

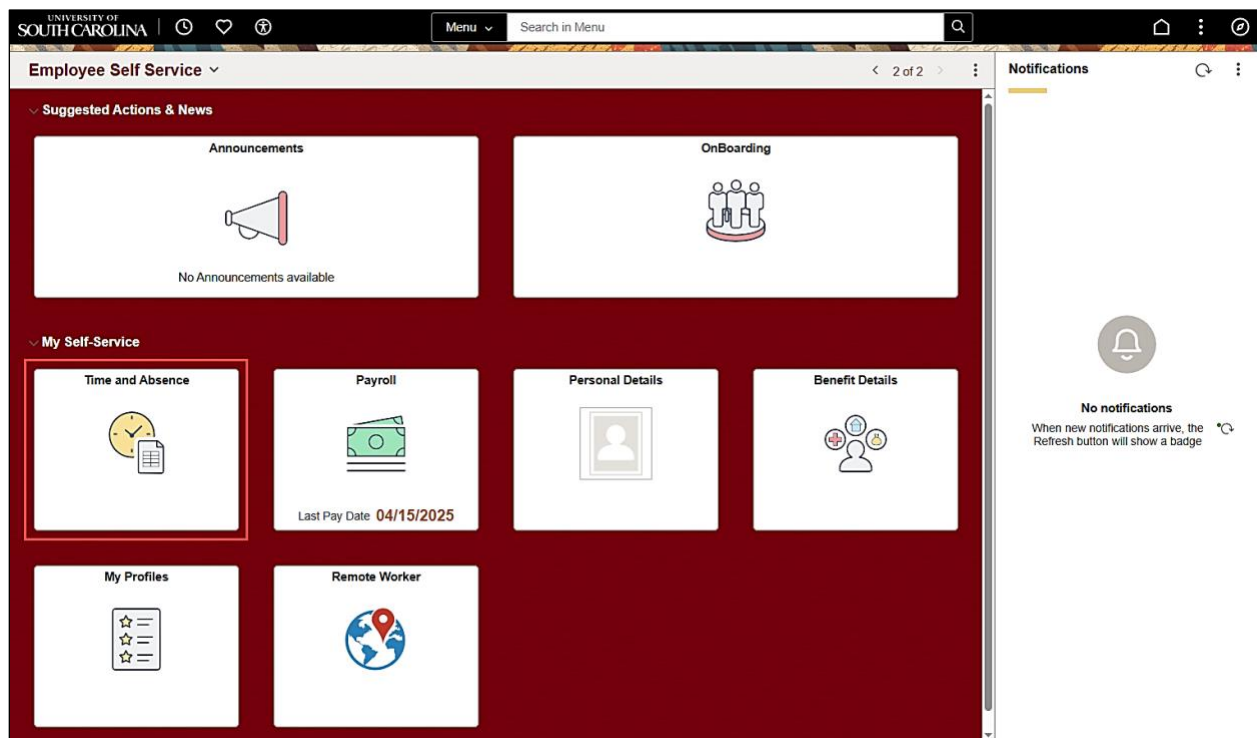


**Office of the Controller
Time and Labor - ESS
View Time Summary for Facilities Employees**

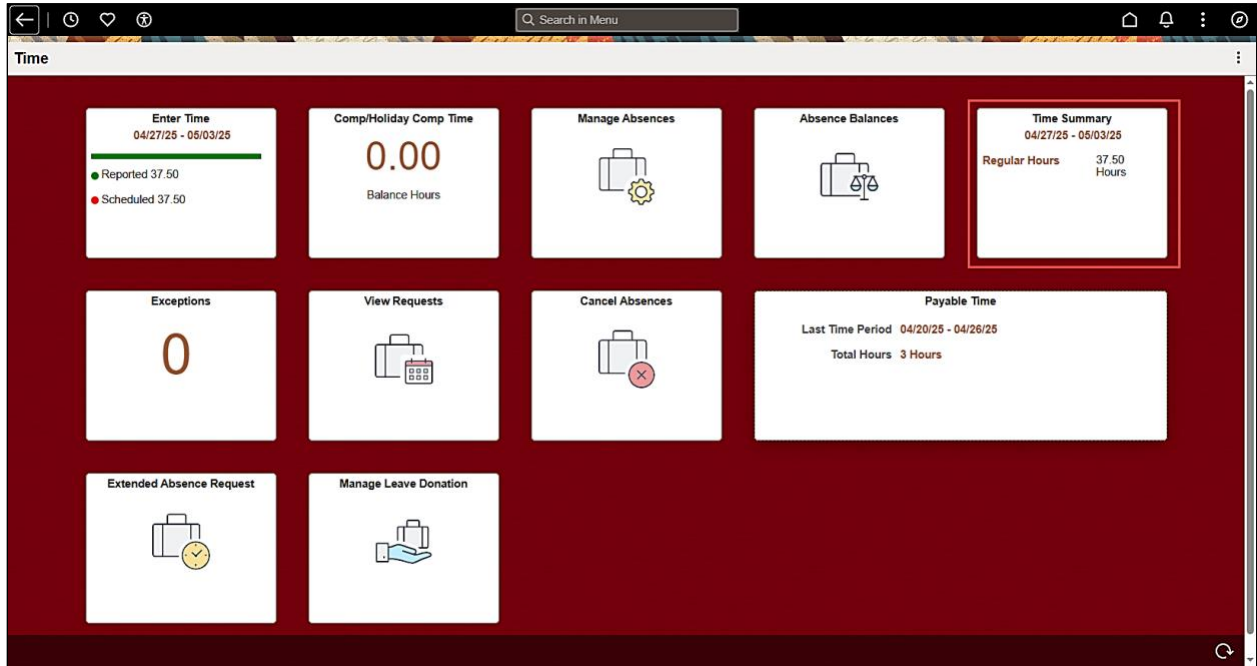
How to view a time summary for a salary non-exempt employee: This job aid outlines how a salary non-exempt employee can view a time summary.

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 view balance hours.

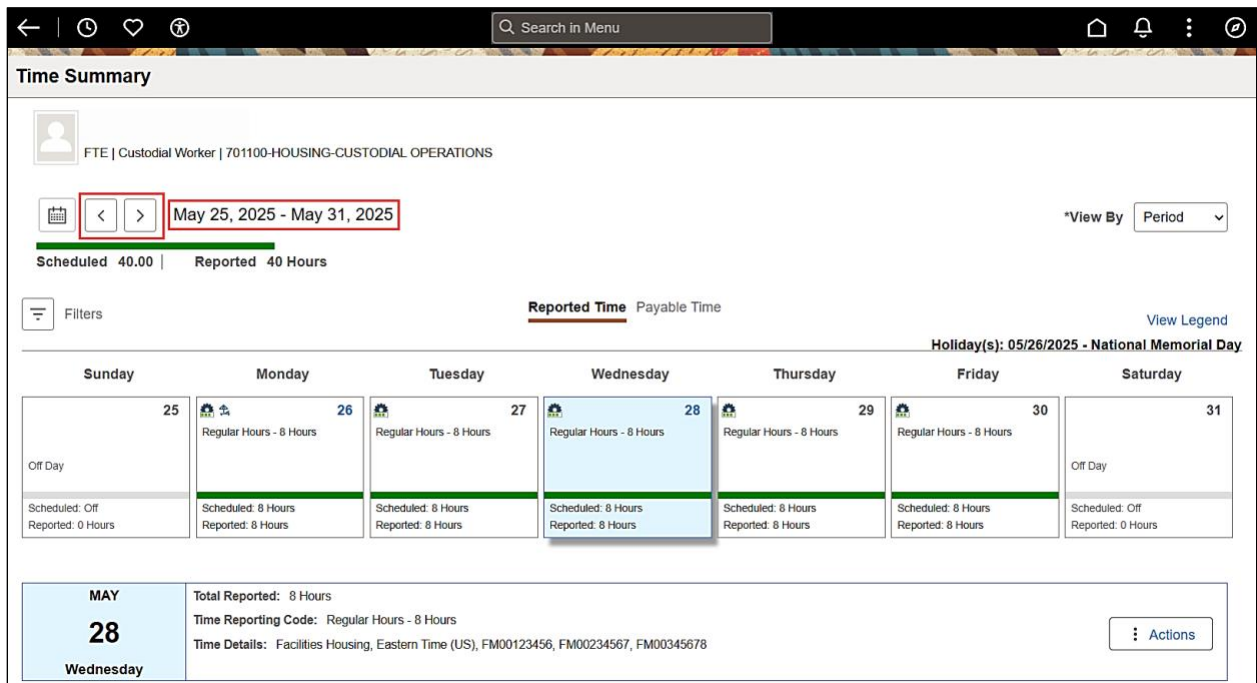


This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

The default view on this page is the current week.

The current day is highlighted in blue.

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



Step 4: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

The screenshot shows the 'Time Summary' page for a user named 'FTE | Custodial Worker | 701100-HOUSING-CUSTODIAL OPERATIONS'. The date range is 'May 25, 2025 - May 31, 2025'. The 'View By' dropdown menu is open, showing options: 'Period', 'Bi-Weekly', 'Monthly' (highlighted), 'Period', and 'Weekly'. Below the menu, the interface displays a calendar grid for the week of May 25-31, 2025. The grid shows scheduled and reported hours for each day. A summary box at the bottom left indicates 'MAY 28 Wednesday' with 'Total Reported: 8 Hours' and 'Time Reporting Code: Regular Hours - 8 Hours'. A 'View Legend' link is visible on the right side of the calendar grid.

Step 5: 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
- days with reported time greater than scheduled indicated by
- all requested absences and leave taken indicated by

This screenshot shows the same 'Time Summary' page as above, but with the 'View By' dropdown set to 'Period'. The calendar grid for the week of May 25-31, 2025 is visible. The grid shows scheduled and reported hours for each day. A summary box at the bottom left indicates 'MAY 28 Wednesday' with 'Total Reported: 8 Hours' and 'Time Reporting Code: Regular Hours - 8 Hours'. A 'View Legend' link is visible on the right side of the calendar grid.

Step 6: 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 | Custodial Worker | 701100-HOUSING-CUSTODIAL OPERATIONS

May 25, 2025 - May 31, 2025 *View By

Scheduled 40.00 | Reported 40 Hours

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

Holiday(s): 05/26/2025 - National Memorial Day

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------------------|---|---|---|---|---|-------------------------------------|
| 25 Off Day | 26 Regular Hours - 8 Hours | 27 Regular Hours - 8 Hours | 28 Regular Hours - 8 Hours | 29 Regular Hours - 8 Hours | 30 Regular Hours - 8 Hours | 31 Off Day |
| Scheduled: Off Reported: 0 Hours | Scheduled: 8 Hours Reported: 8 Hours | Scheduled: 8 Hours Reported: 8 Hours | Scheduled: 8 Hours Reported: 8 Hours | Scheduled: 8 Hours Reported: 8 Hours | Scheduled: 8 Hours Reported: 8 Hours | Scheduled: Off Reported: 0 Hours |

| | | |
|--------------------------------------|--|-------------------------|
| MAY 28 Wednesday | Total Reported: 8 Hours Time Reporting Code: Regular Hours - 8 Hours Time Details: Facilities Housing, Eastern Time (US), FM00123456, FM00234567, FM00345678 | Actions |
|--------------------------------------|--|-------------------------|

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