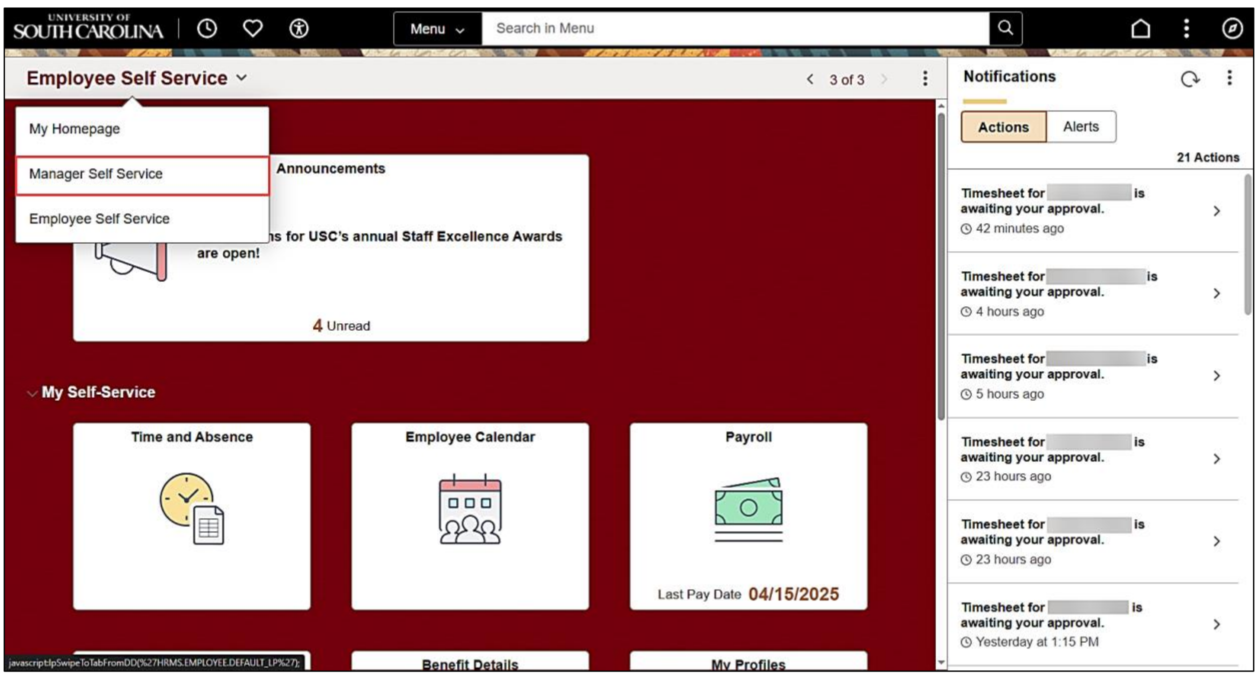
Office of the Controller
Time and Labor - MSS
View Payable Time Summary

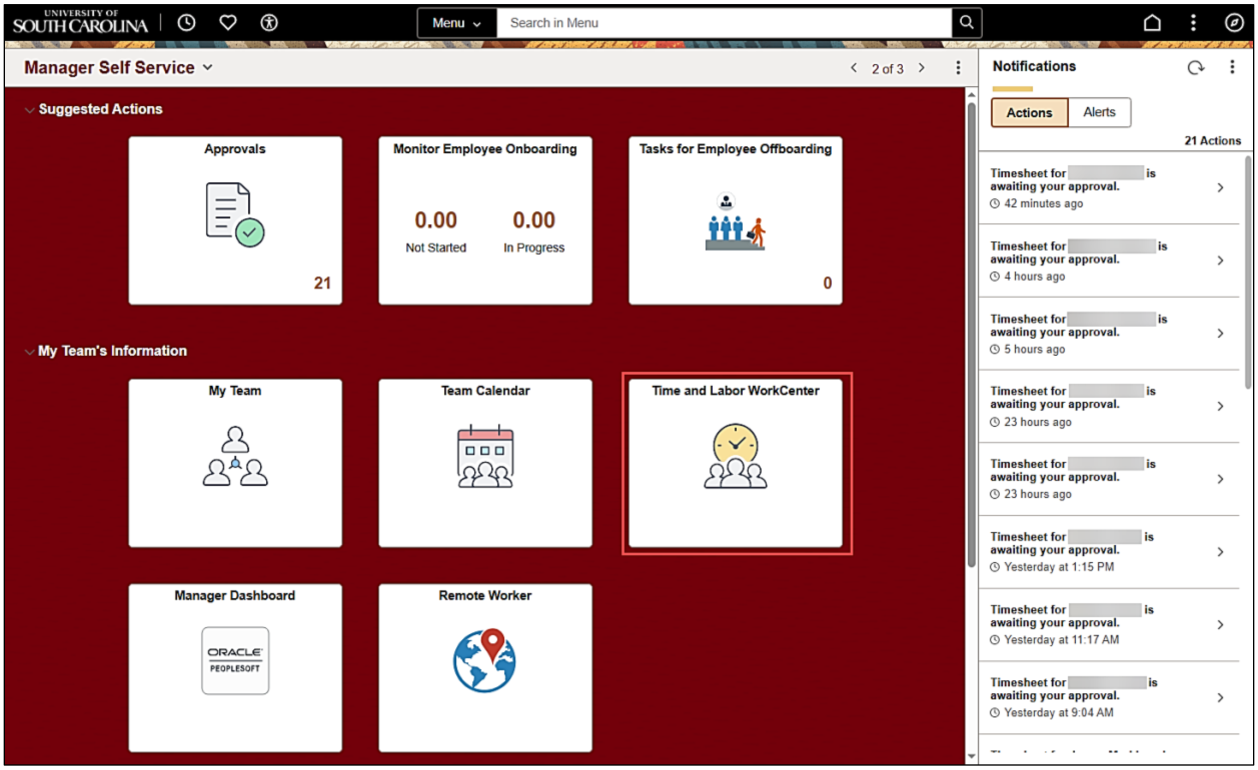
How to view payable time summary for an employee: This job aid outlines how a manager can view a payable time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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.



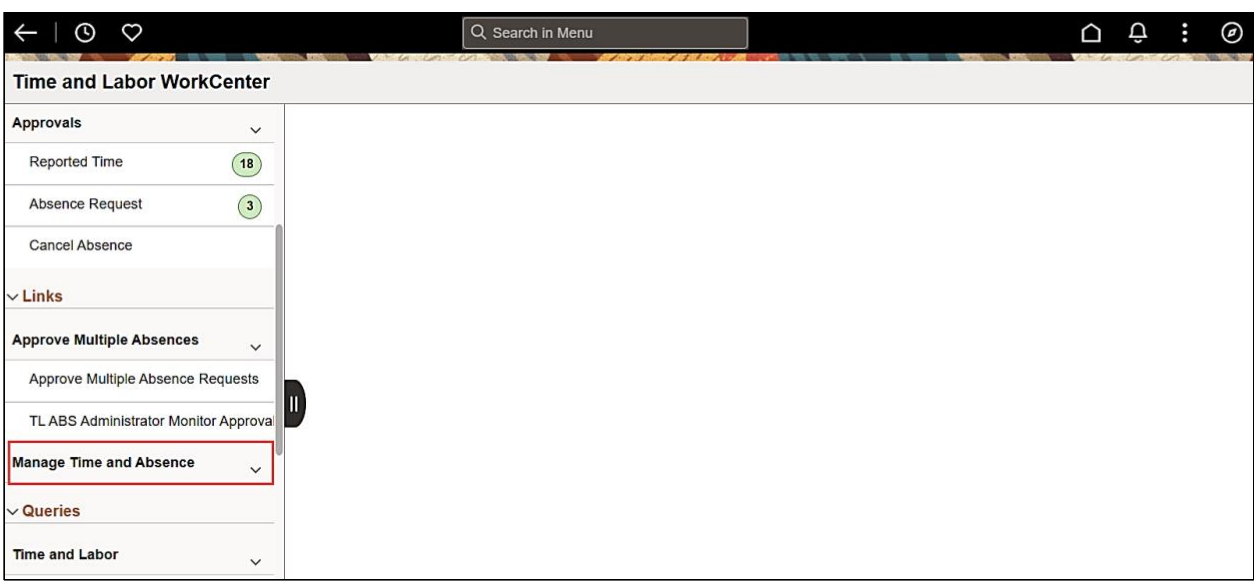
Step 2: Click the **Time and Absence Workcenter** tile.



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.

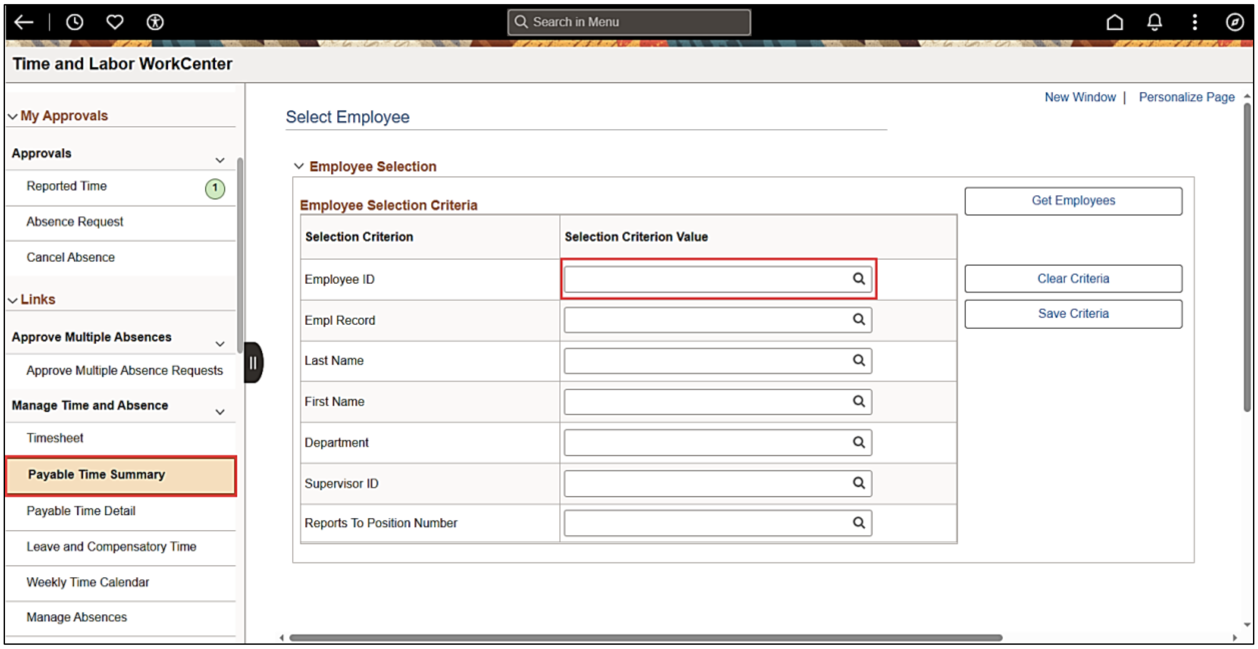
Step 3: Click the **Manage Time and Absence** drop-down arrow.



The **Payable Time Summary** page lets you view an employee's generated payable time for a full week.

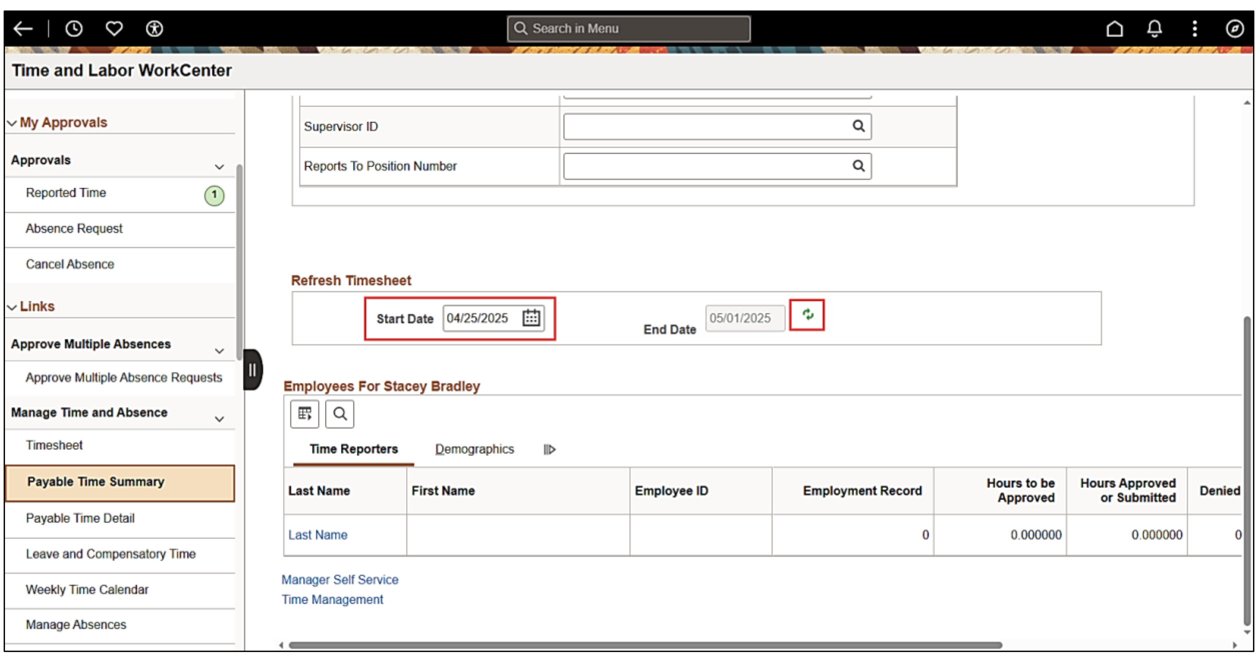
Step 4: Click the **Payable Time Summary** option from the list.

Step 5: To view payable time summary for a specific employee, click in the **Employee ID** field and enter the employee's USCID. The default date will always be the current week.

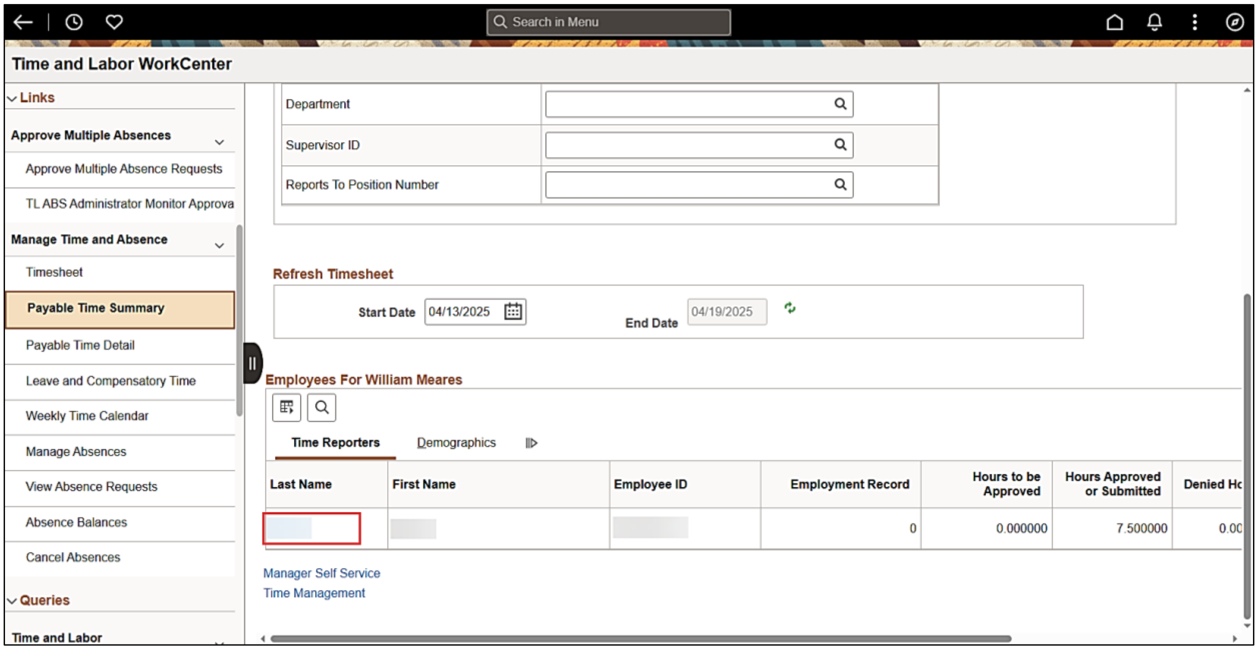


Step 6: To change the week, you would like to view payable time summary for an employee, click in the **Start Date** field and enter a new date.

Step 7: Click the **Refresh** button to return the summary information for the week you selected.



Step 8: Click the **Employees Last Name** link to view the Payable Time Summary page.

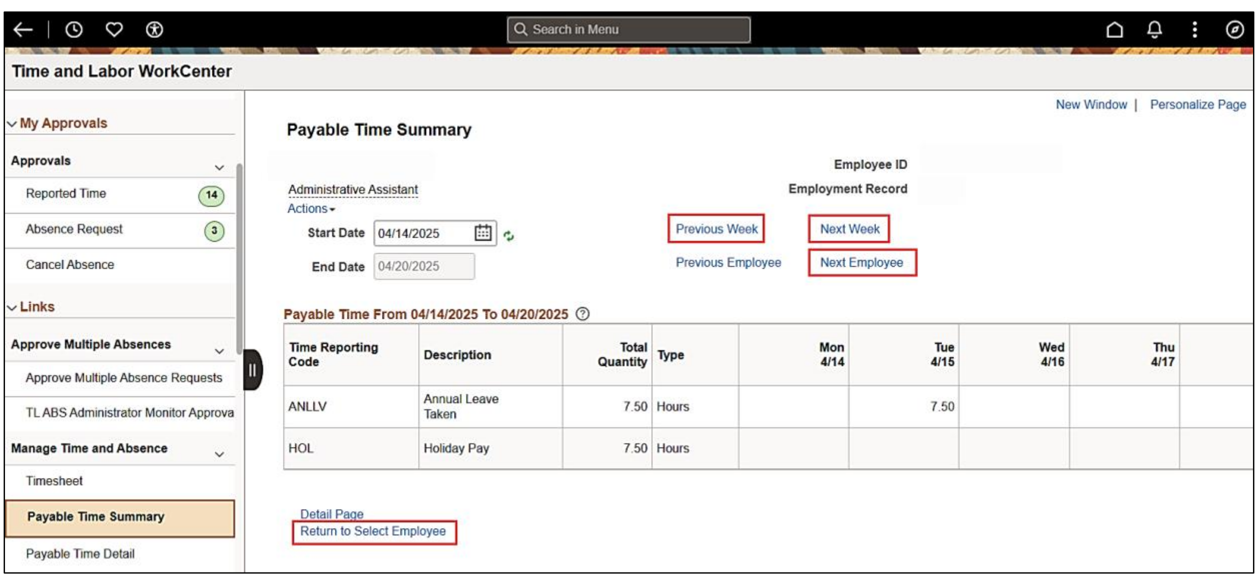


On the **Payable Time Summary** page, you can review the employee's generated payable time for a full week.

Step 9: Click the **Previous Week** and **Next Week** links to move from week to week for this employee.

Step 10: Click the **Next Employee** link to move between employees.

Step 11: Click the **Return to Select Employee** link to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.



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