

How to view payable time for 28 day police employee: This job aid outlines how a 28 day police employee can view their payable time.

Navigation: Employee Self Service > Time and Absence > Payable Time

Step 1: On the Employee Self Service landing page, click the Time and Absence tile.



**Step 2:** Click the **Select Another Job** link to select the applicable job for which you need to enter time on a timesheet.

**Note:** Many police officers have an FTE plus an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.

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Step 3: Click the Payable Time tile, to begin.

This **Payable Time Summary** page summarizes approved payable time by Time Reporting Code (TRC), TRC Types of Units, and Hours and for a particular pay period.

The default view on this page is the current pay period.

Use the Arrows to navigate to the pay period you would like to view.

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Payable Time							
FTE   Law Enforcement Officer III   691000-UNIVERSITY POR Select Another Job	LICE DEPARTMENT						
	<	05/04/2025 - 05/31/202	5 >				
Payable Time Summary							
Summary Detail							
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Time Reporting Code	Quantity (Hours)						
Holiday comp earned	8.40						
Total	8.40						

Step 4: Click the Detail tab to see additional information.

In the detail view, you can see the date, Time Reporting Code, Hours and Payable Status of approved payable time.

The Payable Status types that can be seen here are:

- Taken by Payroll
- Closed
- Estimated
- Rejected by Payroll

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Payable Time			an an an an annail an aichtean an aichte				17 LAD . 14			
FTE   Law Enforcement Officer III   691000-UNIVERSITY POLICE DEPARTMENT Select Another Job										
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Date	Time Reporting Code		Quantity (Hours)		Payable Status					
05/26/2025	Holiday comp earned		8.40		Closed					
	Total		8.40							

**Step 5:** Click the **Time** arrow to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

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Payable Time							6			
FTE   Law Enforcement Officer III   691000-UNIVERSITY POLICE DEPARTMENT Select Another Job										
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Date	Time Reporting Code		Quantity (Hours)		Payable Status					
05/26/2025	Holiday comp earned		8.40		Closed					
	Total		8.40							

**Note:** To view approved payable time for your other active jobs, click the **Select a Job** drop-down arrow and select the other active position. Follow steps 1-3 above to view approved payable time for the other position.

You successfully learned how to view your payable time as a 28 day police employee.