

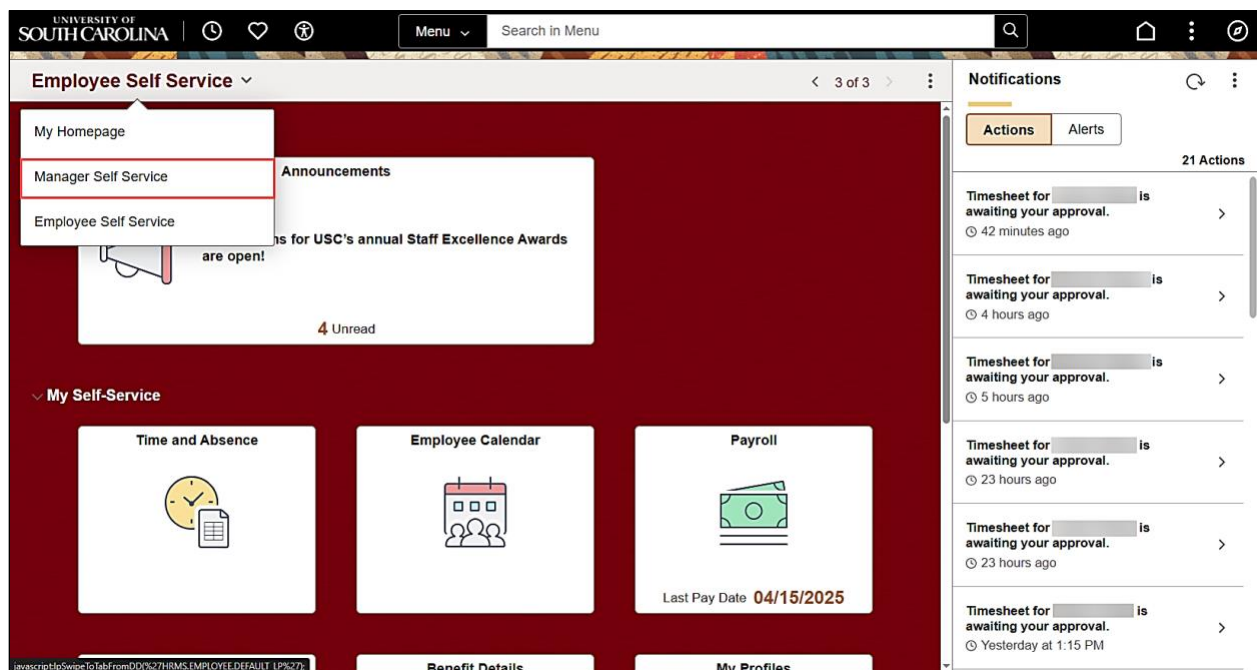


**Office of the Controller
Time and Labor - MSS
View Payable Time Detail**

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

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.

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.

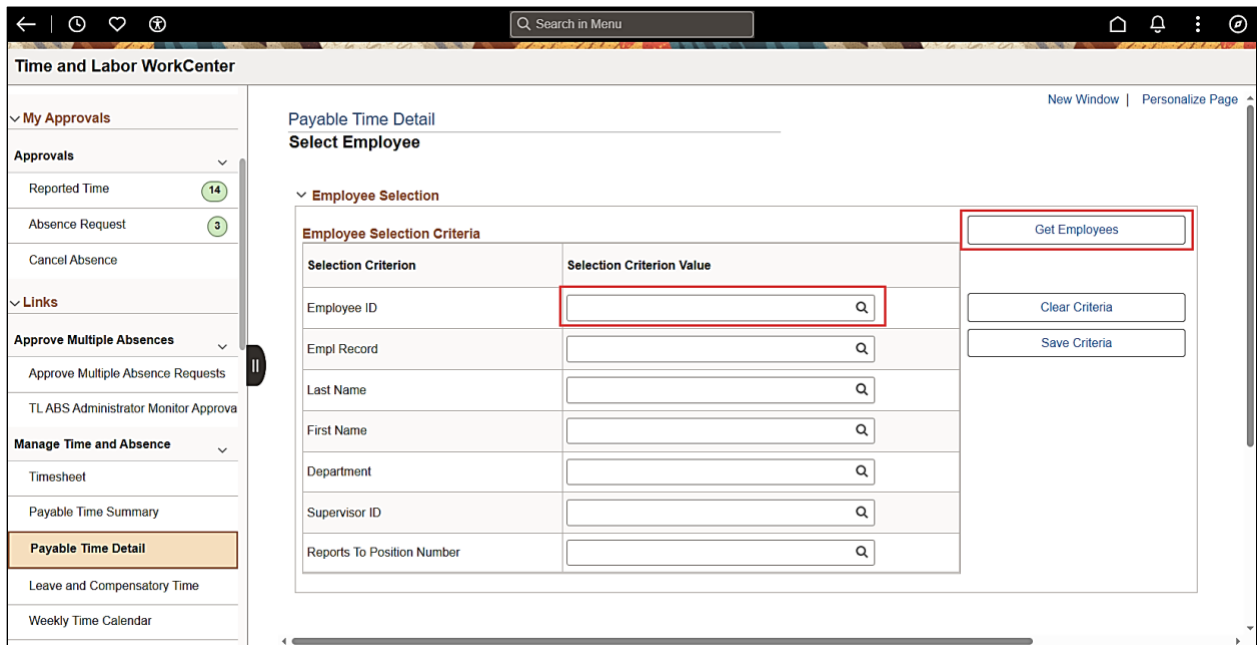
Step 3: Click the **Manage Time and Absence** drop-down arrow.

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

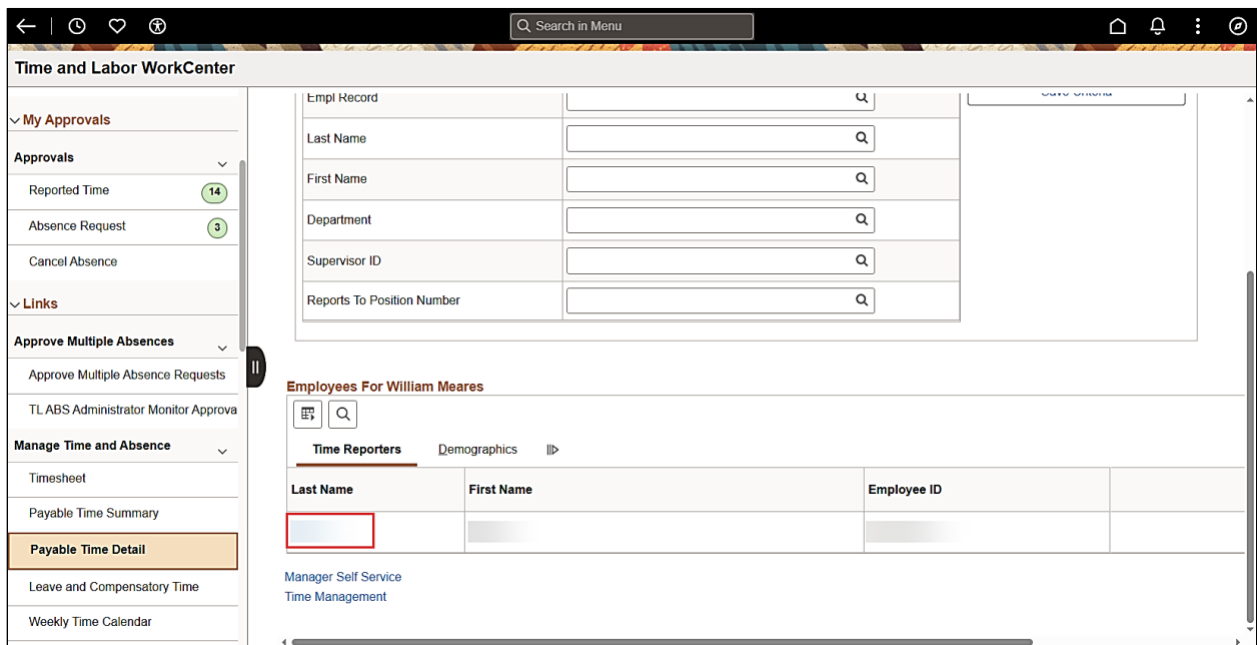
Step 4: Click the **Payable Time Detail** option from the list.

Step 5: To view payable time summary for a specific employee, click in the **Employee ID** field and enter the employee’s USCID.

Step 6: Click the **Get Employees** button.

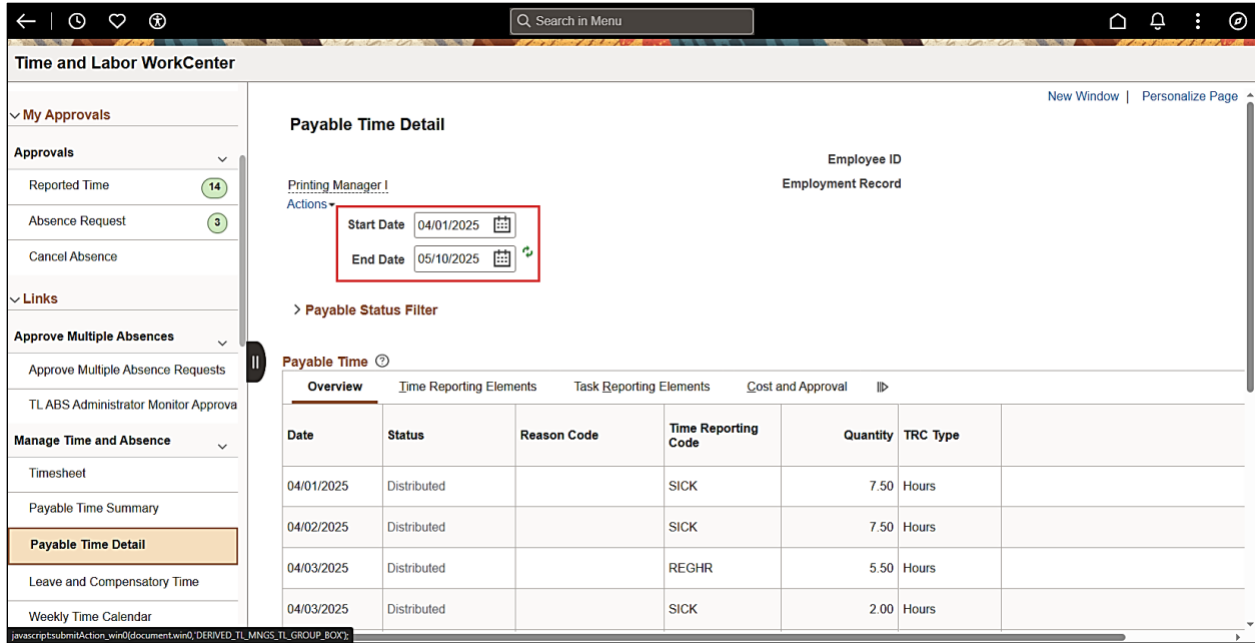


Step 7: Click the **Employee Last Name** link for the job you would like to review payable time details.

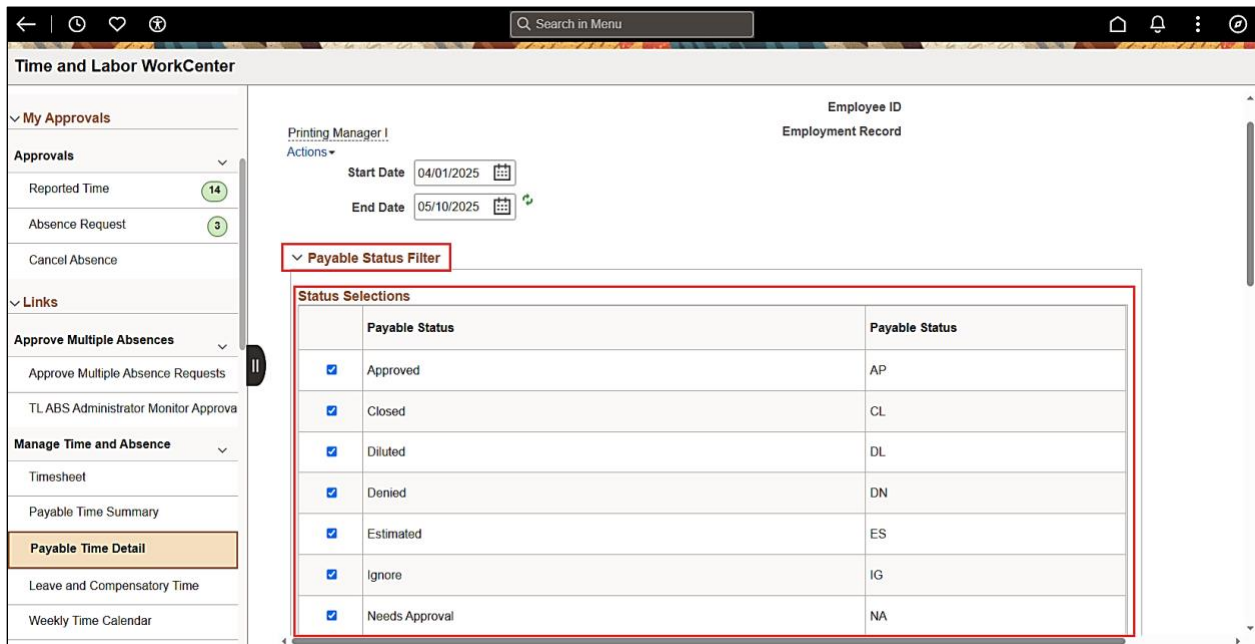


Step 8: Click in the **Start** and **End Date** fields to enter the time period you would like to review.

Step 9: Click the **Refresh** button to return the details for the time period selected.



Step 10/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).



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

Step 11: 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.

The screenshot shows the 'Time and Labor WorkCenter' interface. The left sidebar contains navigation options under 'My Approvals' (Reported Time: 14, Absence Request: 3), 'Links', 'Approve Multiple Absences', and 'Manage Time and Absence'. The 'Payable Time Detail' option is highlighted in the sidebar. The main content area displays the 'Payable Time Detail' for 'Printing Manager I'. It includes fields for 'Start Date' (04/01/2025) and 'End Date' (05/10/2025). Below these is a 'Payable Status Filter' and a 'Payable Time' table with the following data:

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
04/01/2025	Distributed		SICK	7.50	Hours
04/02/2025	Distributed		SICK	7.50	Hours
04/03/2025	Distributed		REGHR	5.50	Hours
04/03/2025	Distributed		SICK	2.00	Hours

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