

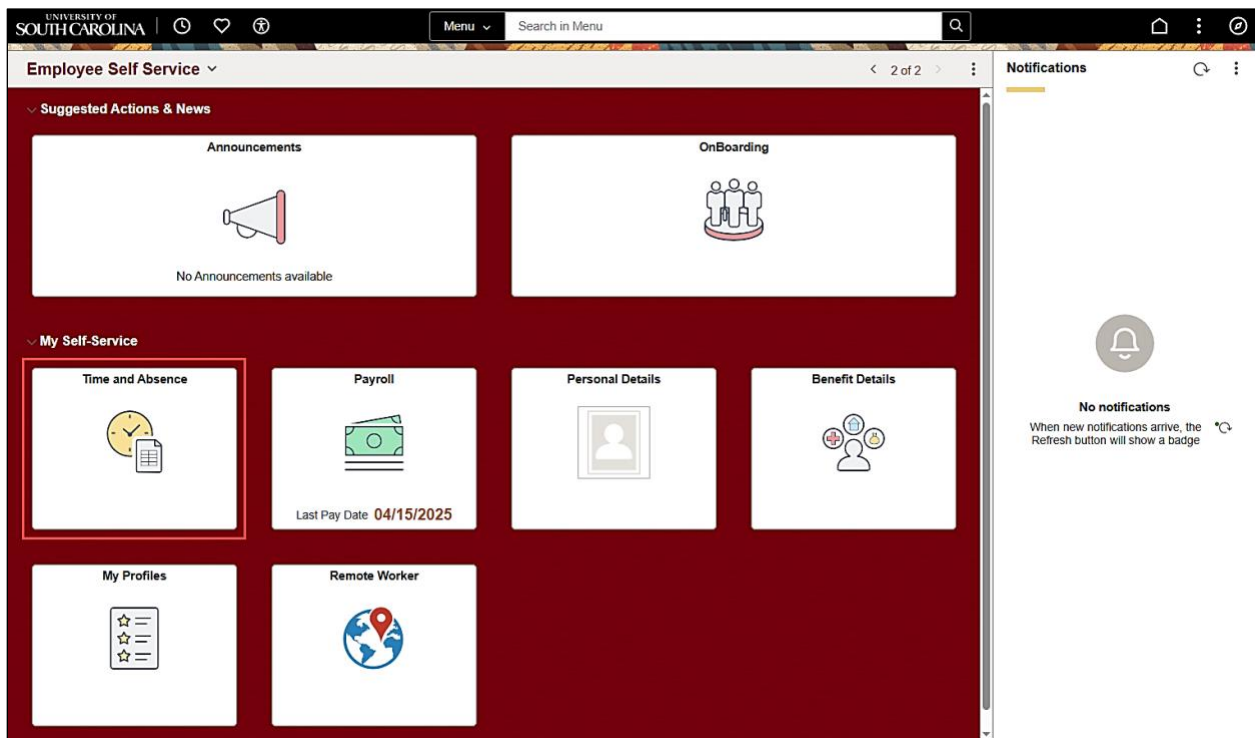


**Office of the Controller
Time and Labor - ESS
View Payable Time – Exempt Employee**

How to view payable time for an exempt employee: This job aid outlines how an exempt employee can view their payable time.

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

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



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

The screenshot shows a dashboard titled "Time" with a dark red background. It contains several white tiles with icons and text. The tiles are arranged in a grid. The "Payable Time" tile is highlighted with a red border. It displays "Last Time Period 04/01/25 - 04/15/25" and "Total Hours 88 Hours". Other tiles include "Enter Time" (04/16/25 - 04/30/25) with a progress bar, "Comp/Holiday Comp Time" (0.00 Balance Hours), "Manage Absences", "Absence Balances", "Time Summary" (04/16/25 - 04/30/25) showing "Worked on Holiday 8.00 Hours", "Exceptions" (0), "View Requests", "Cancel Absences", "Extended Absence Request", and "Manage Leave Donation".

This **Payable Time Summary** page summarizes approved payable time by Time Reporting Code (TRC), TRC Types of Units, and Hours and for a particular pay period. **Payable Time** tab is the final, approved work time that's been processed and is ready to be paid through payroll.

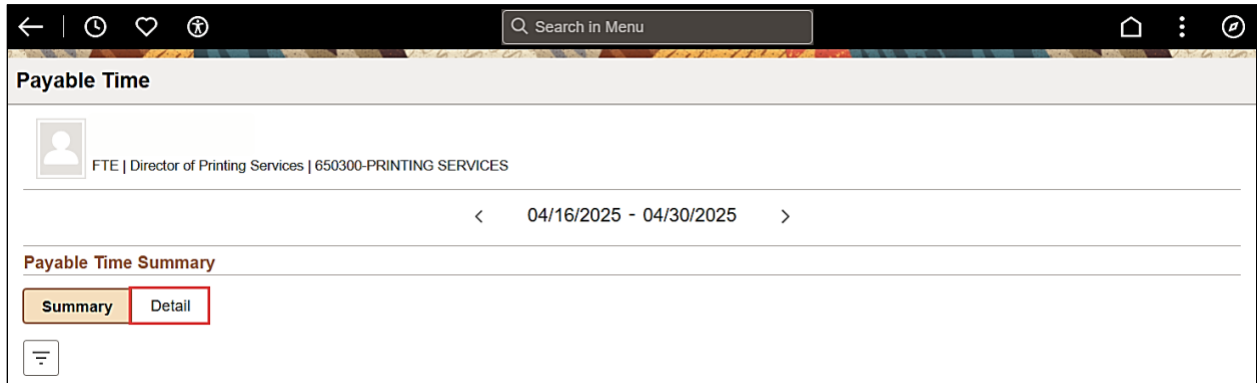
The default view on this page is the current pay period.

Use the **Arrows** to navigate to the pay period you would like to view.

The screenshot shows the "Payable Time Summary" page. At the top, there is a navigation bar with a search bar and a date selector showing "04/16/2025 - 04/30/2025" with left and right arrows. Below the navigation bar, there is a user profile section for "FTE | Director of Printing Services | 650300-PRINTING SERVICES". The main content area has two tabs: "Summary" (selected) and "Detail". Below the tabs is a table with the following data:

| Time Reporting Code | Quantity (Hours) |
|---------------------|------------------|
| Regular Hours | 80.00 |
| Holiday Pay | 8.00 |
| Total | 88.00 |

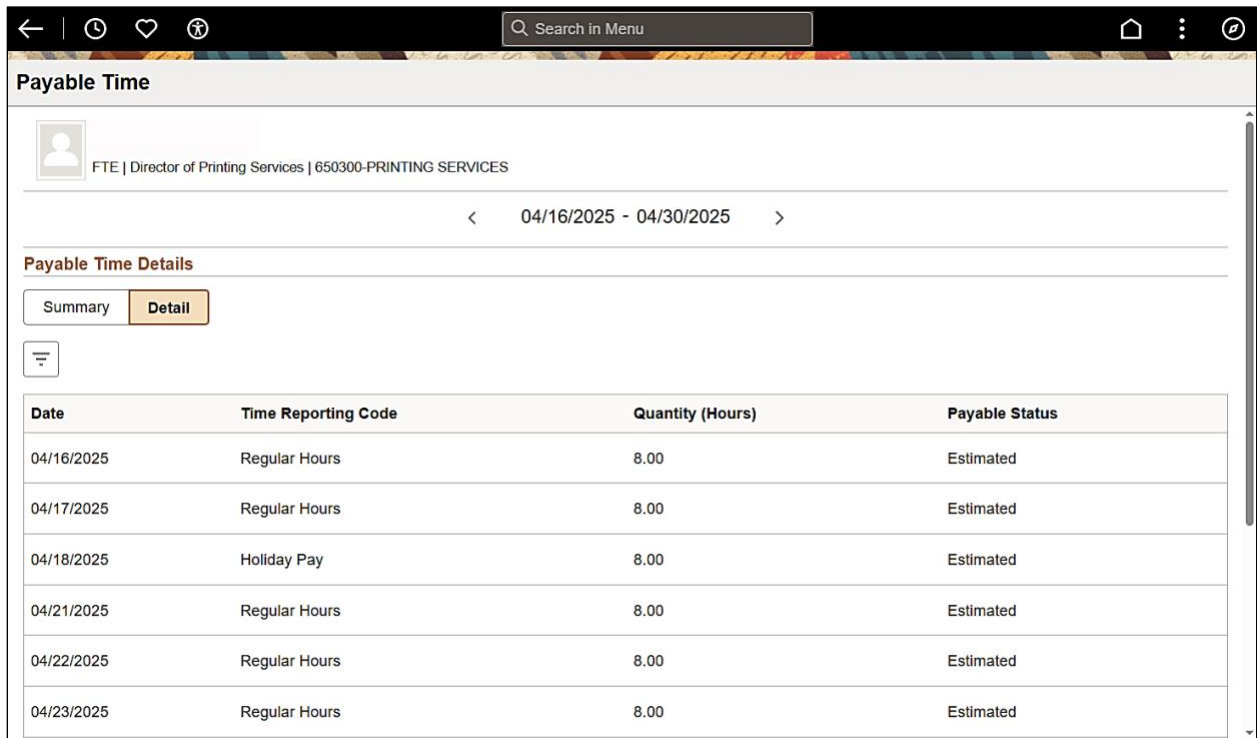
Step 3: Click the **Details** tab to see additional information.



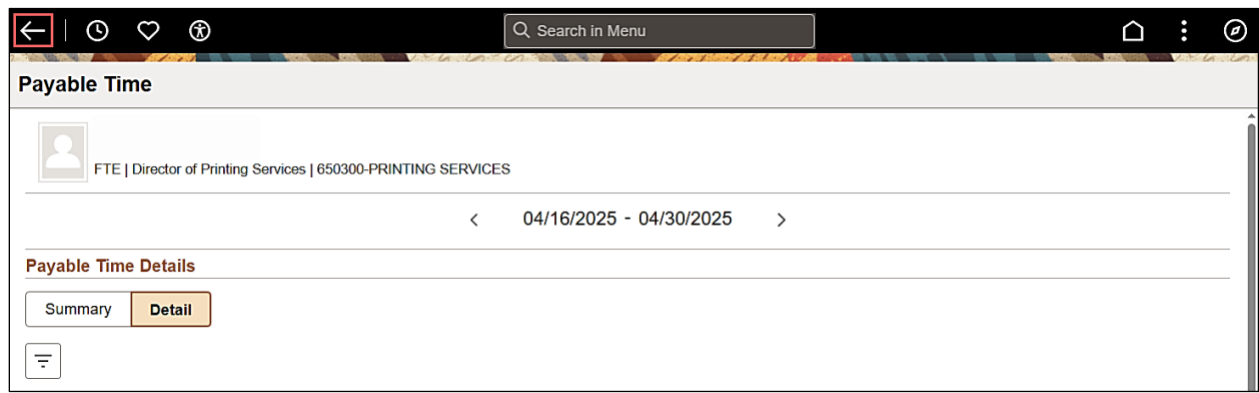
In the detail view, you can see the date, Time Reporting Code, Hours and Payable Status of approved payable time.

The Payable Status types that can be seen here are:

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



Step 4: Click the **Arrow icon** 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 as an exempt employee.