

How to view payable time summary for an employee:

This job aid outlines how a manager can view a payable time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

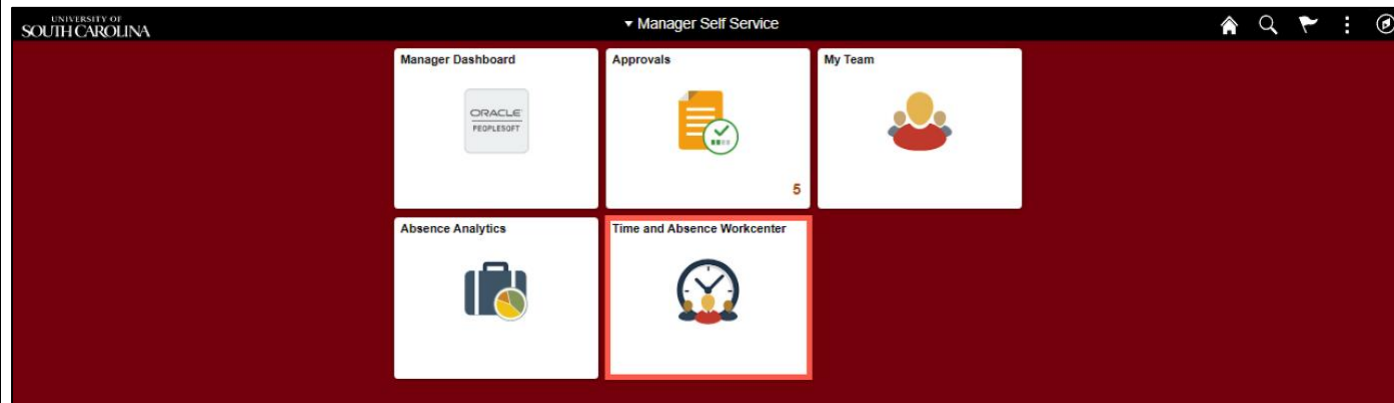
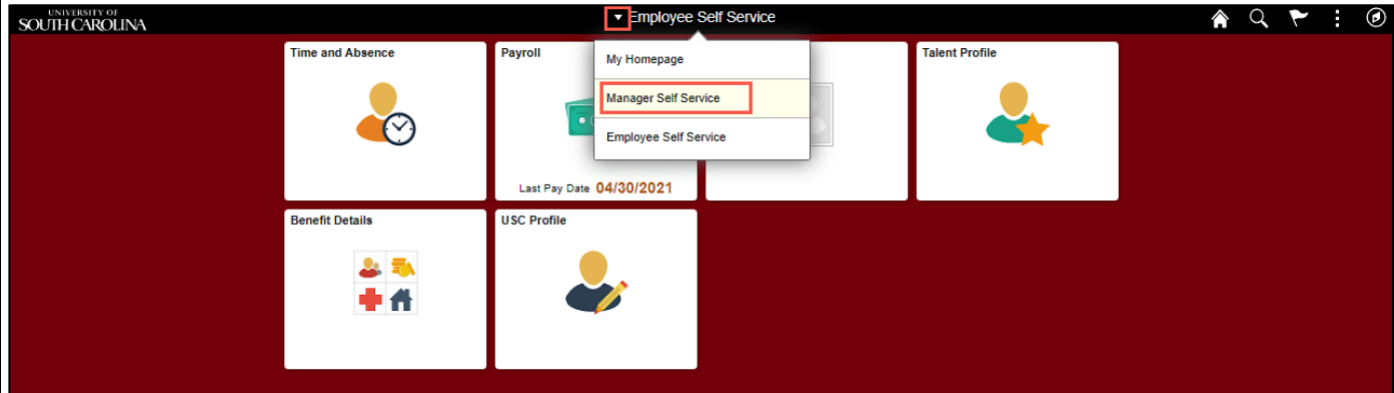
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots

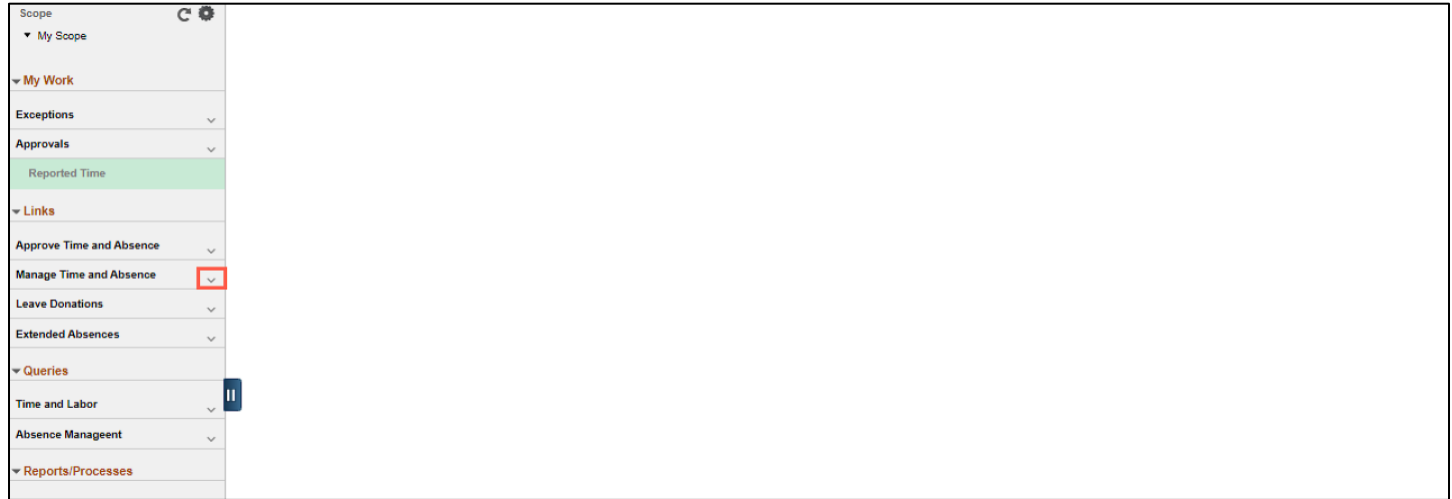


Time and Absence Work center

provides a central area to access the most used time and absence related activities. It enables managers 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.

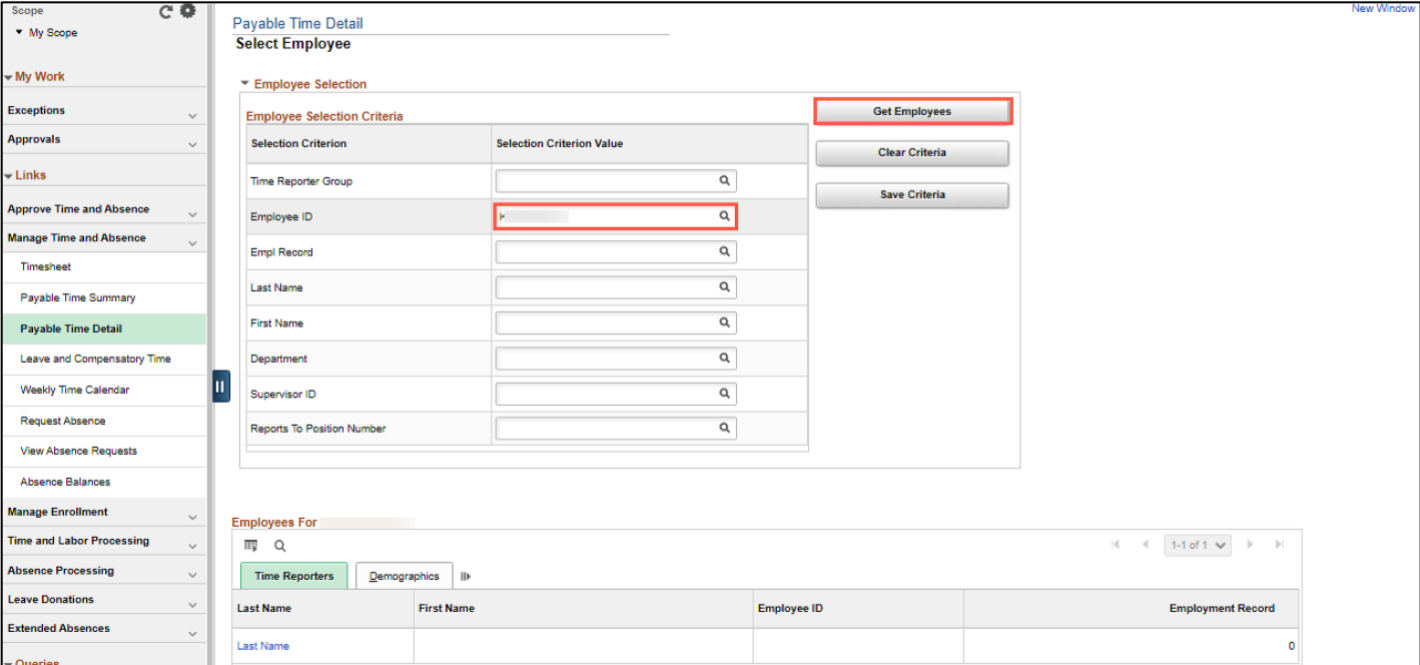


The **Payable Time Detail** page lists the generated payable time entries for an employee for up to 31 days.

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.



Payable Time Detail
Select Employee

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Get Employees (highlighted with a red box)

Clear Criteria

Save Criteria

Employees For

Time Reporters | Demographics

Last Name	First Name	Employee ID	Employment Record
Last Name			0

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

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 ▼
- Leave Donations ▼
- Extended Absences ▼
- ▼ Queries
- Query Manager

Payable Time Detail

Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value=""/>
Employee ID	<input type="text" value="K"/>
Empl Record	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department	<input type="text" value=""/>
Supervisor ID	<input type="text" value=""/>
Reports To Position Number	<input type="text" value=""/>

Employees For:

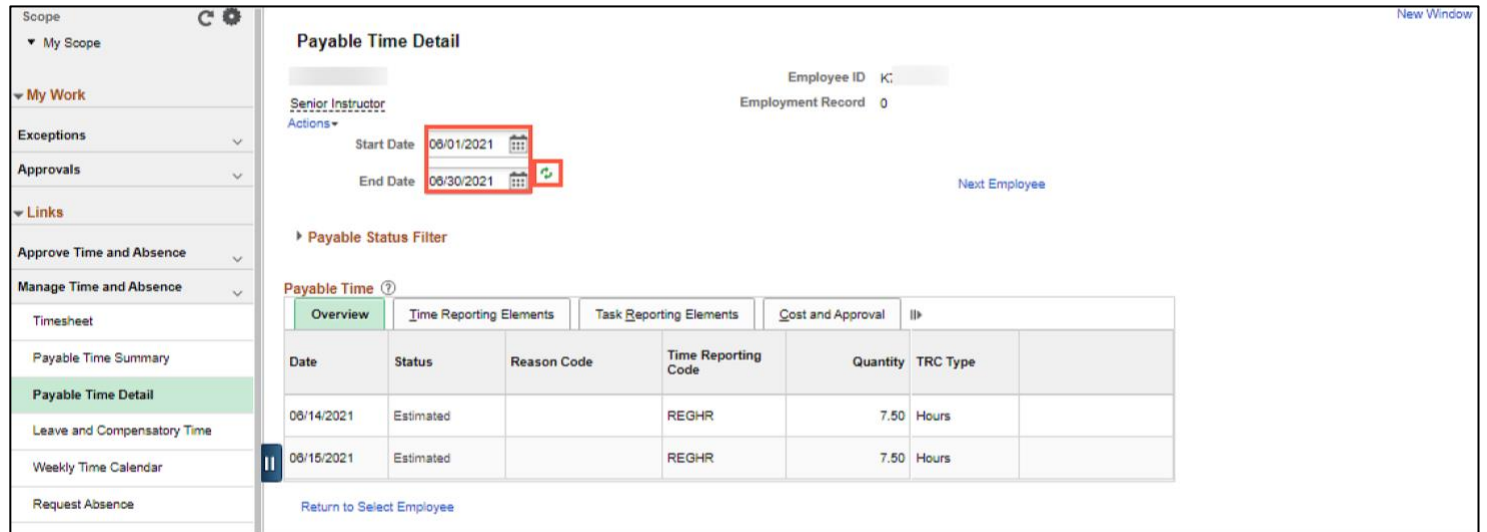
Time Reporters Demographics

Last Name	First Name	Employee ID	Employment Record
[Redacted]	[Redacted]	K [Redacted]	0
[Redacted]	[Redacted]	K [Redacted]	5

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View Payable Time Detail

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.



Payable Time Detail

Employee ID K: [Redacted]
Employment Record 0

Senior Instructor
Actions

Start Date 08/01/2021
End Date 08/30/2021

Next Employee

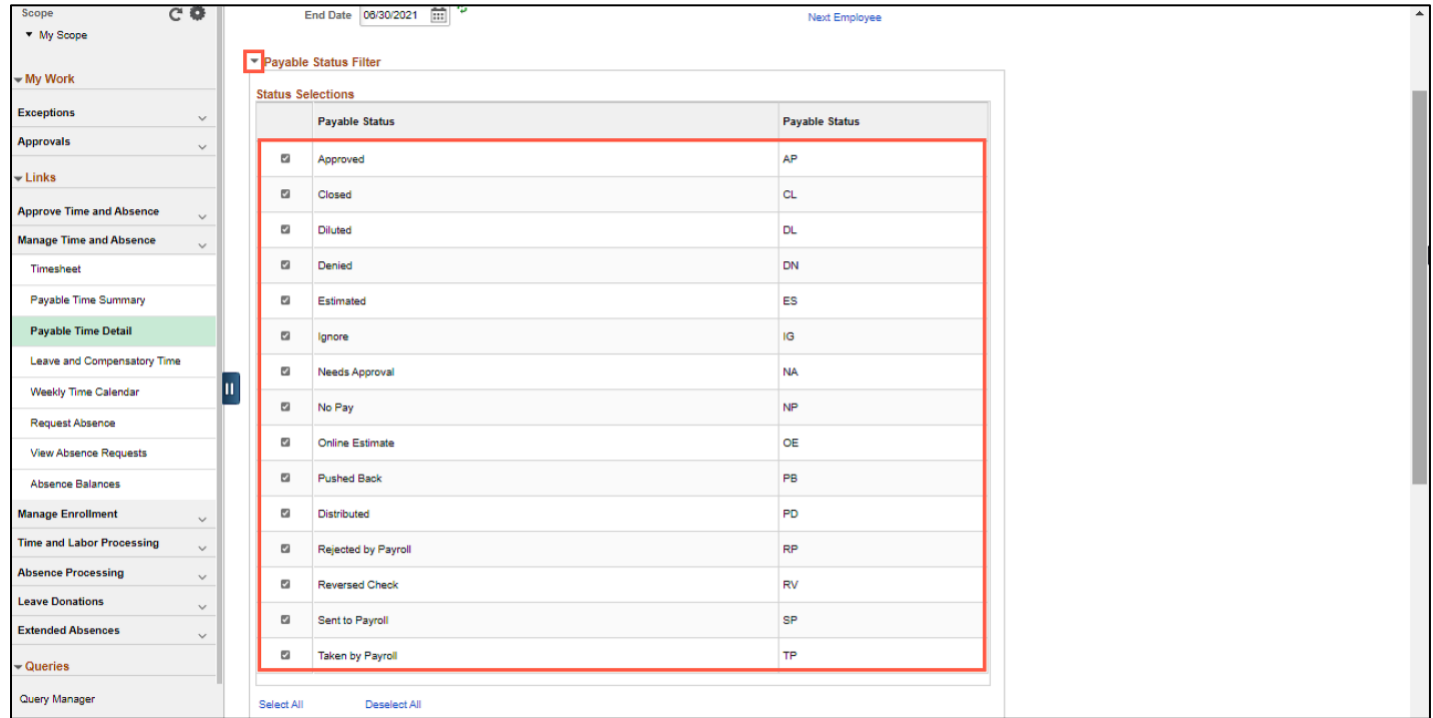
Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
08/14/2021	Estimated		REGHR	7.50	Hours
08/15/2021	Estimated		REGHR	7.50	Hours

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).



The screenshot shows the 'View Payable Time Detail' interface. On the left is a navigation sidebar with categories like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail' (highlighted), 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', 'Manage Enrollment', 'Time and Labor Processing', 'Absence Processing', 'Leave Donations', 'Extended Absences', and 'Queries'. The main content area shows a 'Payable Status Filter' dropdown menu with a red border. Below the dropdown is a table titled 'Status Selections' with two columns: 'Payable Status' and 'Payable Status'. The table contains 15 rows, each with a checkbox and a status name. At the bottom of the table are 'Select All' and 'Deselect All' buttons.

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

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View Payable Time Detail

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.

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 ⌵

<input checked="" type="checkbox"/>	Rejected by Payroll	RP
<input checked="" type="checkbox"/>	Reversed Check	RV
<input checked="" type="checkbox"/>	Sent to Payroll	SP
<input checked="" type="checkbox"/>	Taken by Payroll	TP

[Select All](#) [Deselect All](#)

Payable Time ?

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