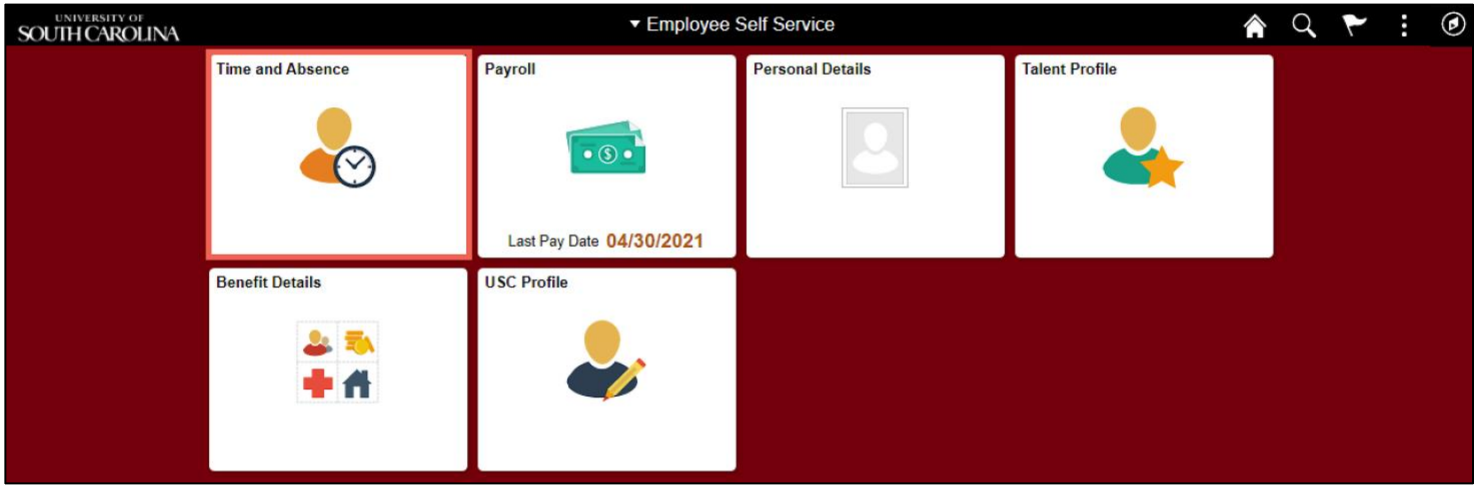
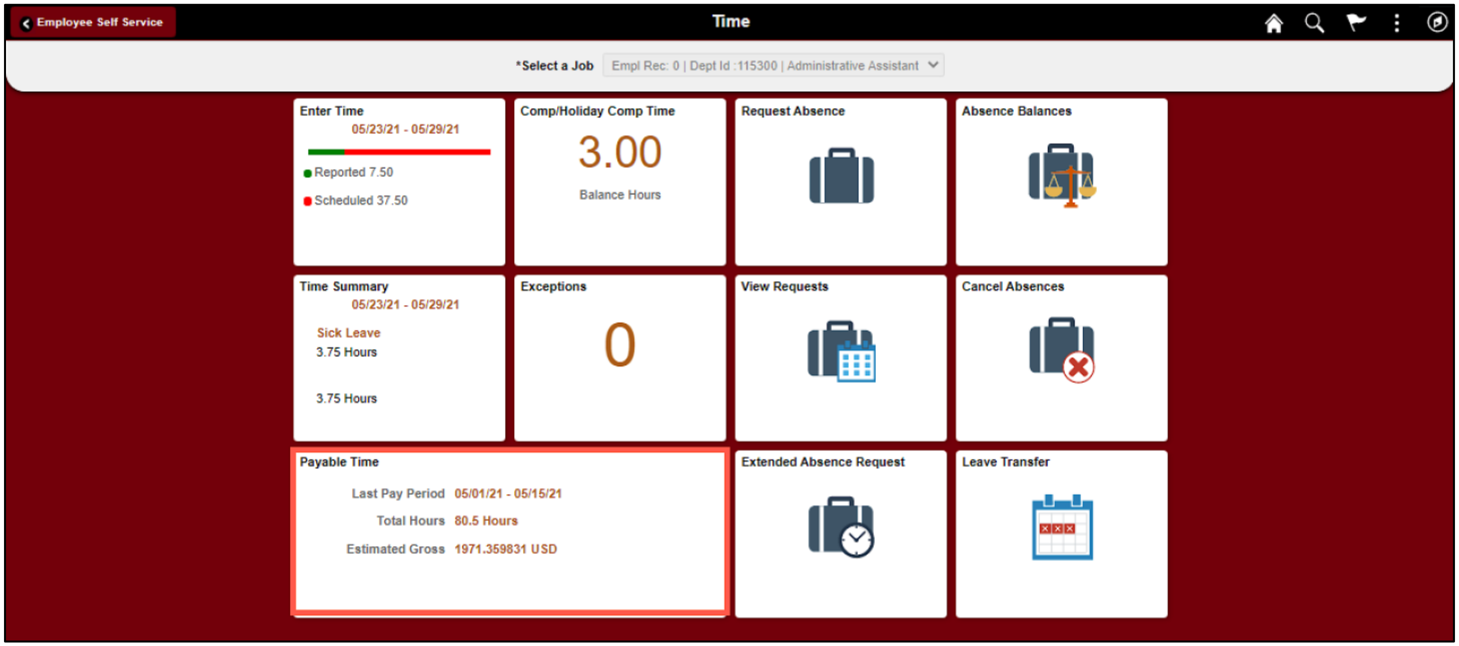
University of South Carolina
Time and Labor - ESS
View Payable Time

How to view payable time: This job aid outlines how an employee can view payable time.	
Navigation: Employee Self Service > Time and Absence > Payable Time	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

Step 2: Click the **Payable Time** tile, to view balance hours.	

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

The default view on this page is the current week.

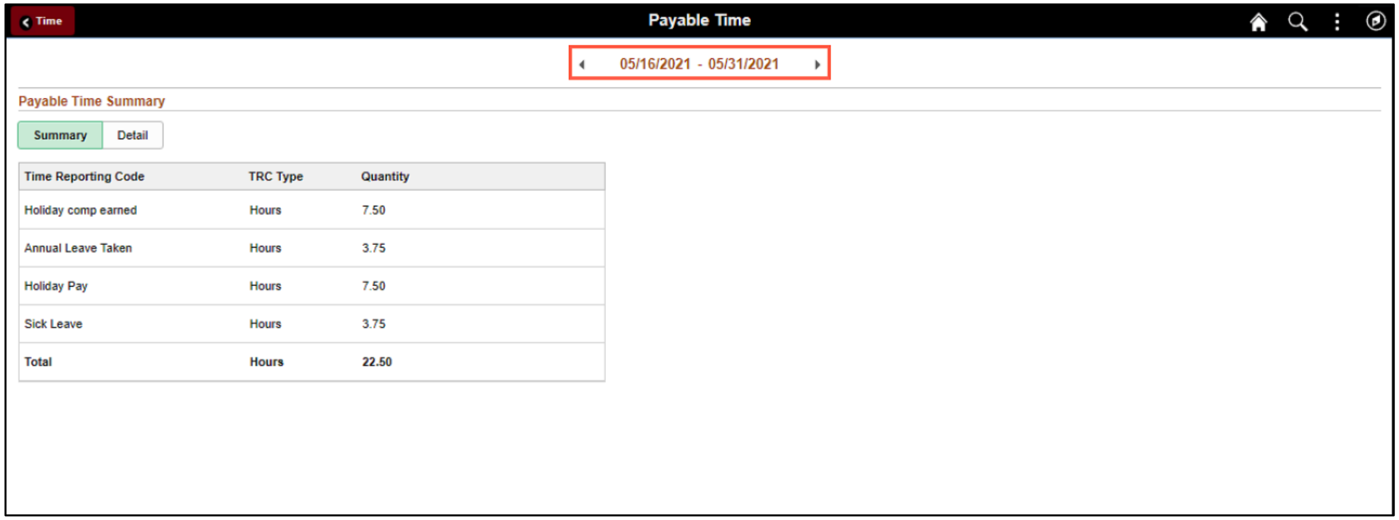
Use the **Arrows** to navigate to the timesheet you would like to view.

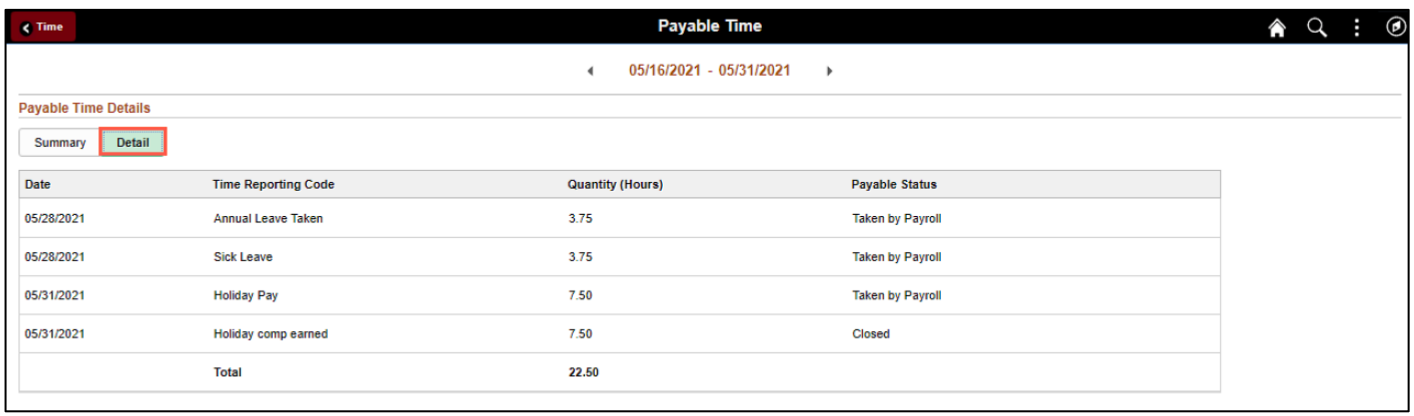
Step 3: Click the **Details** tab to see additional information.

In this view, you can see the date, Time Reporting Code, Hours and Payable Status.

The Payable Status types that can be seen here are:

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





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Step 4: 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.

You successfully learned how to view your payable time.