

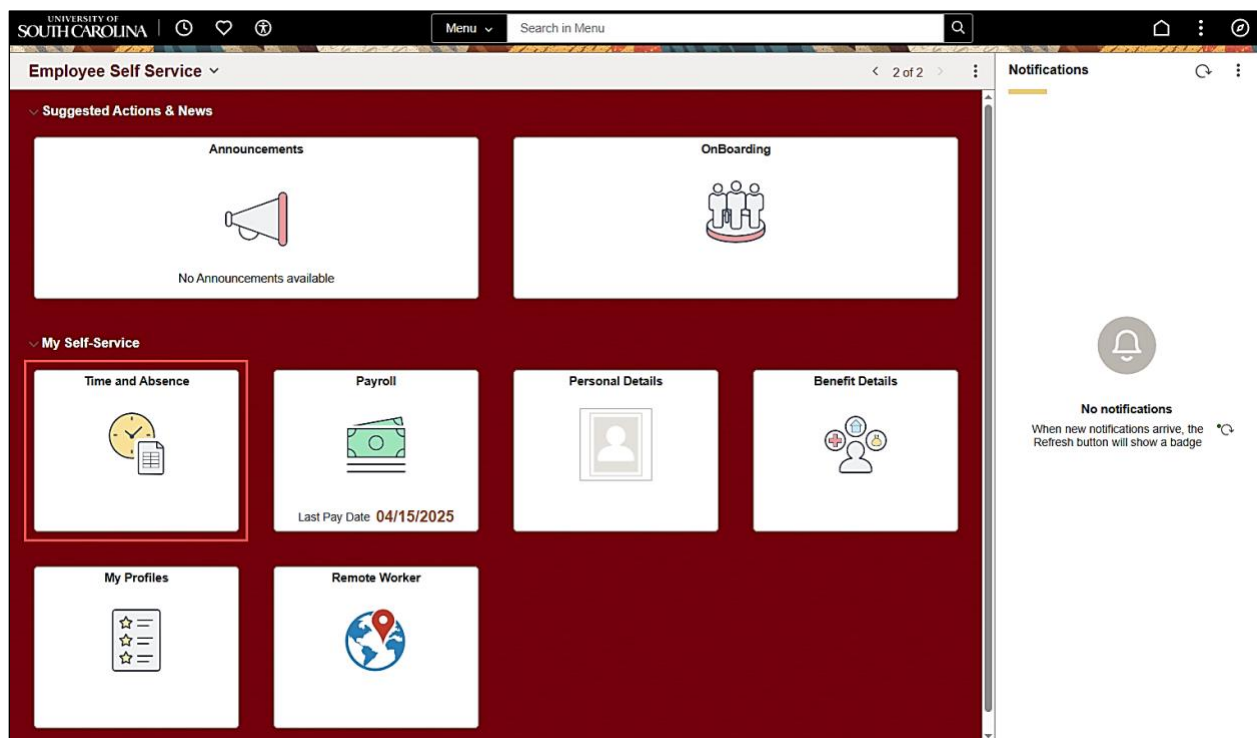


**Office of the Controller
Time and Labor - ESS
View Payable Time for Facilities Employees**

How to view payable time for a salary non-exempt employee: This job aid outlines how a salary non-exempt employee can view 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 balance hours.

The screenshot shows a dashboard titled "Time" with a search bar and navigation icons. The dashboard contains several tiles:

- Enter Time:** 04/27/25 - 05/03/25. Reported 37.50, Scheduled 37.50.
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Manage Absences:** Icon of a briefcase with a gear.
- Absence Balances:** Icon of a briefcase with a scale.
- Time Summary:** 04/27/25 - 05/03/25. Regular Hours: 37.50 Hours.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase with a calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Last Time Period: 04/20/25 - 04/26/25. Total Hours: 3 Hours. (This tile is highlighted with a red border).
- Extended Absence Request:** Icon of a briefcase with a checkmark.
- Manage Leave Donation:** Icon of a briefcase with a hand holding a coin.

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. **Payable Time** 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 week.

Step 3: Use the **Arrows** to navigate to the timesheet you would like to view.

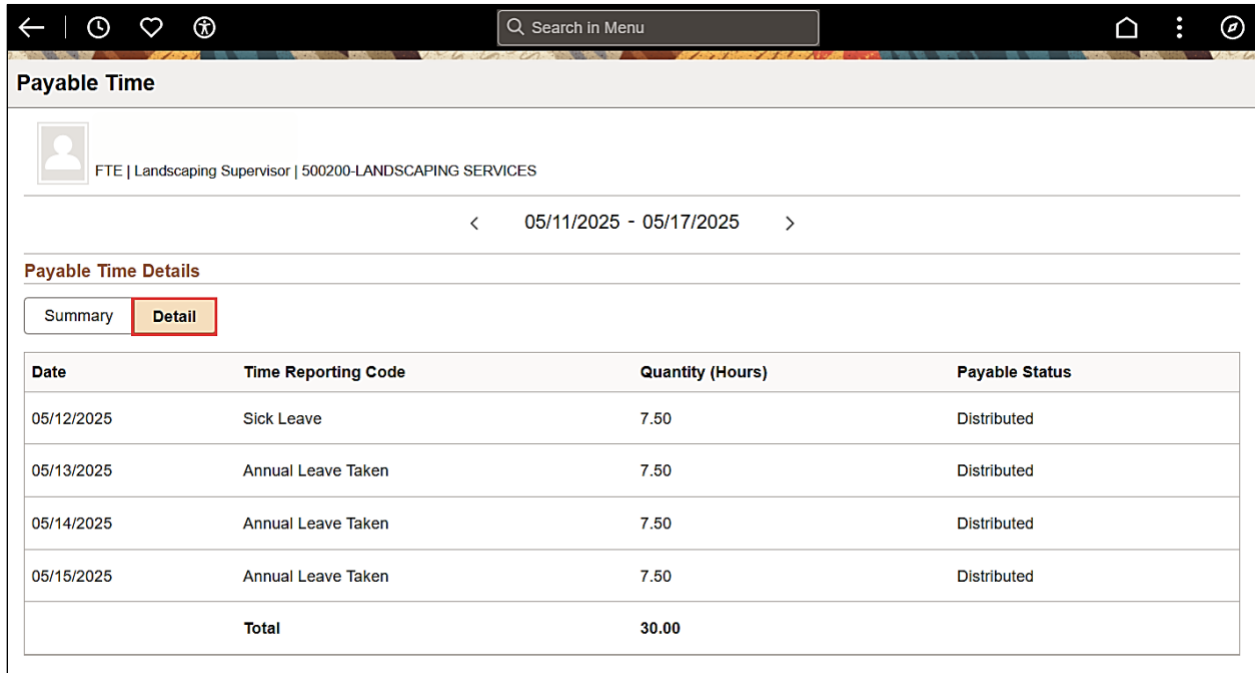
The screenshot shows the "Payable Time" page for a user: FTE | Landscaping Supervisor | 500200-LANDSCAPING SERVICES. The current time period is 05/11/2025 - 05/17/2025, which is highlighted with a red border. Below the header, there are tabs for "Summary" and "Detail". The "Summary" tab is selected, showing a table with the following data:

Time Reporting Code	Quantity (Hours)
Annual Leave Taken	22.50
Sick Leave	7.50
Total	30.00

Step 4: 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



Payable Time

FTE | Landscaping Supervisor | 500200-LANDSCAPING SERVICES

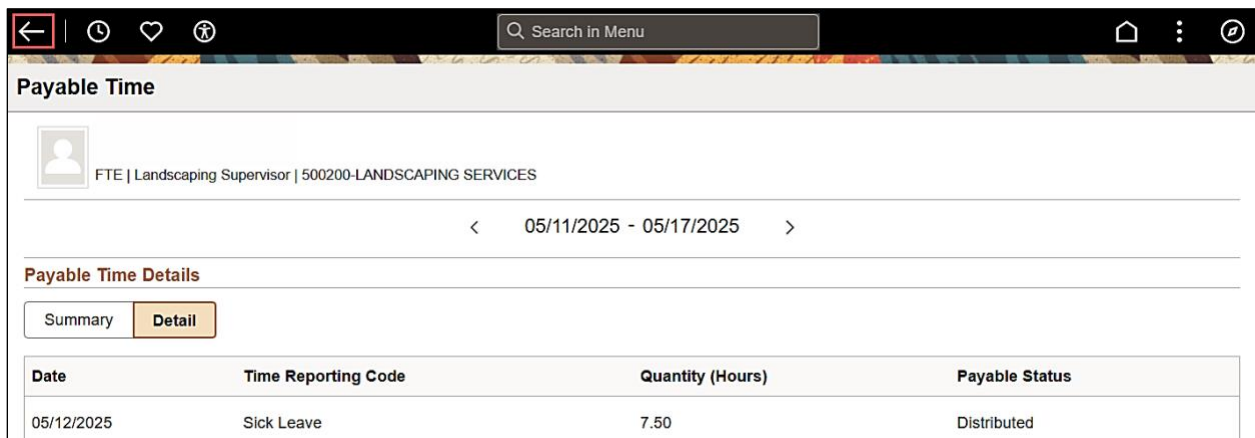
< 05/11/2025 - 05/17/2025 >

Payable Time Details

Summary **Detail**

Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/12/2025	Sick Leave	7.50	Distributed
05/13/2025	Annual Leave Taken	7.50	Distributed
05/14/2025	Annual Leave Taken	7.50	Distributed
05/15/2025	Annual Leave Taken	7.50	Distributed
	Total	30.00	

Step 5: 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.



Payable Time

FTE | Landscaping Supervisor | 500200-LANDSCAPING SERVICES

< 05/11/2025 - 05/17/2025 >

Payable Time Details

Summary **Detail**

Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/12/2025	Sick Leave	7.50	Distributed

You successfully learned how to view your payable time as a salary non-exempt employee.