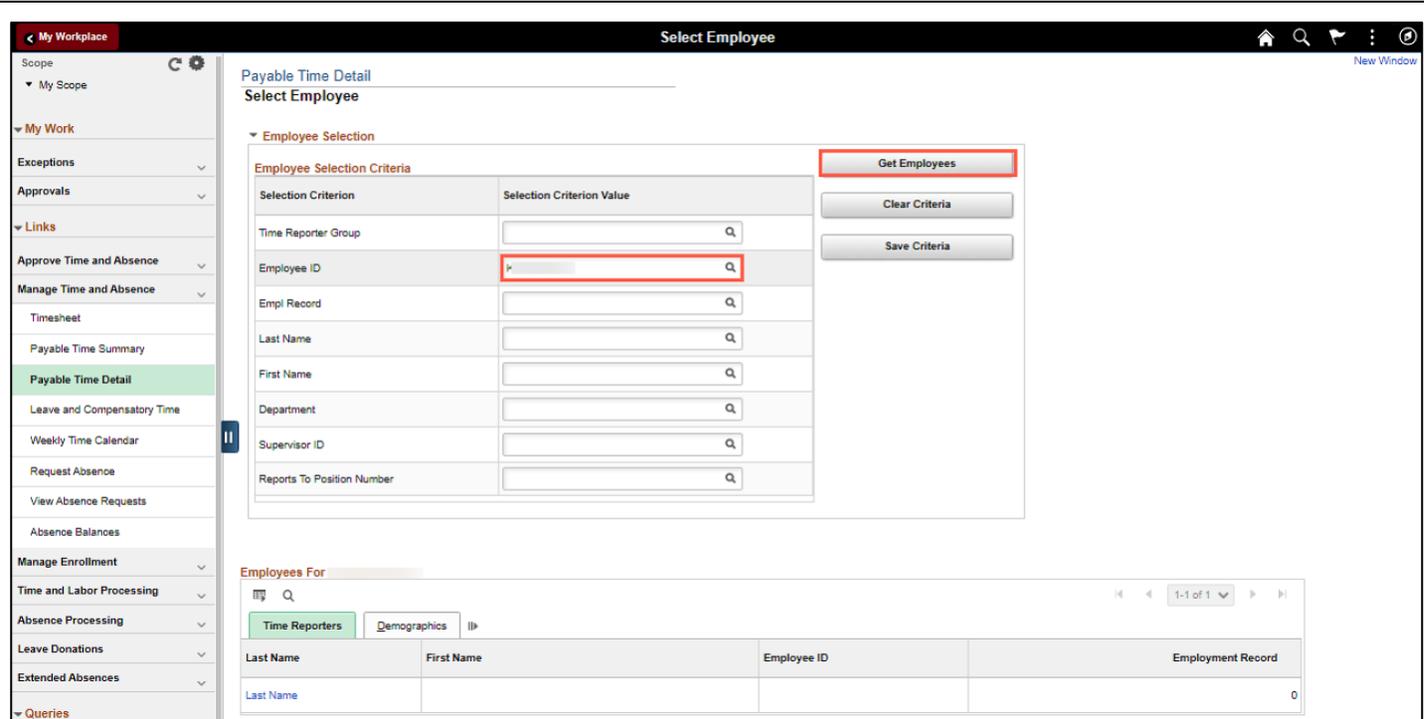**Step 3:** Click the **Manage Time and Absence** drop-down arrow.

The **Payable Time Detail** page lists the generated payable time entries for an employee for up to 31 days.

Step 3: Click the **Payable Time Detail** option from the list.

Step 4: To view payable time summary for a specific employee, click in the **Employee ID** field and enter the employee's USCID.
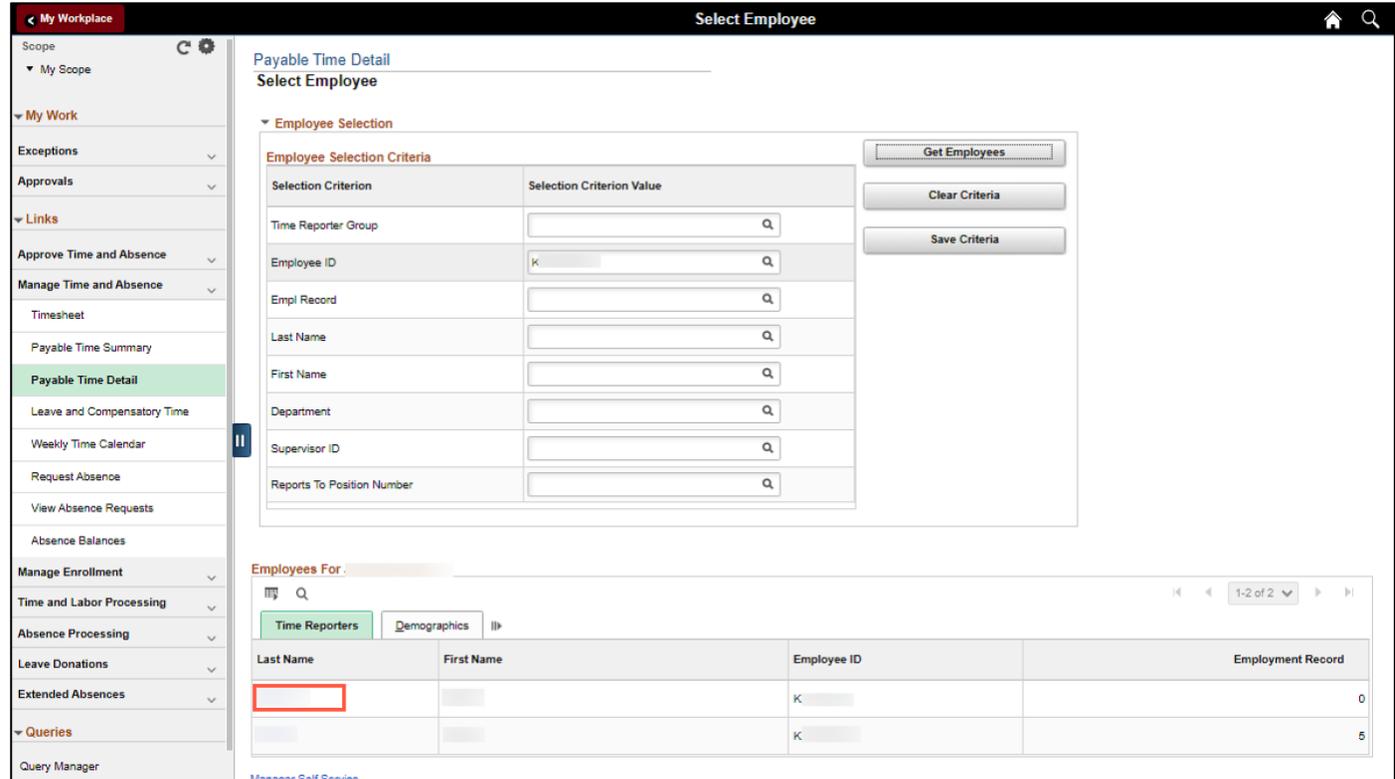
Step 5: Click the **Get Employees** button.

Step 6: Click the **Employee Last Name** link for the job you would like to review payable time details.

Step 7: Click in the **Start** and **End Date** fields to enter the time period you would like to review.

Step 8: Click the **Refresh** button to return the details for the time period selected.
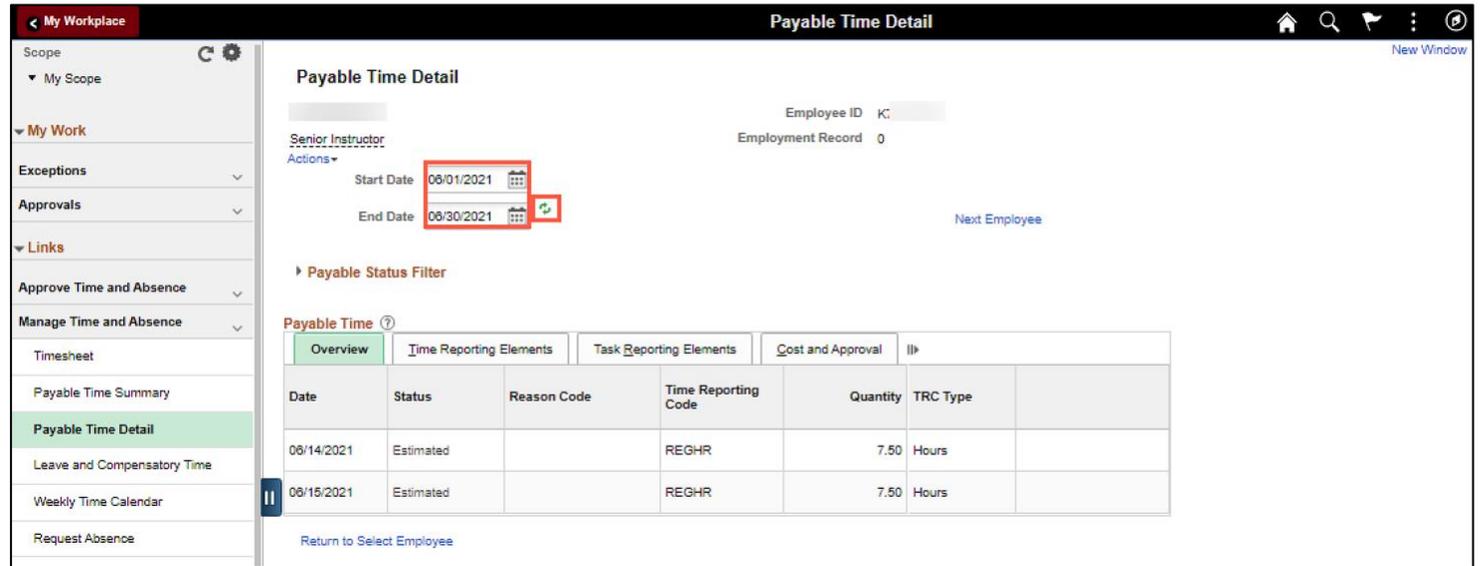
My Workplace			Payable Time Detail			New Window
Scope		**Payable Time Detail**				
▼ My Scope				Employee ID K		
▾ My Work		Senior Instructor		Employment Record 0		
		Actions▾				
Exceptions ⌄		Start Date 06/01/2021				
Approvals ⌄		End Date 06/30/2021 ↻		Next Employee		
▾ Links						
Approve Time and Absence ⌄		▶ Payable Status Filter				
Manage Time and Absence ⌄		**Payable Time** ⑦				
Timesheet		Overview / Time Reporting Elements / Task Reporting Elements / Cost and Approval / ⫸				
Payable Time Summary						
Payable Time Detail		Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type
Leave and Compensatory Time		06/14/2021	Estimated		REGHR	7.50 Hours
Weekly Time Calendar		06/15/2021	Estimated		REGHR	7.50 Hours
Request Absence		Return to Select Employee				

Step 8/Optional: Click the **Payable Status Filter** drop-down arrow to display several filter options. Select one or more filtering status options by clicking the box beside the status, or by clicking Select All or Deselect All. The **Payable Time Detail** screen will automatically be updated with your status selection(s).

	Payable Status	Payable Status
☑	Approved	AP
☑	Closed	CL
☑	Diluted	DL
☑	Denied	DN
☑	Estimated	ES
☑	Ignore	IG
☑	Needs Approval	NA
☑	No Pay	NP
☑	Online Estimate	OE
☑	Pushed Back	PB
☑	Distributed	PD
☑	Rejected by Payroll	RP
☑	Reversed Check	RV
☑	Sent to Payroll	SP
☑	Taken by Payroll	TP

Select All   Deselect All

Review the employee's payable time details for the time period selected.

Step 10: Click the **Payable Time Detail** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view an employee's payable time detail.

	Payable Time Detail	
☑	Rejected by Payroll	RP
☑	Reversed Check	RV
☑	Sent to Payroll	SP
☑	Taken by Payroll	TP

Select All   Deselect All

Scope
▼ My Scope

My Work

Exceptions
Approvals

Links

Approve Time and Absence
Manage Time and Absence
Timesheet
Payable Time Summary
Payable Time Detail
Leave and Compensatory Time
Weekly Time Calendar
Request Absence
View Absence Requests
Absence Balances
Manage Enrollment
Time and Labor Processing
Absence Processing
Extended Absences

Queries
Query Manager
Time and Labor

Payable Time ⑦

| Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval |

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
06/01/2021	Estimated		REGHR	7.50	Hours
06/02/2021	Estimated		REGHR	7.50	Hours
06/03/2021	Estimated		REGHR	7.50	Hours
06/04/2021	Estimated		REGHR	7.50	Hours
06/07/2021	Estimated		REGHR	7.50	Hours
06/08/2021	Estimated		REGHR	7.50	Hours
06/09/2021	Estimated		REGHR	7.50	Hours
06/10/2021	Estimated		REGHR	7.50	Hours
06/11/2021	Estimated		REGHR	7.50	Hours
06/14/2021	Estimated		REGHR	7.50	Hours
06/15/2021	Estimated		REGHR	7.50	Hours