

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

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 Payable Time tile, to view begin.

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Time Enter Time 04/16/25 - 04/30/25 Reported 8.00 Scheduled 88.00	Comp/Holiday Comp Time	Manage Absences	Absence Balances	I
Time Summary 04/16/25 - 04/30/25 Worked on Holiday 8.00 Hours	Exceptions	View Requests	Cancel Absences	
Paya Last Time Period 04/01/25 - Total Hours 88 Hours	ble Time 04/15/25	Extended Absence Request	Manage Leave Donation	
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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. **Payable Time** tab is the final, approved work time that's been processed and is ready to be paid through payroll.

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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2.	Payable Ti	me		
	<b>2</b> <sub>FTE</sub>	Director of Printing Services   650300-PRINTING S	ERVICES	
			< 04/16/2025 - 04/30/2025 >	
	Payable Tim	e Summary		
	Summary	Detail		
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	Time Report	ing Code	Quantity (Hours)	
	Regular Hour	rs	80.00	
	Holiday Pay		8.00	
	Total		88.00	

Step 3: Click the Details tab to see additional information.

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FTE	Director of Printing Services   650300-PRINTING \$	ERVICE	s			
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Payable Tim	ne Summary					
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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					n
FTE   Director of Prin	ting Services   650300-PRINTING SERVICE	s			ĺ
	<	04/16/2025 - 04/30/2025 >			
Payable Time Details					
Summary Detail					
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Date	Time Reporting Code	Quantity (Hours)	Payable Status		
04/16/2025	Regular Hours	8.00	Estimated		
04/17/2025	Regular Hours	8.00	Estimated		
04/18/2025	Holiday Pay	8.00	Estimated		
04/21/2025	Regular Hours	8.00	Estimated		
04/22/2025	Regular Hours	8.00	Estimated		
04/23/2025	Regular Hours	8.00	Estimated		

**Step 4:** Click the **Arrow icon** 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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FTE	Directo	r of Printing Services   650300-PRIN	ITING SERVICE	5			Î
			<	04/16/2025 - 04/30/2025 >			
Payable Tim	e Deta	ils					
Summary	Deta	ail					
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You successfully learned how to view your payable time as an exempt employee.