

How to view a time summary for an exempt employee:

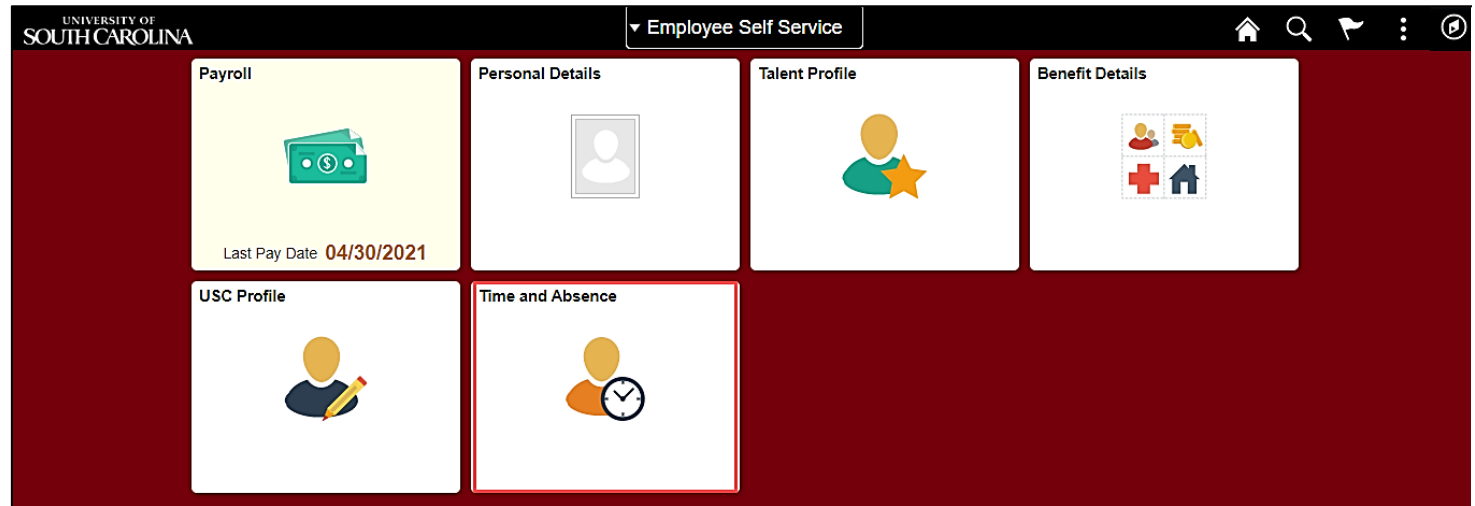
This job aid outlines how an exempt employee can view their time summary.

Navigation: Employee Self Service > Time and Absence > Time Summary

Processing Steps

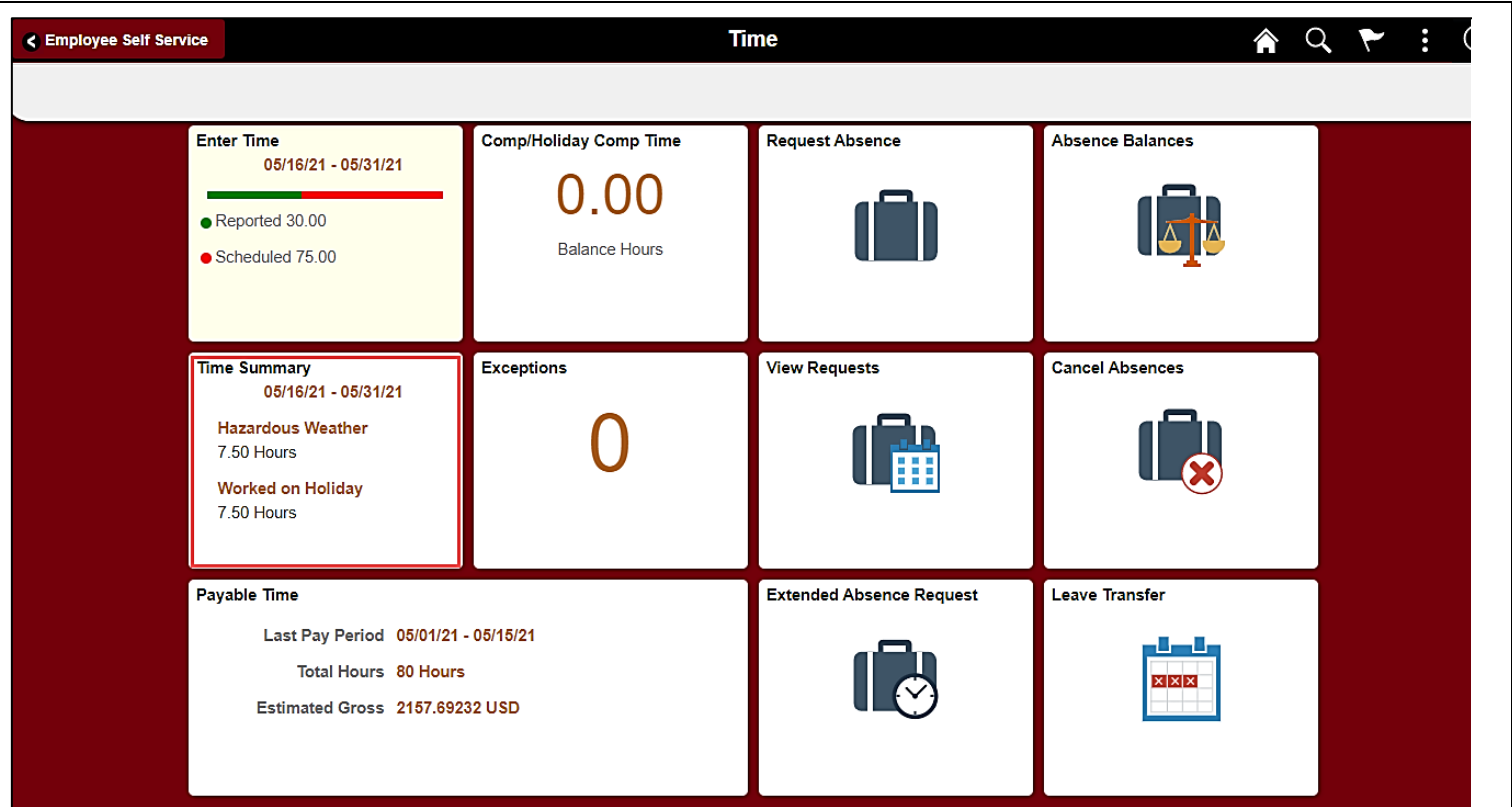
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots










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Step 2: Click the Time Summary tile, to begin.



Employee Self Service Time

Enter Time 05/16/21 - 05/31/21  ● Reported 30.00 ● Scheduled 75.00	Comp/Holiday Comp Time 0.00 Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/16/21 - 05/31/21 Hazardous Weather 7.50 Hours Worked on Holiday 7.50 Hours	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/01/21 - 05/15/21 Total Hours 80 Hours Estimated Gross 2157.69232 USD		Extended Absence Request 	Leave Transfer 

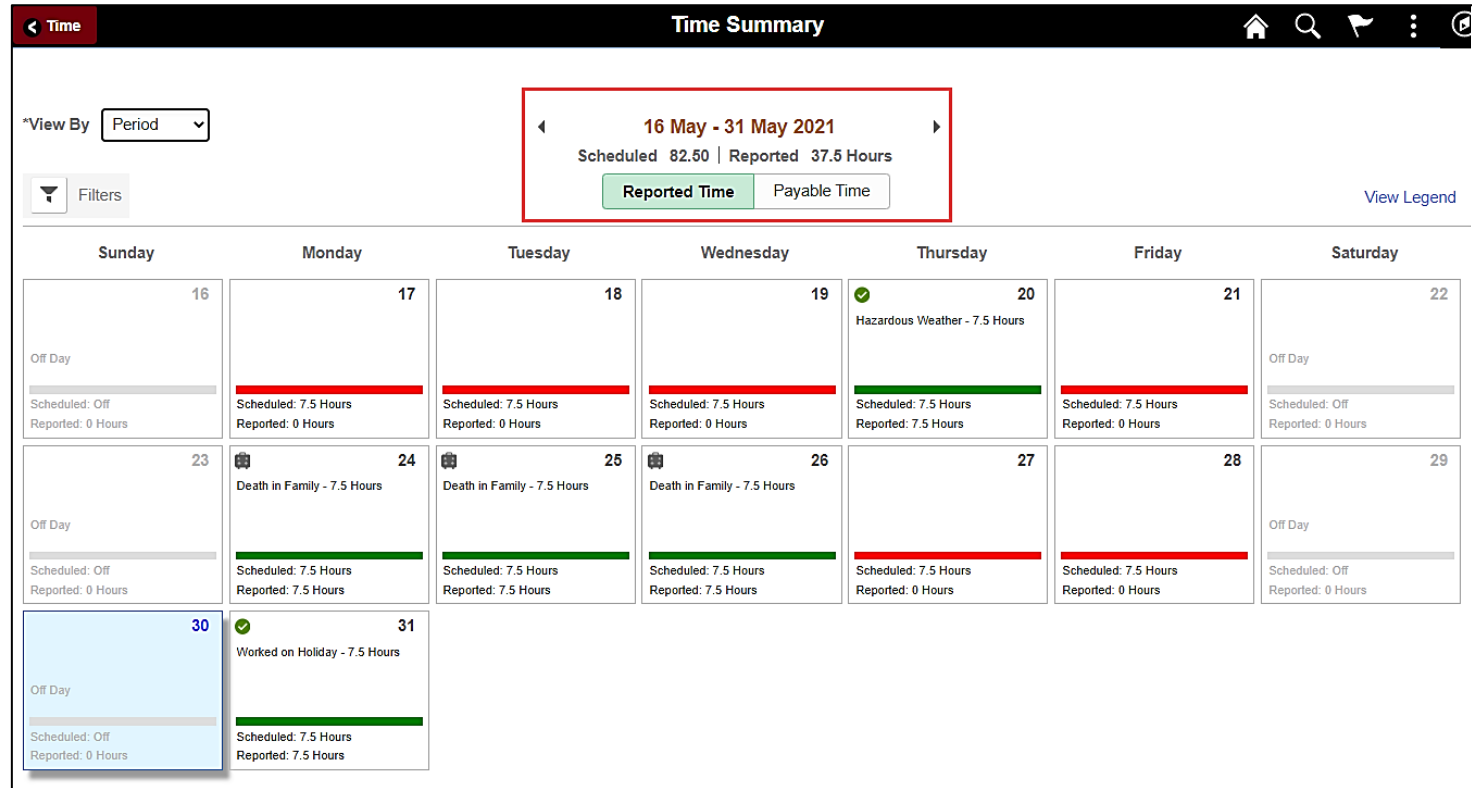
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This **Time Summary** page is used to view your time summary for a particular period, weekly, bi-weekly, and monthly time entries.

The default view on this page for exempt employees is the current pay period week.

The current day is highlighted in blue.




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



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Step 3: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

In this view, you can see:

- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- all requested absences and leave taken by 



Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1 Off Day Scheduled: Off Reported: 0 Hours	2 Off Day Scheduled: Off Reported: 0 Hours	3 Scheduled: 7.5 Hours Reported: 0 Hours	4 Scheduled: 7.5 Hours Reported: 0 Hours	5 Scheduled: 7.5 Hours Reported: 0 Hours	6 Scheduled: 7.5 Hours Reported: 0 Hours	7 Scheduled: 7.5 Hours Reported: 0 Hours
8 Off Day Scheduled: Off Reported: 0 Hours	9 Off Day Scheduled: Off Reported: 0 Hours	10 Scheduled: 7.5 Hours Reported: 0 Hours	11 Scheduled: 7.5 Hours Reported: 0 Hours	12 Scheduled: 7.5 Hours Reported: 0 Hours	13 Scheduled: 7.5 Hours Reported: 0 Hours	14 Scheduled: 7.5 Hours Reported: 0 Hours
15 Off Day Scheduled: Off Reported: 0 Hours	16 Off Day Scheduled: Off Reported: 0 Hours	17 Scheduled: 7.5 Hours Reported: 0 Hours	18 Scheduled: 7.5 Hours Reported: 0 Hours	19 Scheduled: 7.5 Hours Reported: 0 Hours	20 Hazardous Weather - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	21 Scheduled: 7.5 Hours Reported: 0 Hours
22 Off Day Scheduled: Off Reported: 0 Hours	23 Off Day Scheduled: Off Reported: 0 Hours	24 Death in Family - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	25 Death in Family - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	26 Death in Family - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	27 Scheduled: 7.5 Hours Reported: 0 Hours	28 Scheduled: 7.5 Hours Reported: 0 Hours
29 Off Day Scheduled: Off Reported: 0 Hours	30 Off Day Scheduled: Off Reported: 0 Hours	31 Worked on Holiday - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours				

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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 time summary as an exempt employee.

