

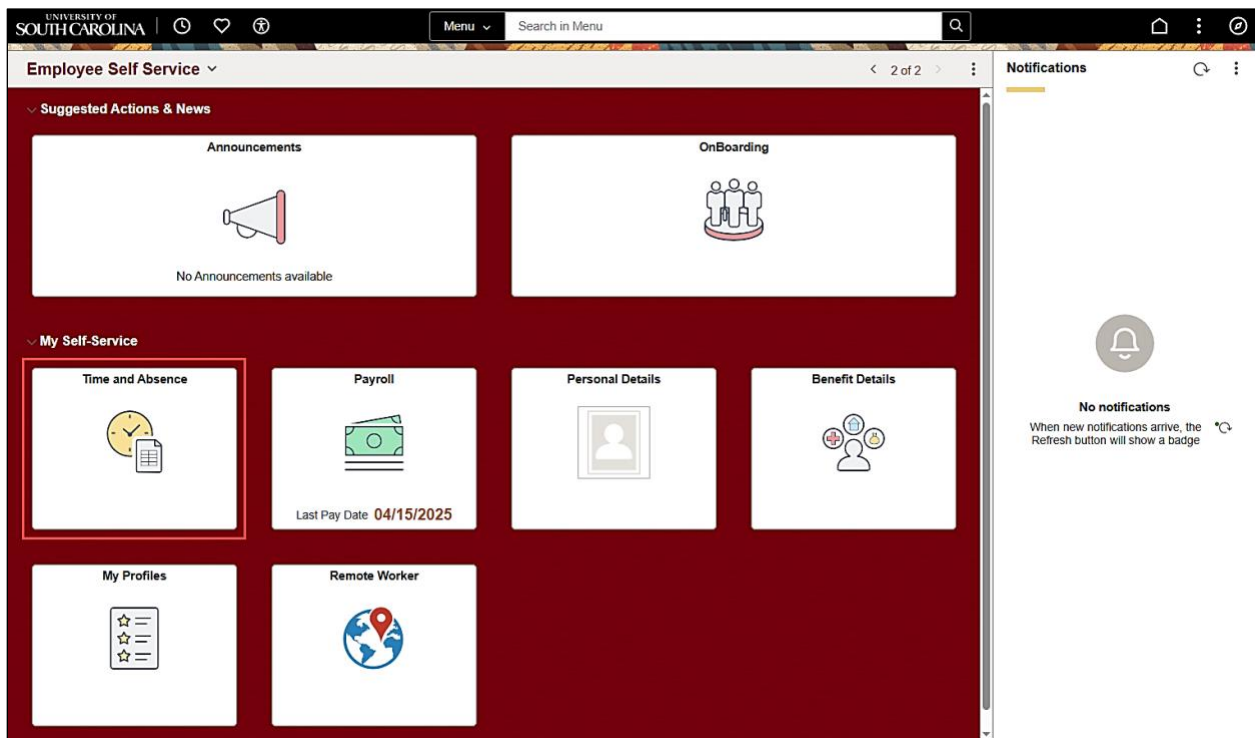


**Office of the Controller
Time and Labor - ESS
View Time Summary – Exempt Employee**

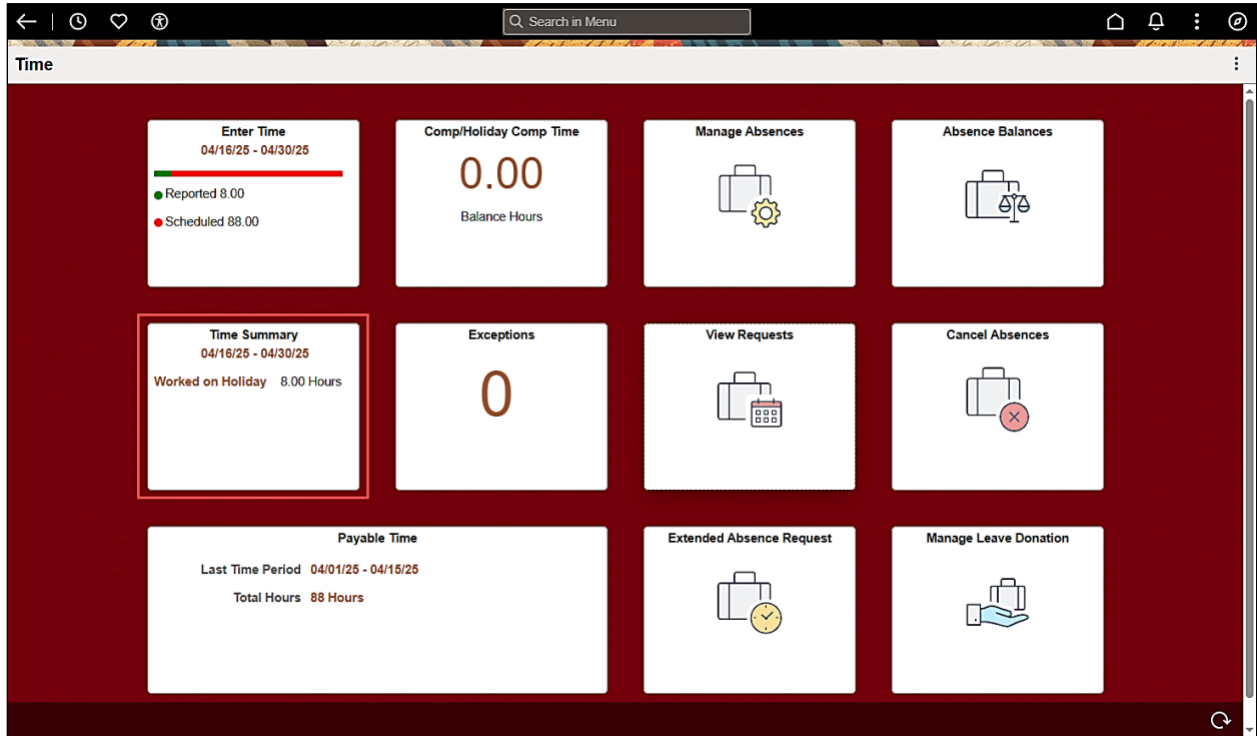
How to view a time summary for an exempt employee: This job aid outlines how an exempt employee can view their time summary.

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 **Time Summary** tile, to begin.



This **Time Summary** page is used to view your time summary for a particular period, weekly, bi-weekly, and monthly time entries.

The default view on this page for exempt employees is the current pay period week.

The current day is highlighted in blue.

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

Time Summary

FTE | Director of Printing Services | 650300-PRINTING SERVICES

April 16, 2025 - April 30, 2025

Scheduled 88.00 | Reported 8 Hours

Filters **Reported Time** Payable Time [View Legend](#)

Holiday(s): 04/18/2025 - Good Friday

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
16	17	18 Worked on Holiday - 8 Hours	19 Off Day	20 Off Day	21	22
Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours
23	24	25	26 Off Day	27 Off Day	28	29
Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours

APRIL 30 Wednesday

Total Reported: Time Reporting Code:

Actions

Step 3: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

Time Summary

FTE | Director of Printing Services | 650300-PRINTING SERVICES

April 16, 2025 - April 30, 2025





Scheduled 88.00 | Reported 8 Hours

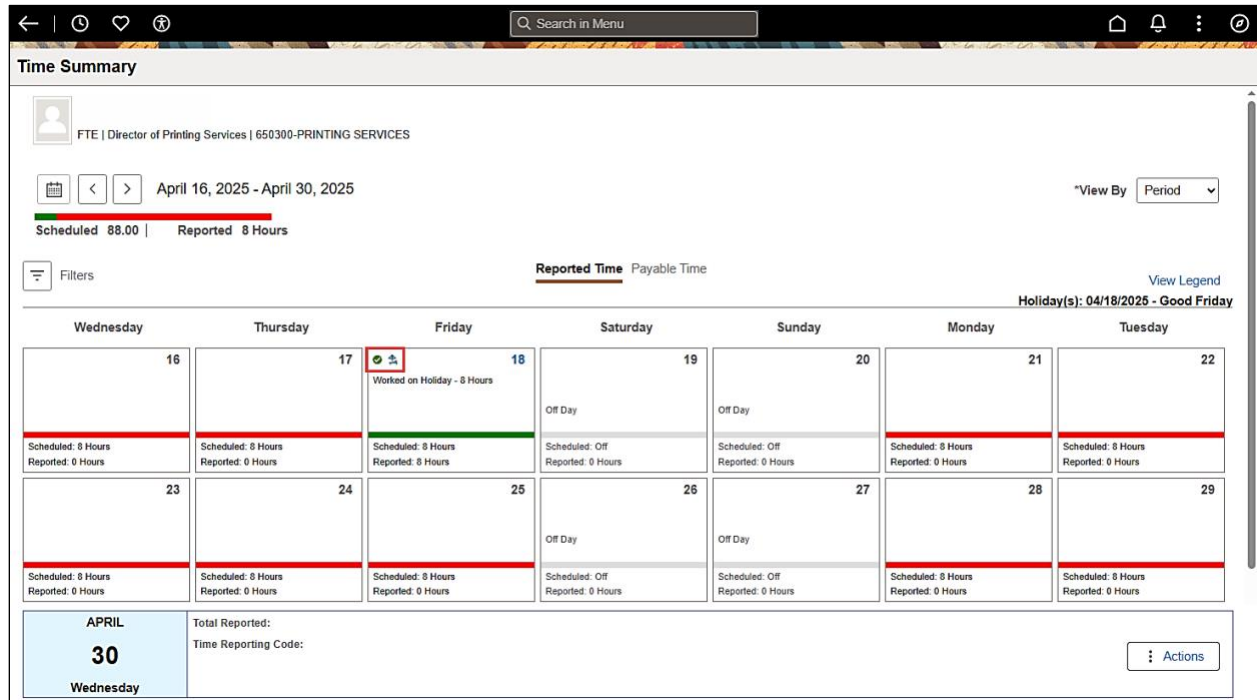
Filters **Reported Time** Payable Time [View Legend](#)

Holiday(s): 04/18/2025 - Good Friday

View By: **Period**, Bi-Weekly, Monthly, Period, Weekly

In this view, you can see:

- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- all requested absences and leave taken by 
- all holidays indicated by 



Time Summary

FTE | Director of Printing Services | 650300-PRINTING SERVICES

April 16, 2025 - April 30, 2025

Scheduled 88.00 | Reported 8 Hours

Reported Time Payable Time

Holiday(s): 04/18/2025 - Good Friday

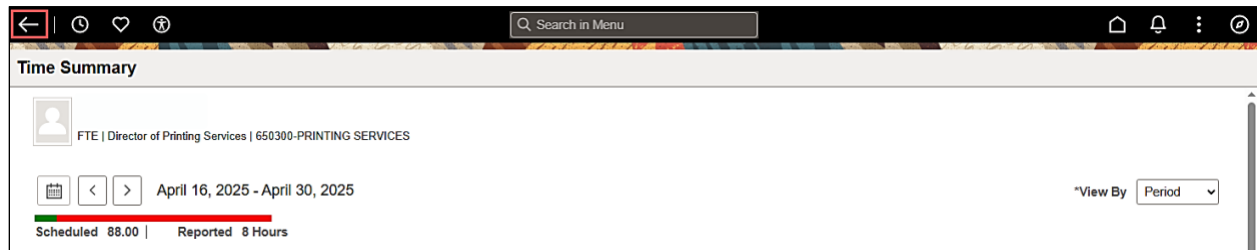
Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
16	17	18 Worked on Holiday - 8 Hours	19 Off Day	20 Off Day	21	22
Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours
23	24	25	26 Off Day	27 Off Day	28	29
Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours

APRIL 30 Wednesday

Total Reported:
Time Reporting Code:

Actions

Step 4: Click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.



Time Summary

FTE | Director of Printing Services | 650300-PRINTING SERVICES

April 16, 2025 - April 30, 2025

Scheduled 88.00 | Reported 8 Hours

Time

Holiday(s): 04/18/2025 - Good Friday

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
16	17	18 Worked on Holiday - 8 Hours	19 Off Day	20 Off Day	21	22
Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours
23	24	25	26 Off Day	27 Off Day	28	29
Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours	Scheduled: 8 Hours Reported: 0 Hours

APRIL 30 Wednesday

Total Reported:
Time Reporting Code:

Actions

You successfully learned how to view your time summary as an exempt employee.