

**University of South Carolina  
Time and Labor - ESS  
View Time Summary – Salary Non-Exempt**

**How to view a time summary for a salary non-exempt employee:**

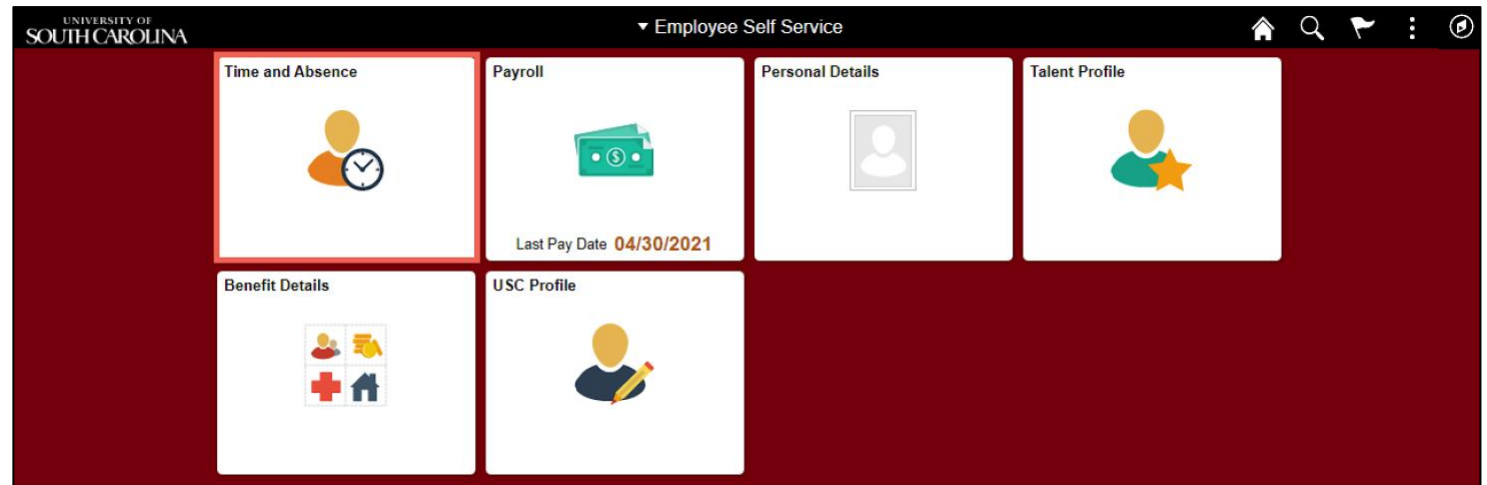
This job aid outlines how a salary non-exempt employee can view a time summary.

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

**Processing Steps**

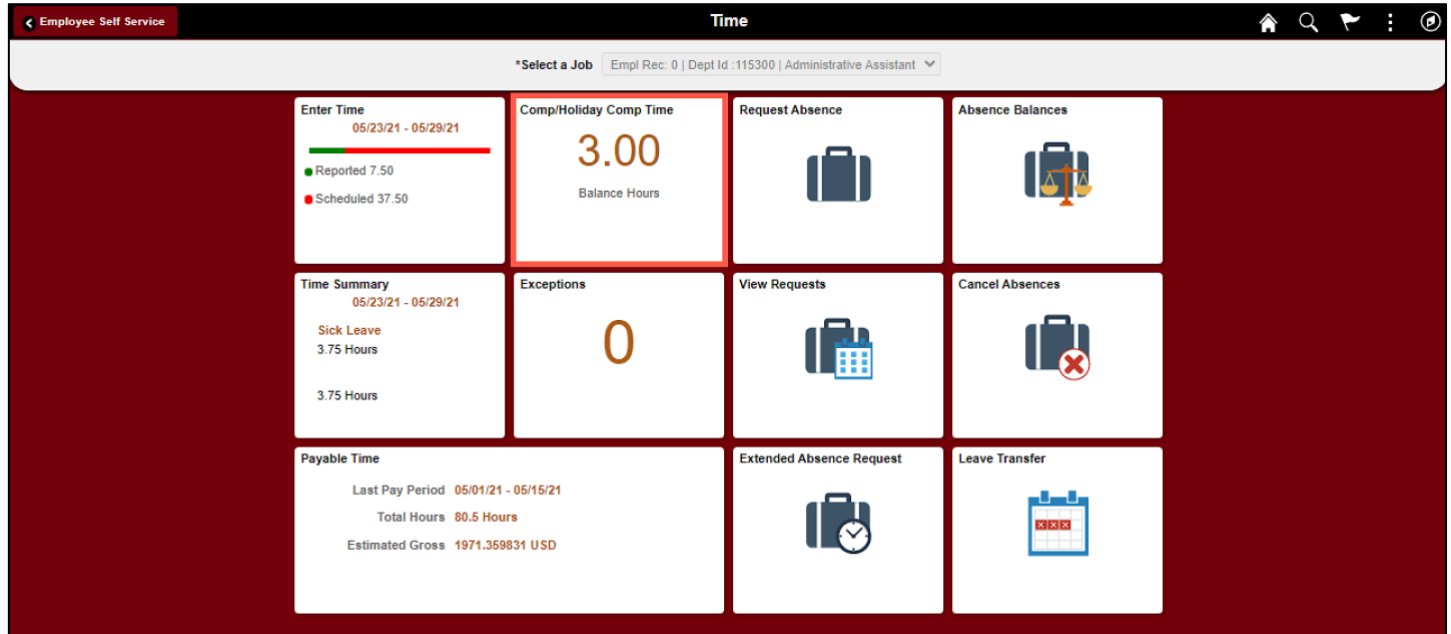
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The interface includes a navigation bar with 'Employee Self Service' and 'Time' tabs, and a dropdown menu for job selection. The main content area features several interactive tiles:

- Enter Time:** 05/23/21 - 05/29/21. Shows a progress bar with 'Reported 7.50' (green) and 'Scheduled 37.50' (red).
- Comp/Holiday Comp Time:** 3.00 Balance Hours (highlighted with a red border).
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 05/23/21 - 05/29/21. Shows 'Sick Leave 3.75 Hours' and '3.75 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. Shows 'Total Hours 80.5 Hours' and 'Estimated Gross 1971.359831 USD'.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

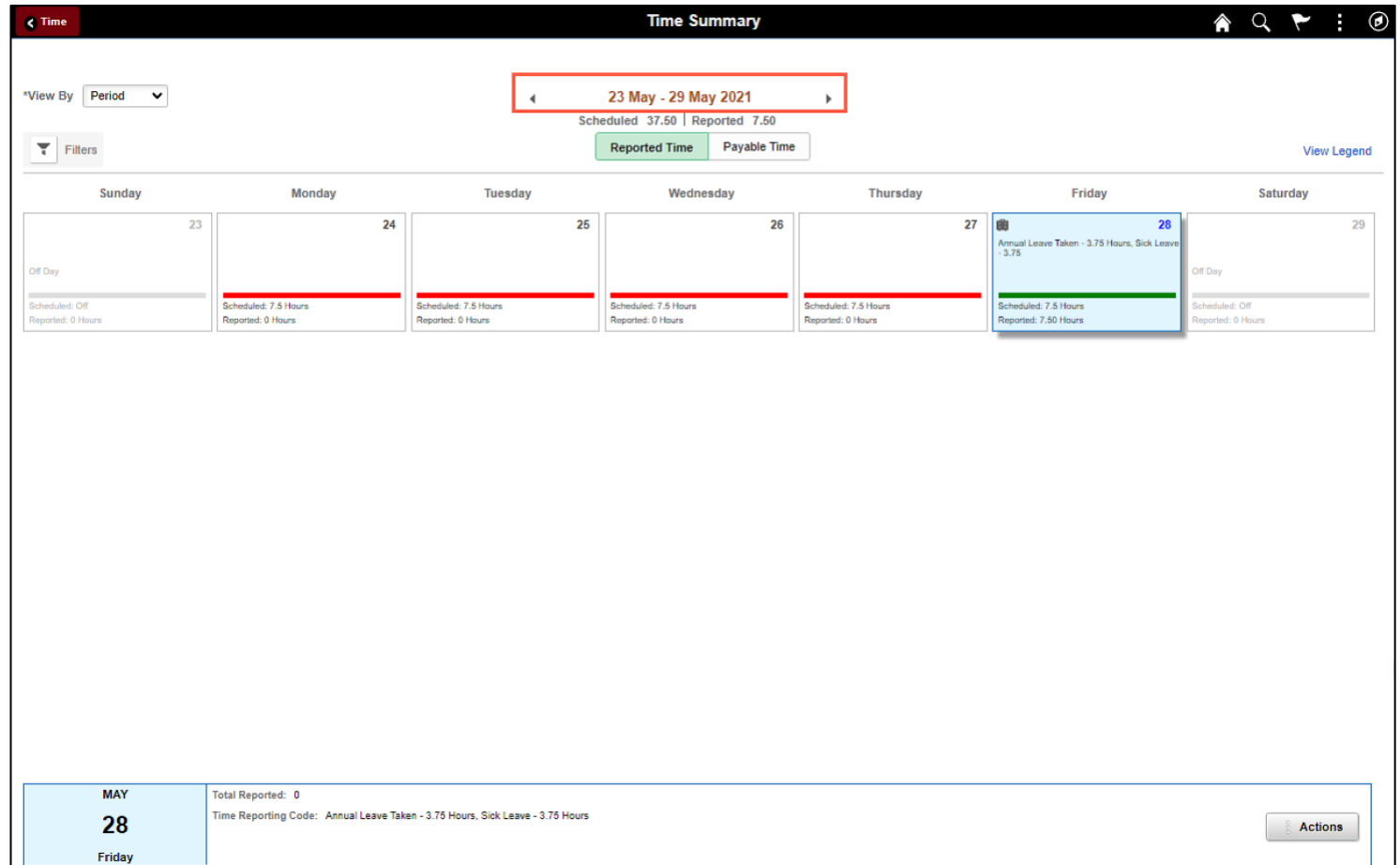
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This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

The default view on this page is the current week.

The current day is highlighted in blue.

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



**Time Summary**

\*View By: Period

23 May - 29 May 2021  
Scheduled 37.50 | Reported 7.50

Filters | Reported Time | Payable Time | [View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
Off Day	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 7.50 Hours Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75	Off Day

**MAY**  
**28**  
Friday





Total Reported: 0  
Time Reporting Code: Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75 Hours

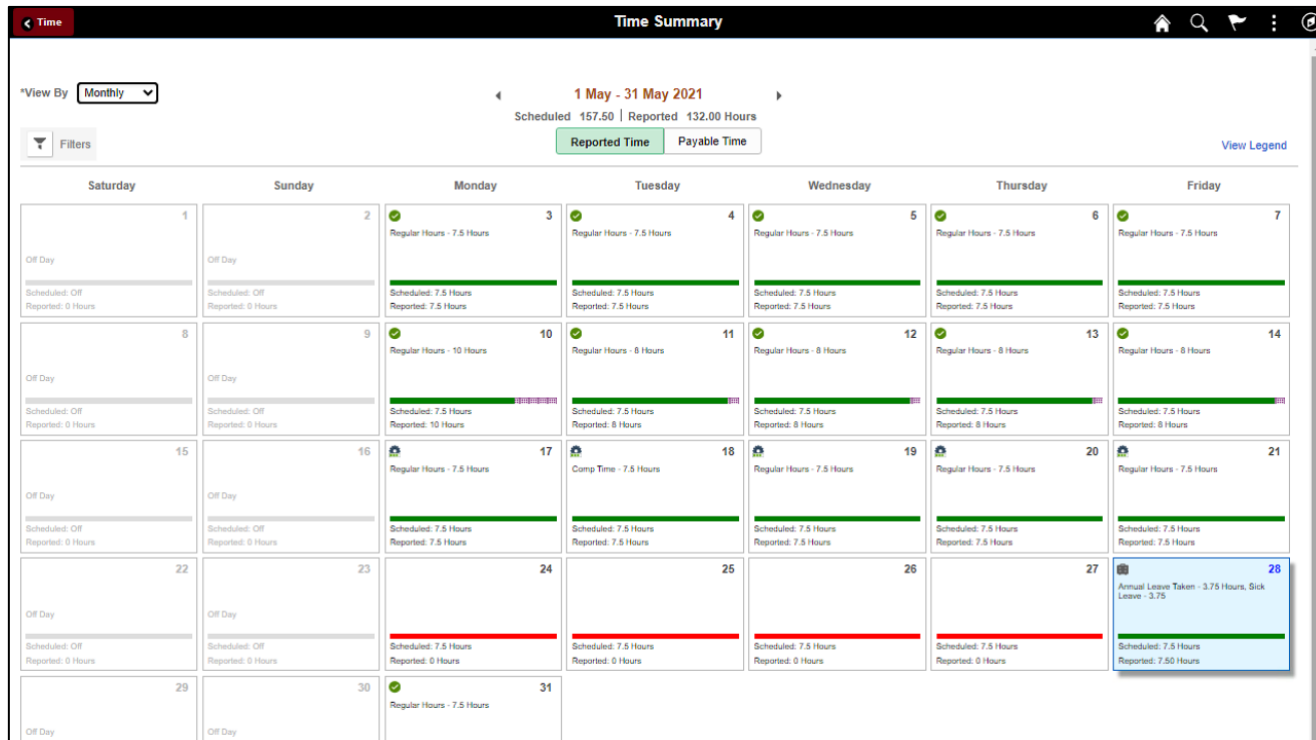
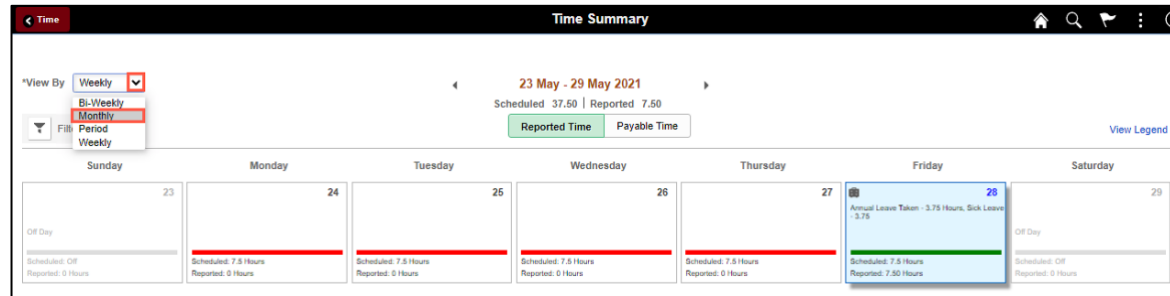
[Actions](#)

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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
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 



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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 a salary non-exempt employee.

