

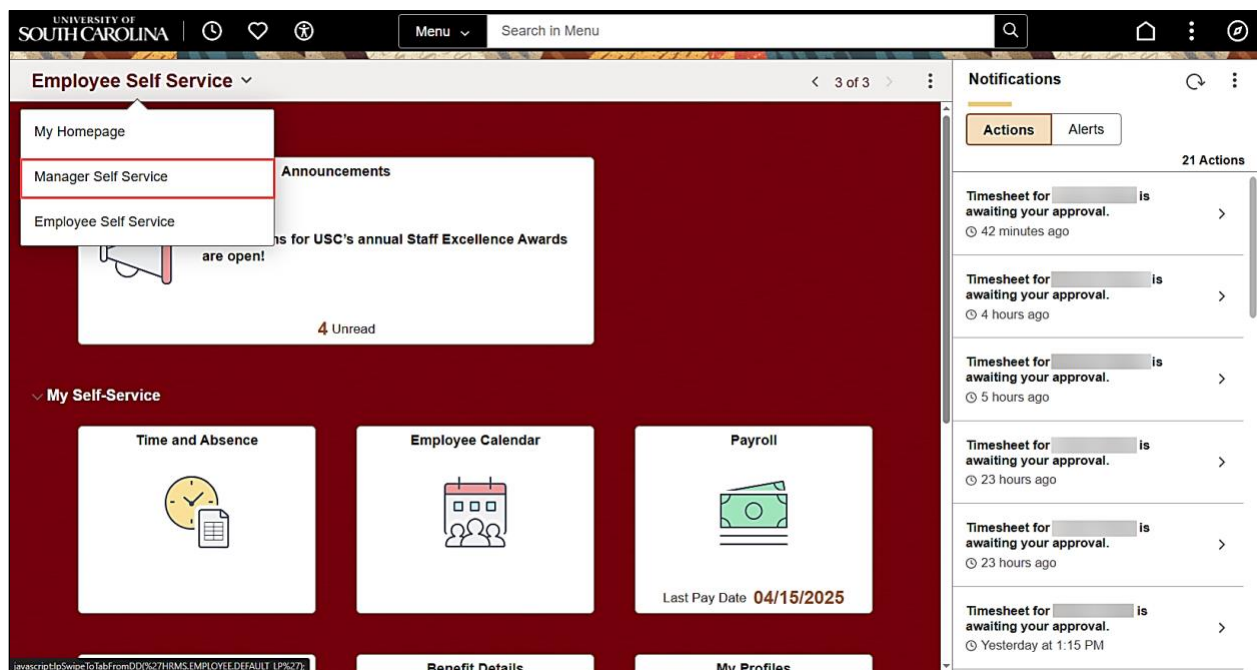


**Office of the Controller
Time and Labor - MSS
View Payable Time Detail**

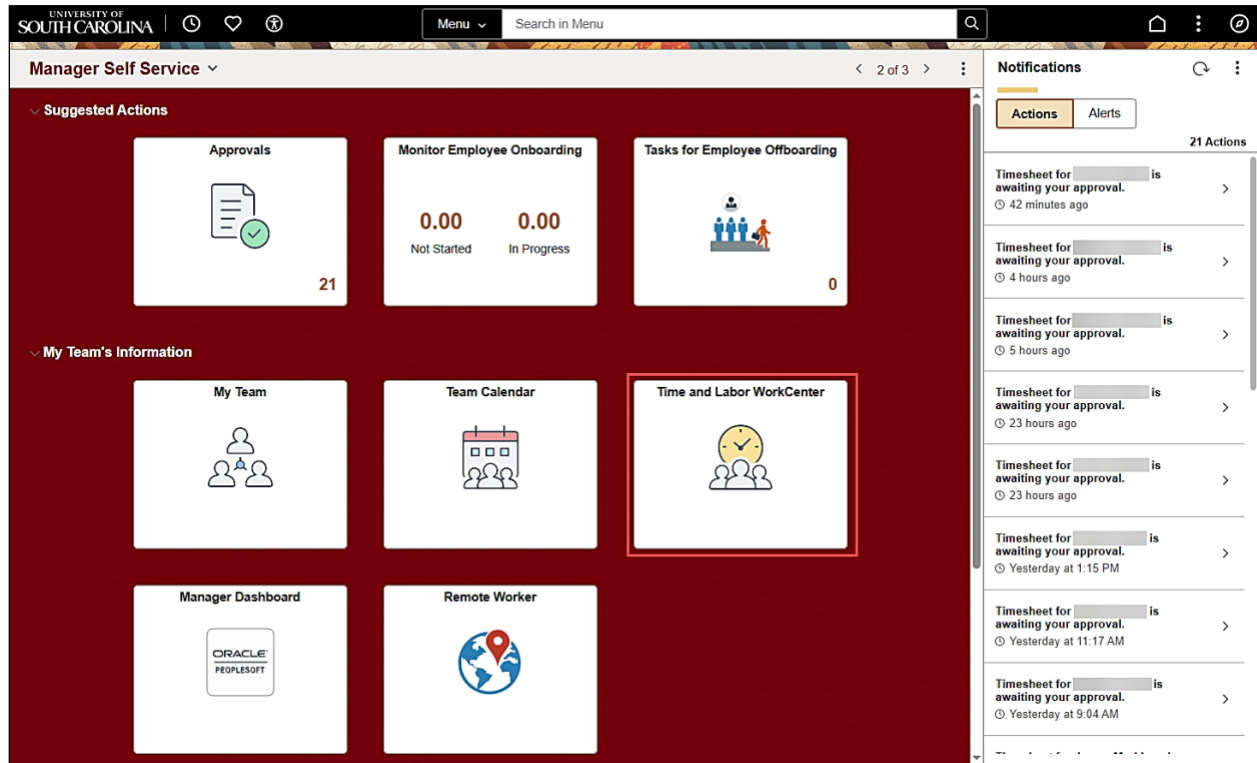
How to view payable time summary for an employee: This job aid outlines how a manager can view a payable time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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.



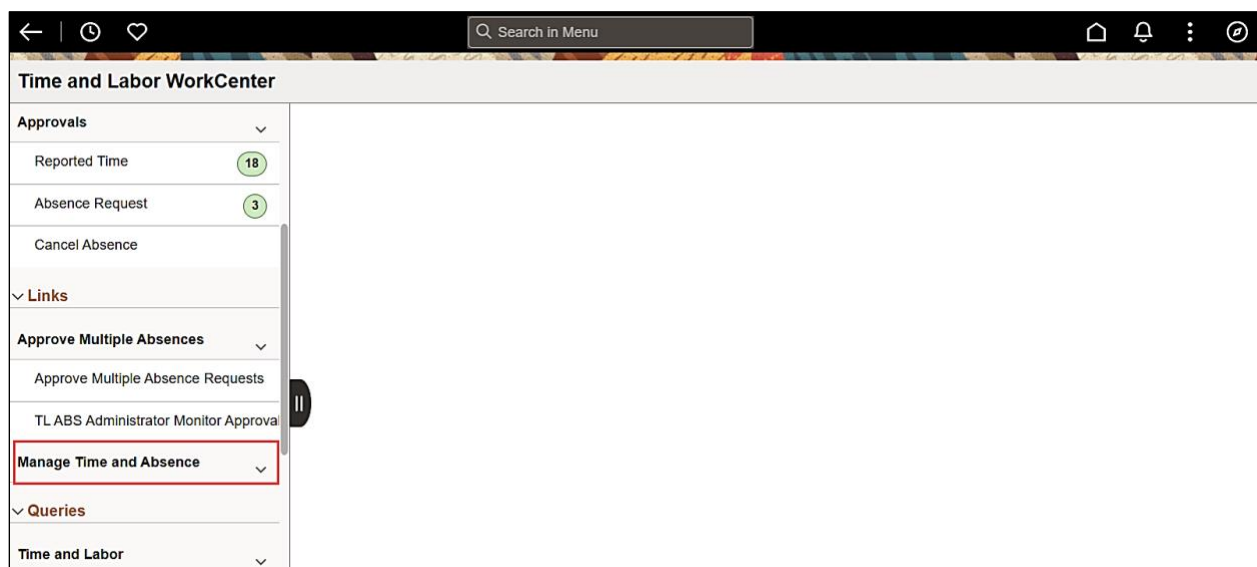
Step 2: Click the **Time and Absence Workcenter** tile.



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 Detail** page lists the generated payable time entries for an employee for up to 31 days.

Step 4: Click the **Payable Time Detail** 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.

Step 6: Click the **Get Employees** button.

Time and Labor WorkCenter

Payable Time Detail

Select Employee

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

Step 7: Click the **Employee Last Name** link for the job you would like to review payable time details.

Time and Labor WorkCenter

Employees For William Meares

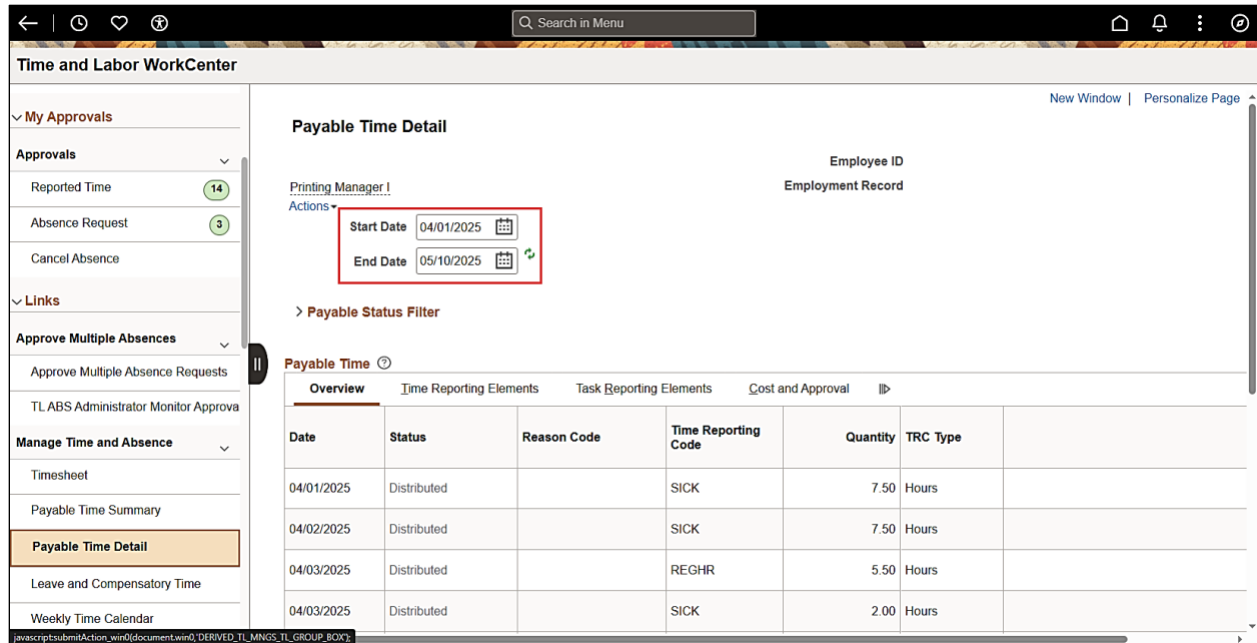
Time Reporters Demographics

Last Name	First Name	Employee ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Links: Manager Self Service, Time Management

Step 8: Click in the **Start** and **End Date** fields to enter the time period you would like to review.

Step 9: Click the **Refresh** button to return the details for the time period selected.



Time and Labor WorkCenter

Employee ID
Employment Record

Printing Manager I

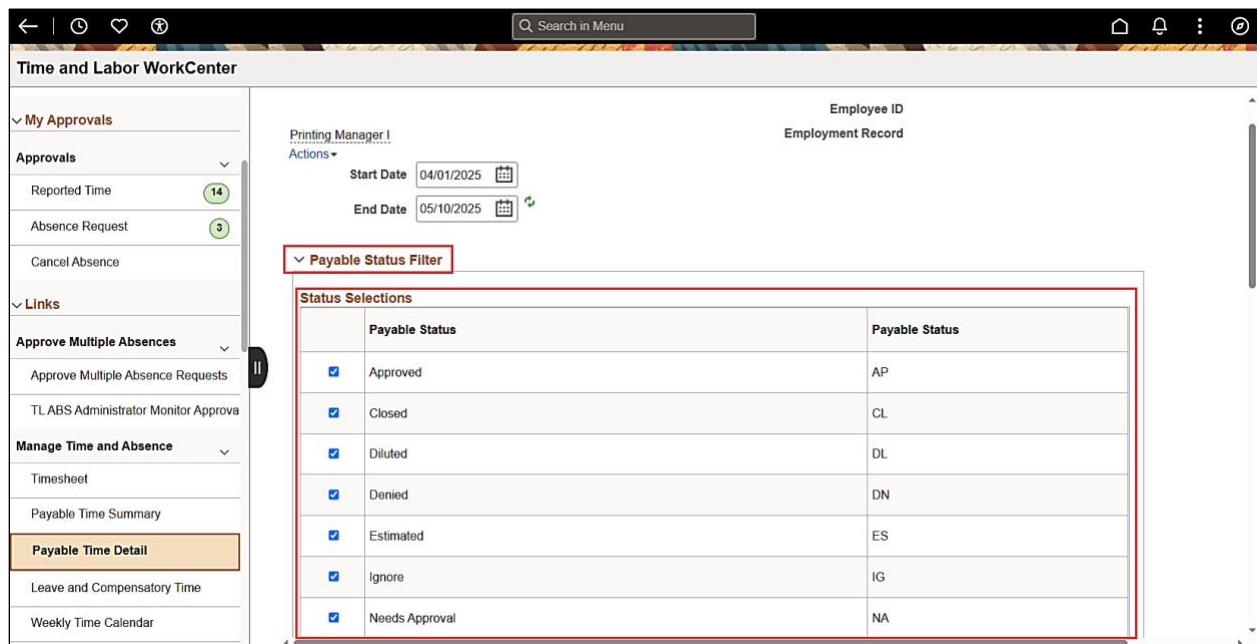
Start Date 04/01/2025
End Date 05/10/2025

> Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
04/01/2025	Distributed		SICK	7.50	Hours
04/02/2025	Distributed		SICK	7.50	Hours
04/03/2025	Distributed		REGHR	5.50	Hours
04/03/2025	Distributed		SICK	2.00	Hours

Step 10/Optional: Click the **Payable Status Filter** drop-down arrow to display several filter options. Select one or more filtering status options by clicking the box beside the status, or by clicking Select All or Deselect All. The **Payable Time Detail** screen will automatically be updated with your status selection(s).



Time and Labor WorkCenter

Employee ID
Employment Record

Printing Manager I

Start Date 04/01/2025
End Date 05/10/2025

> Payable Status Filter

Status Selections

	Payable Status	Payable Status
<input checked="" type="checkbox"/>	Approved	AP
<input checked="" type="checkbox"/>	Closed	CL
<input checked="" type="checkbox"/>	Diluted	DL
<input checked="" type="checkbox"/>	Denied	DN
<input checked="" type="checkbox"/>	Estimated	ES
<input checked="" type="checkbox"/>	Ignore	IG
<input checked="" type="checkbox"/>	Needs Approval	NA

Review the employee's payable time details for the time period selected.

Step 11: Click the **Payable Time Detail** tab 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 detail.

The screenshot displays the 'Time and Labor WorkCenter' interface. On the left is a navigation pane with sections: 'My Approvals' (containing 'Reported Time' with 14 items, 'Absence Request' with 3 items, and 'Cancel Absence'), 'Links' (containing 'Approve Multiple Absences'), and 'Manage Time and Absence' (containing 'Timesheet', 'Payable Time Summary', 'Payable Time Detail' (highlighted with a red box), 'Leave and Compensatory Time', and 'Weekly Time Calendar'). The main area is titled 'Payable Time Detail' and shows 'Employee ID' and 'Employment Record'. It includes a 'Start Date' of 04/01/2025 and an 'End Date' of 05/10/2025. Below this is a 'Payable Status Filter' and a 'Payable Time' table with tabs for 'Overview', 'Time Reporting Elements', 'Task Reporting Elements', and 'Cost and Approval'. The 'Overview' tab is active, showing a table with columns: Date, Status, Reason Code, Time Reporting Code, Quantity, and TRC Type. The table contains four rows of data.

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
04/01/2025	Distributed		SICK	7.50	Hours
04/02/2025	Distributed		SICK	7.50	Hours
04/03/2025	Distributed		REGHR	5.50	Hours
04/03/2025	Distributed		SICK	2.00	Hours