

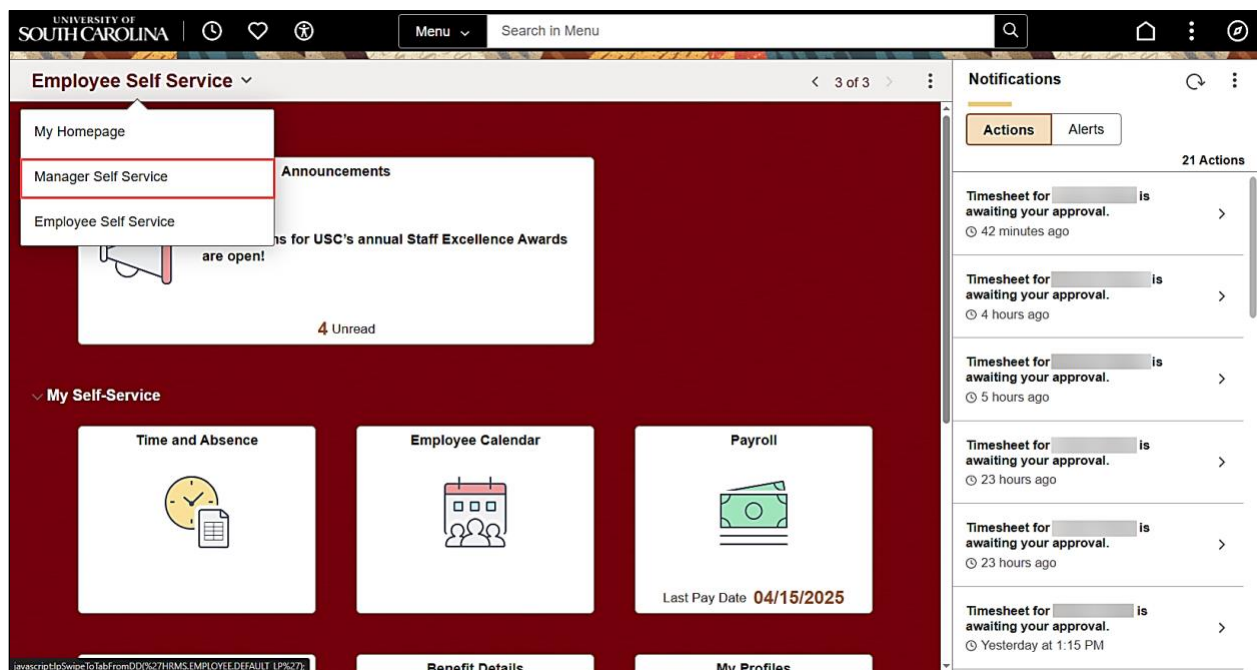


**Office of the Controller
Time and Labor - MSS
View Payable Time Summary**

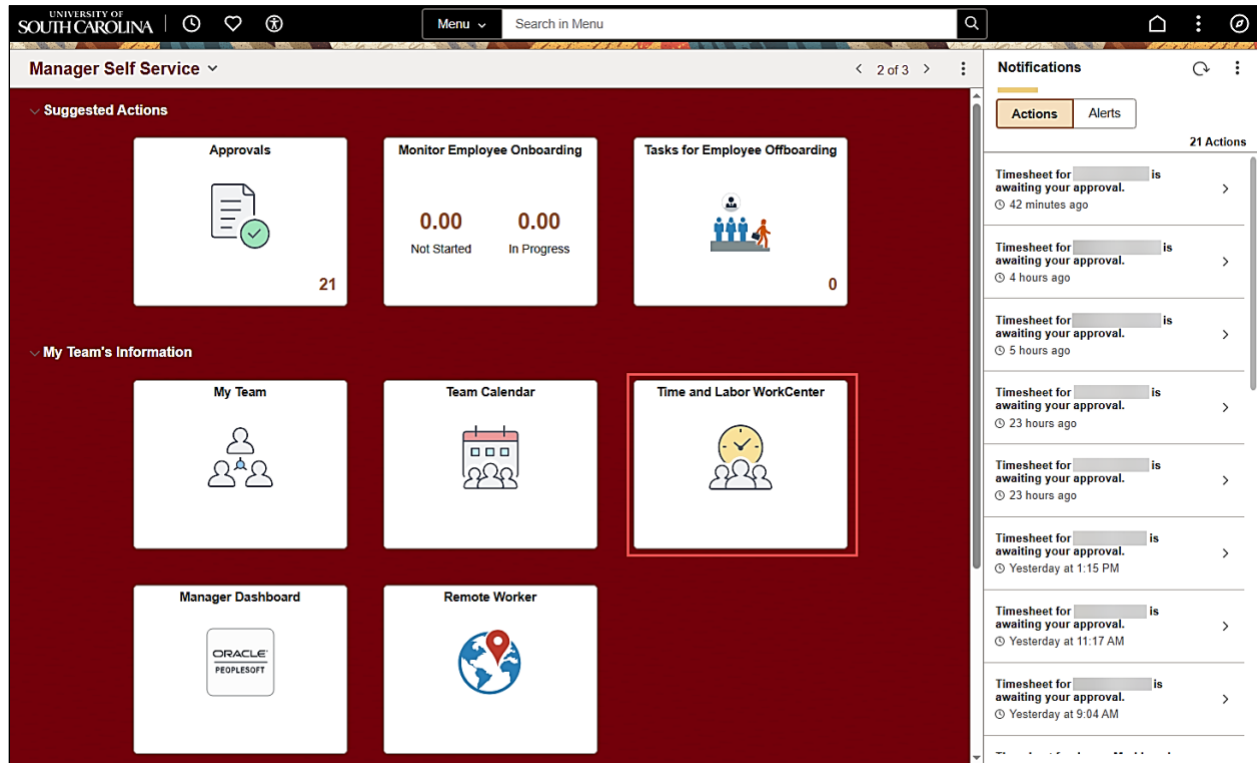
How to view payable time summary for an employee: This job aid outlines how a manager can view a payable time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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.



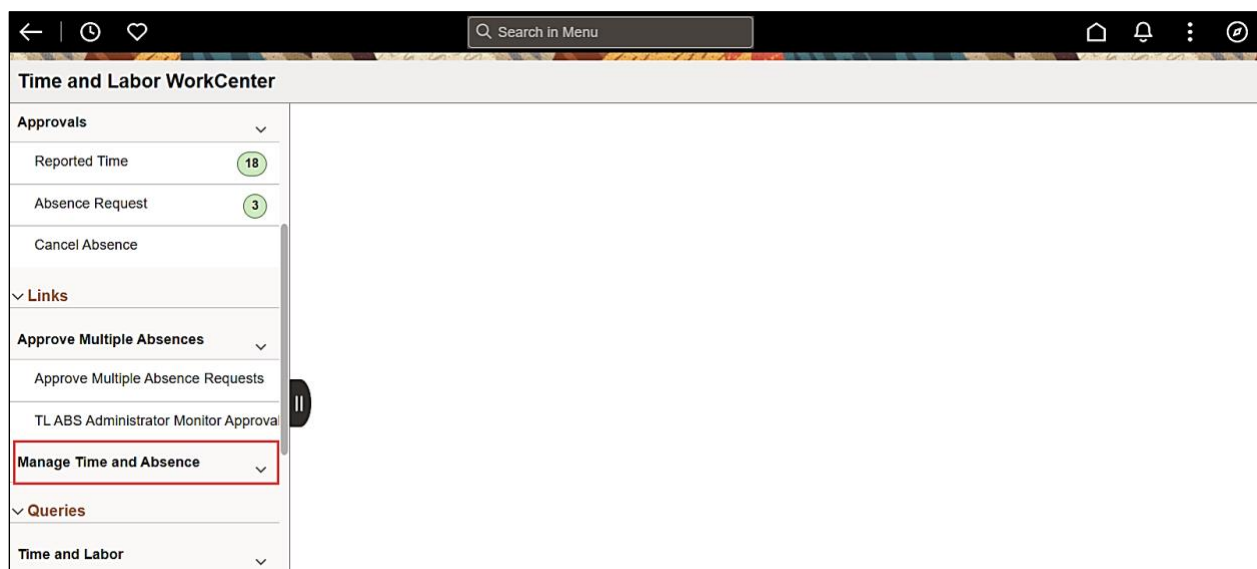
Step 2: Click the **Time and Absence Workcenter** tile.



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.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with sections: 'My Approvals' (containing 'Reported Time' with a green circle '1'), 'Links' (containing 'Approve Multiple Absences' and 'Manage Time and Absence'), and 'Manage Time and Absence' (containing 'Timesheet', 'Payable Time Summary' (highlighted with a red box), 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', and 'Manage Absences'). The main area is titled 'Select Employee' and contains an 'Employee Selection Criteria' form. This form has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row has its input field highlighted with a red box. Other rows include 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number', each with a search icon. To the right of the form are buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

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.

The screenshot shows the 'Time and Labor WorkCenter' interface after navigating to the 'Payable Time Summary' page. The left navigation menu is the same. The main area now shows the 'Refresh Timesheet' section. It includes input fields for 'Supervisor ID' and 'Reports To Position Number'. Below these is the 'Refresh Timesheet' section with 'Start Date' (04/25/2025, highlighted with a red box and a calendar icon) and 'End Date' (05/01/2025, highlighted with a red box and a refresh icon). Below this is a section titled 'Employees For Stacey Bradley' with a search icon. Underneath is a table with columns: 'Last Name', 'First Name', 'Employee ID', 'Employment Record', 'Hours to be Approved', 'Hours Approved or Submitted', and 'Denied'. The table has one row with 'Last Name' in the first column and '0' in the 'Employment Record' column. At the bottom left, there are links for 'Manager Self Service' and 'Time Management'.

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

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with sections: 'Links' (containing 'Approve Multiple Absences'), 'Manage Time and Absence' (containing 'Timesheet', 'Payable Time Summary' (highlighted), 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Manage Absences', 'View Absence Requests', 'Absence Balances', 'Cancel Absences'), and 'Queries'. The main content area has a search bar at the top. Below it are input fields for 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Refresh Timesheet' button is present. Below that are 'Start Date' (04/13/2025) and 'End Date' (04/19/2025) fields. The section is titled 'Employees For William Meares'. There are links for 'Time Reporters' and 'Demographics'. A table shows employee data:

Last Name	First Name	Employee ID	Employment Record	Hours to be Approved	Hours Approved or Submitted	Denied Hours
			0	0.000000	7.500000	0.00

Below the table are links for 'Manager Self Service' and 'Time Management'.

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.

The screenshot shows the 'Payable Time Summary' page. It includes a 'New Window | Personalize Page' link. The page displays the employee's name 'Administrative Assistant' and 'Employee ID'. There are 'Previous Week' and 'Next Week' buttons, and 'Previous Employee' and 'Next Employee' buttons. The date range is 'Payable Time From 04/14/2025 To 04/20/2025'. A table shows the payable time details:

Time Reporting Code	Description	Total Quantity	Type	Mon 4/14	Tue 4/15	Wed 4/16	Thu 4/17
ANLLV	Annual Leave Taken	7.50	Hours		7.50		
HOL	Holiday Pay	7.50	Hours				

At the bottom, there are links for 'Detail Page' and 'Return to Select Employee'.

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