

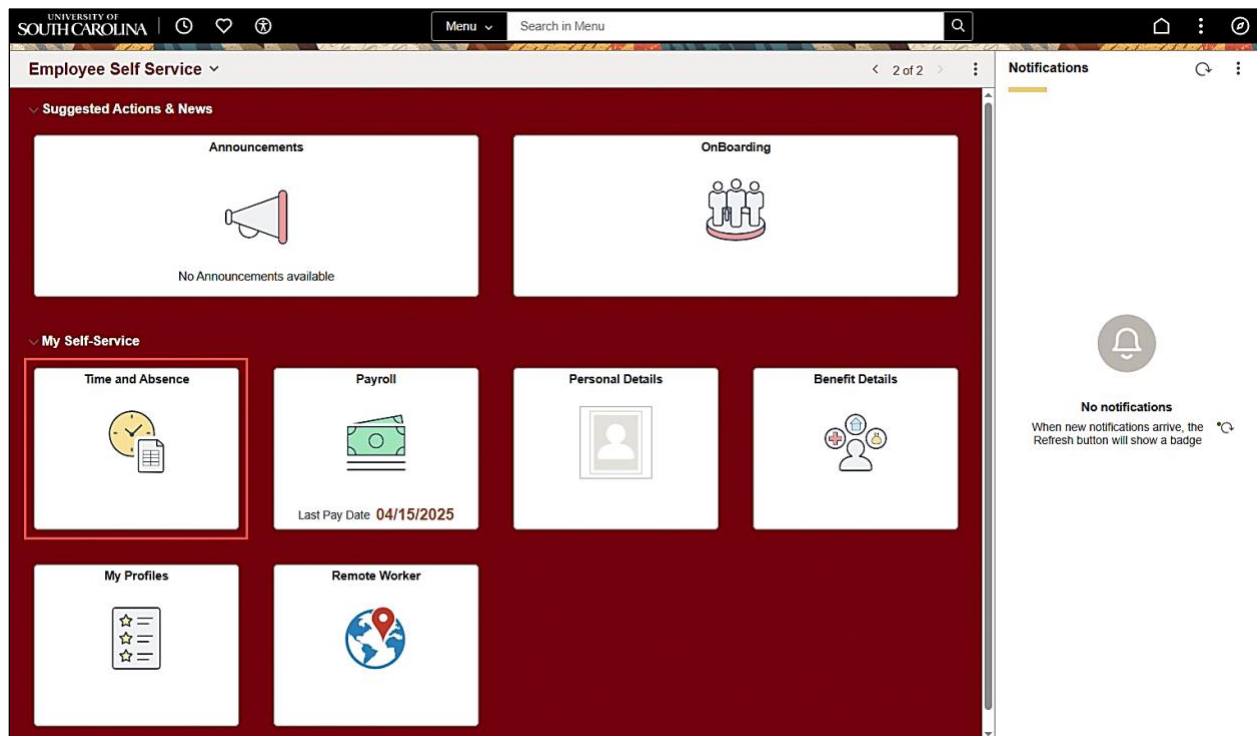


**Office of the Controller
Time and Labor - ESS
View Time Summary - Exempt**

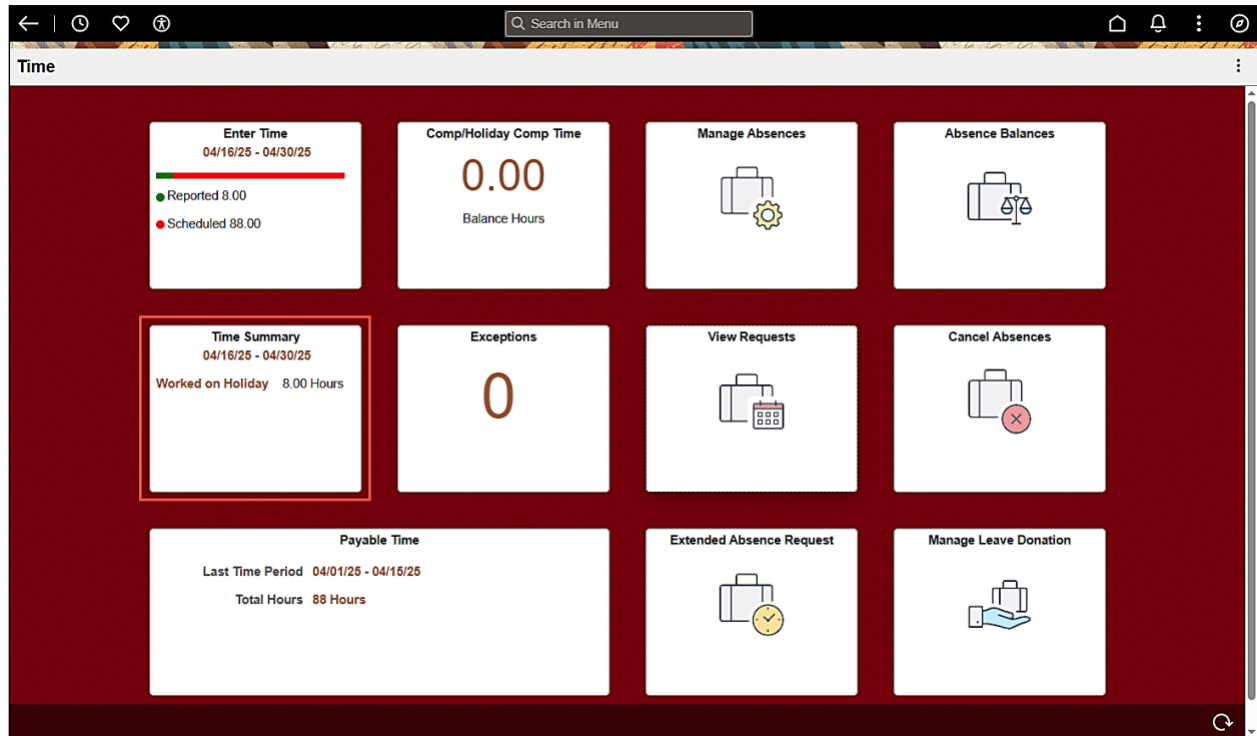
How to view a time summary for an exempt employee: This job aid outlines how an exempt employee can view their time summary.

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.

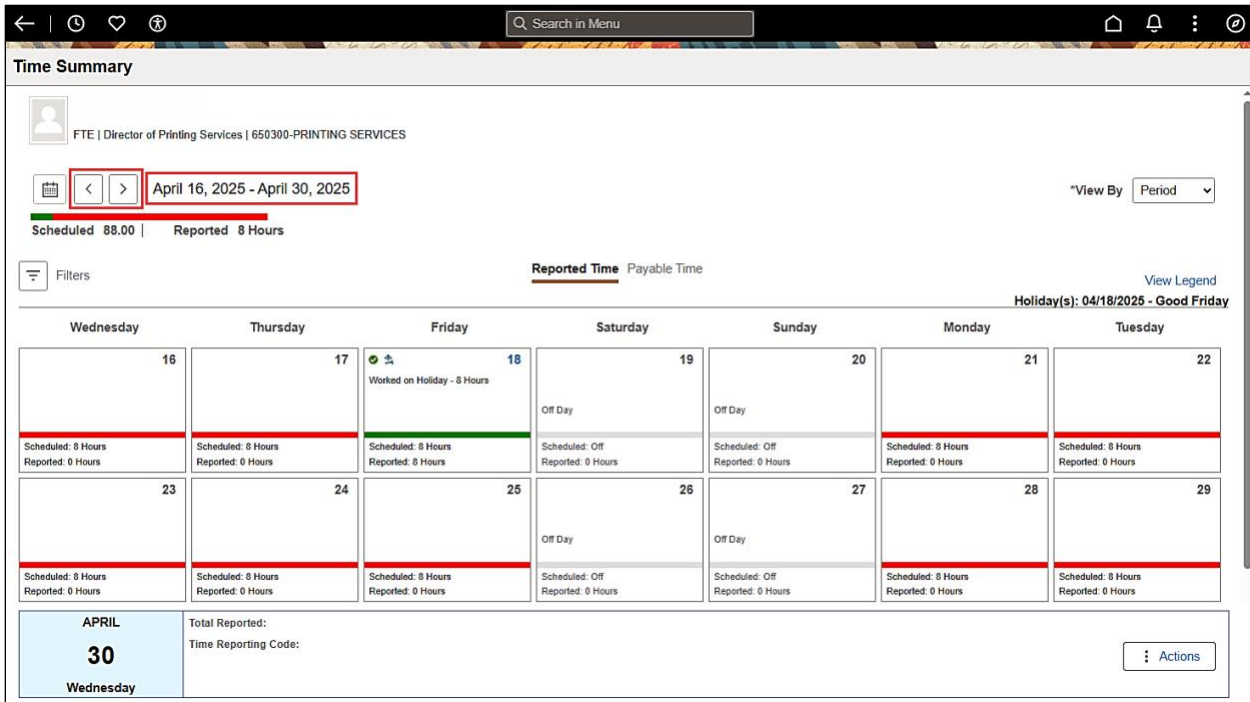


This **Time Summary** page is used to view your time summary for a particular period, weekly, bi-weekly, and monthly time entries.

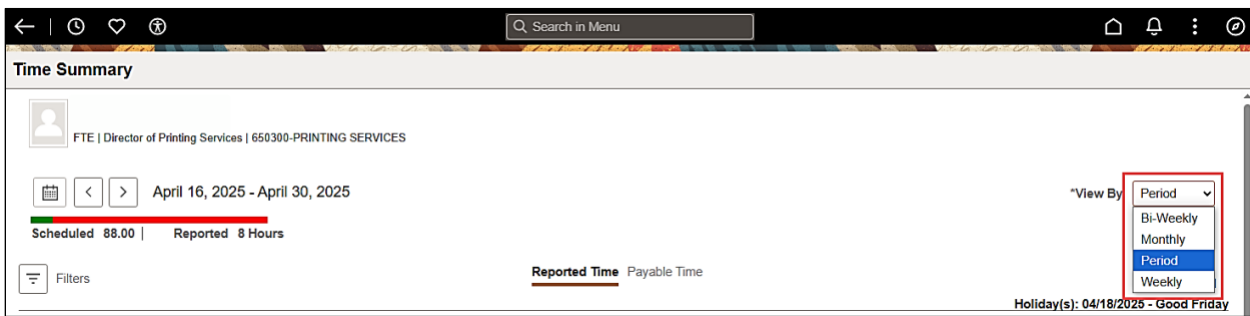
The default view on this page for exempt employees is the current pay period week.

The current day is highlighted in blue.





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

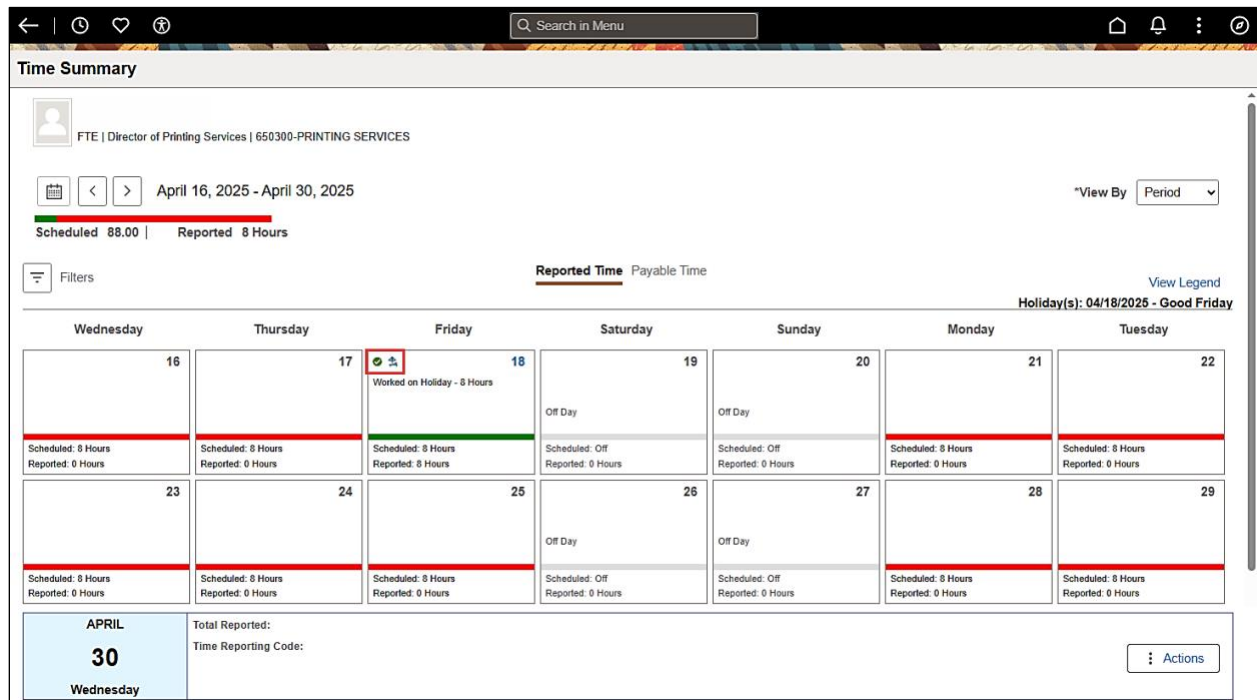


Step 3: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

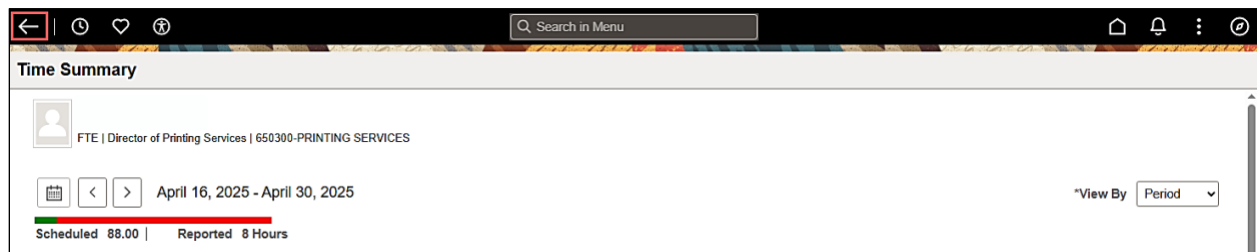


In this view, you can see:

- 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 



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.



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