

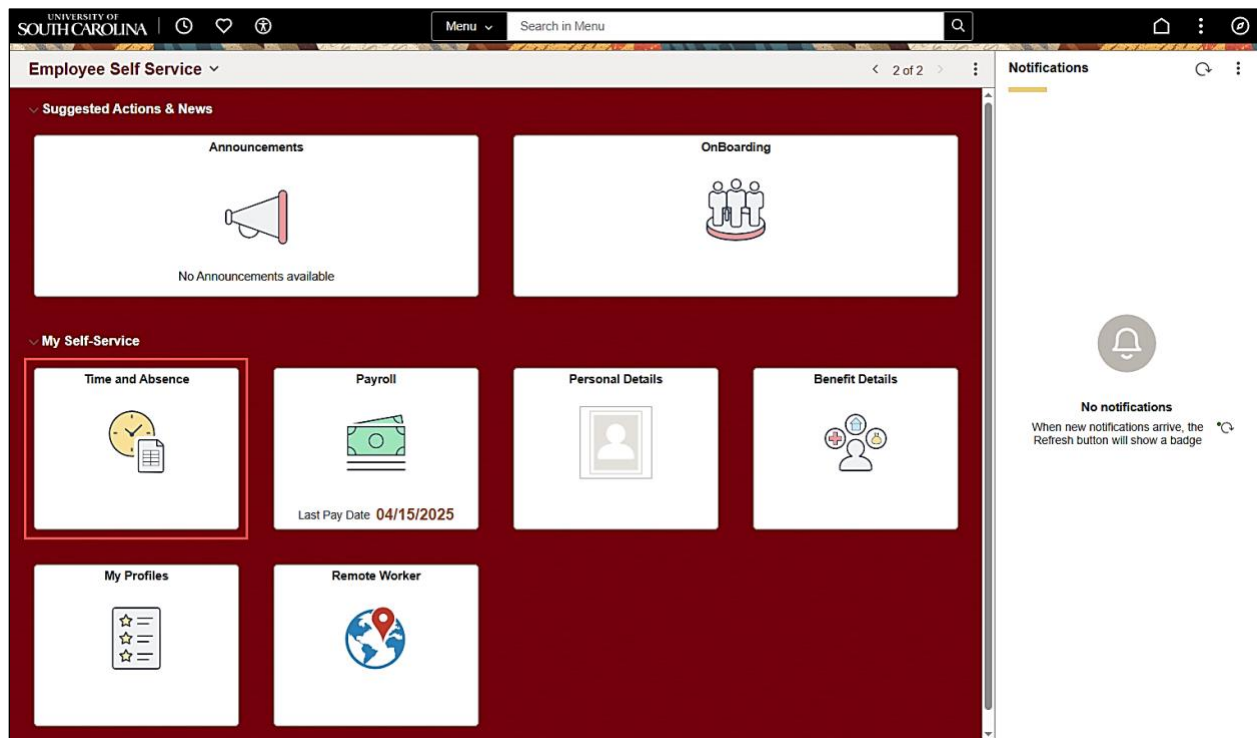


Office of the Controller
Time and Labor - ESS
View Payable Time for Facilities Employees

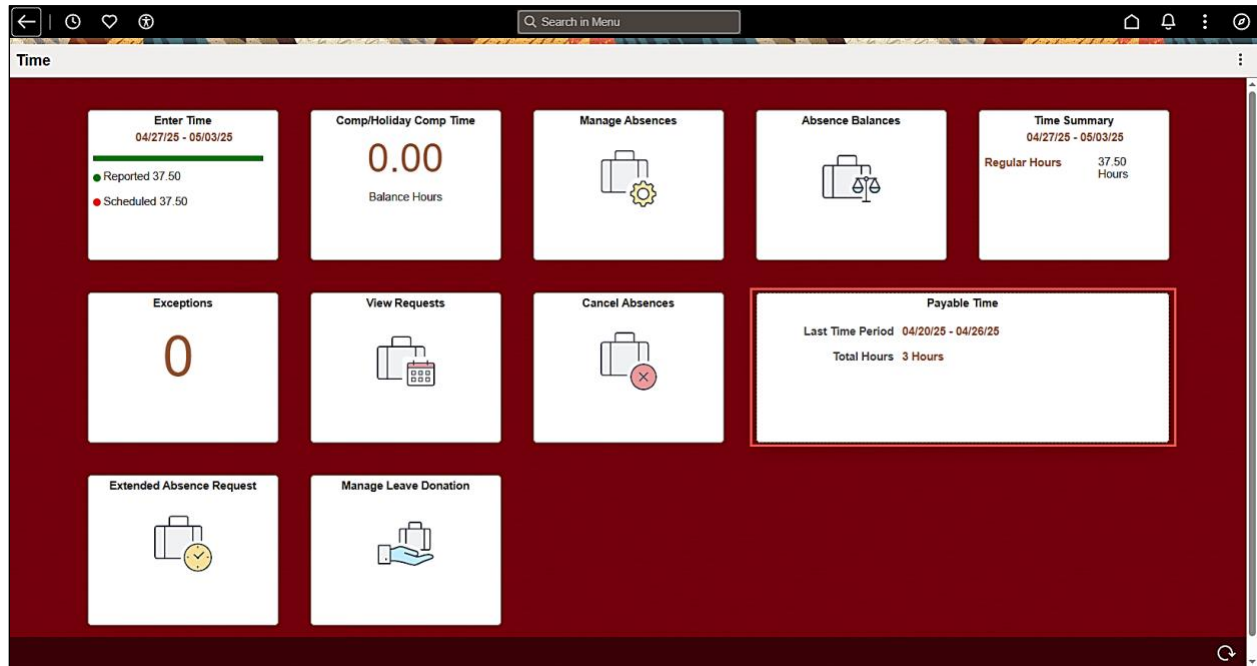
How to view payable time for a salary non-exempt employee: This job aid outlines how a salary non-exempt employee can view payable time.

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

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



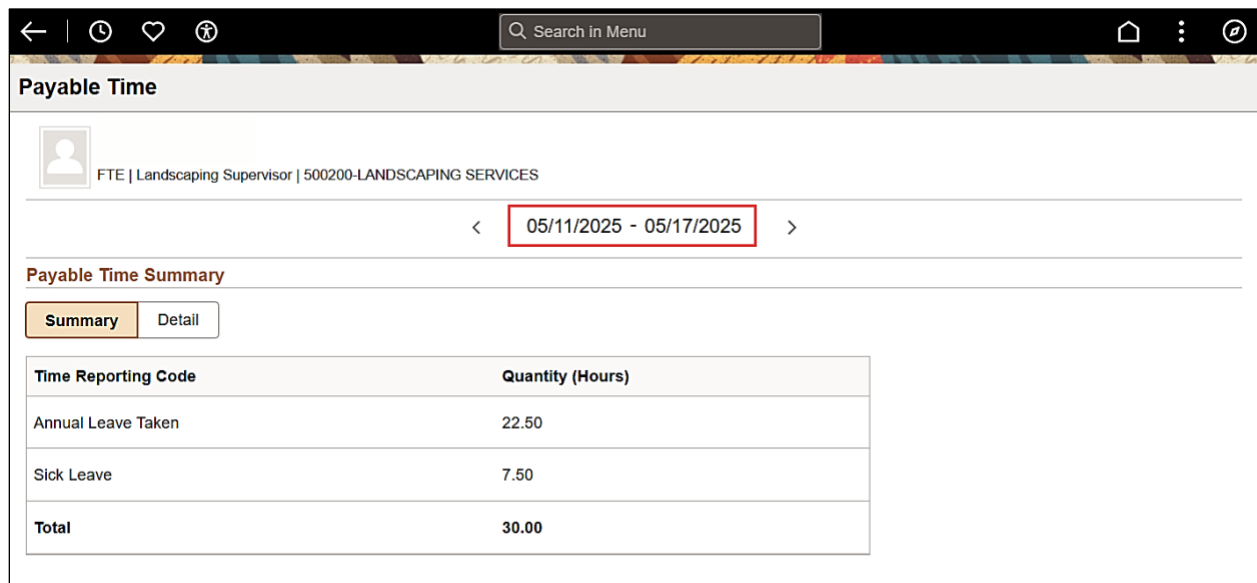
Step 2: Click the **Payable Time** tile, to view balance hours.



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

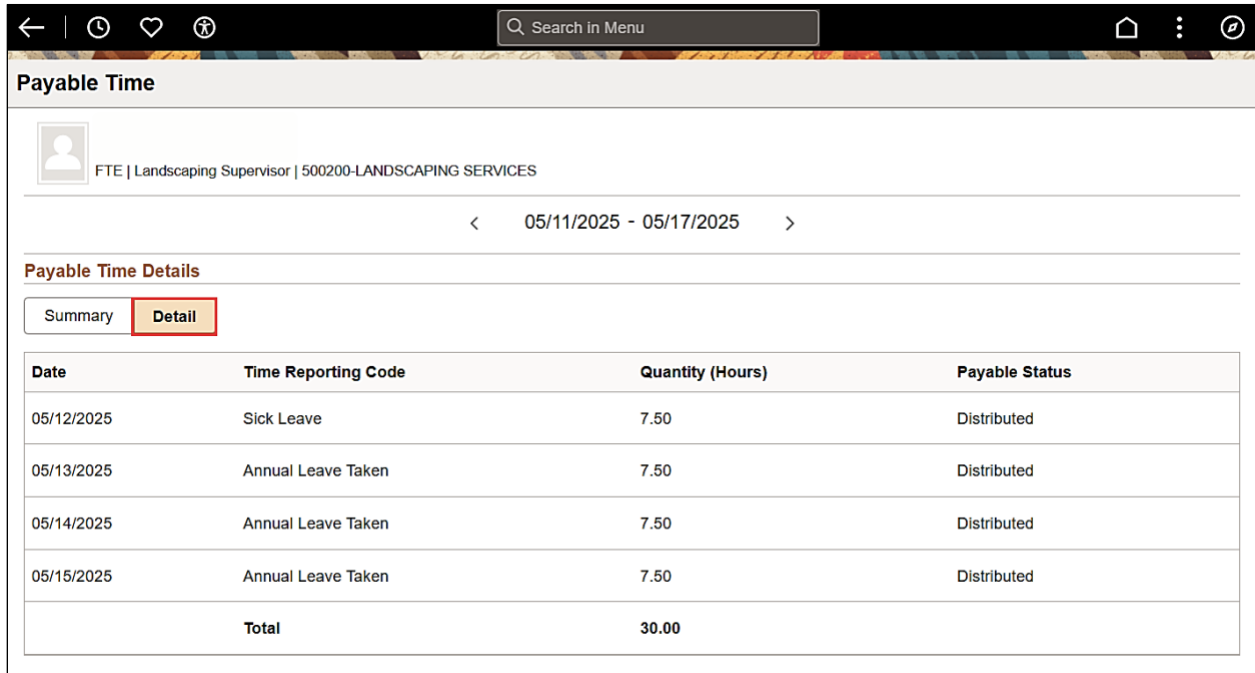
Use the **Arrows** to navigate to the timesheet you would like to view.



Step 3: Click the **Details** tab to see additional information. In this view, you can see the date, Time Reporting Code, Hours and Payable Status.

The Payable Status types that can be seen here are:

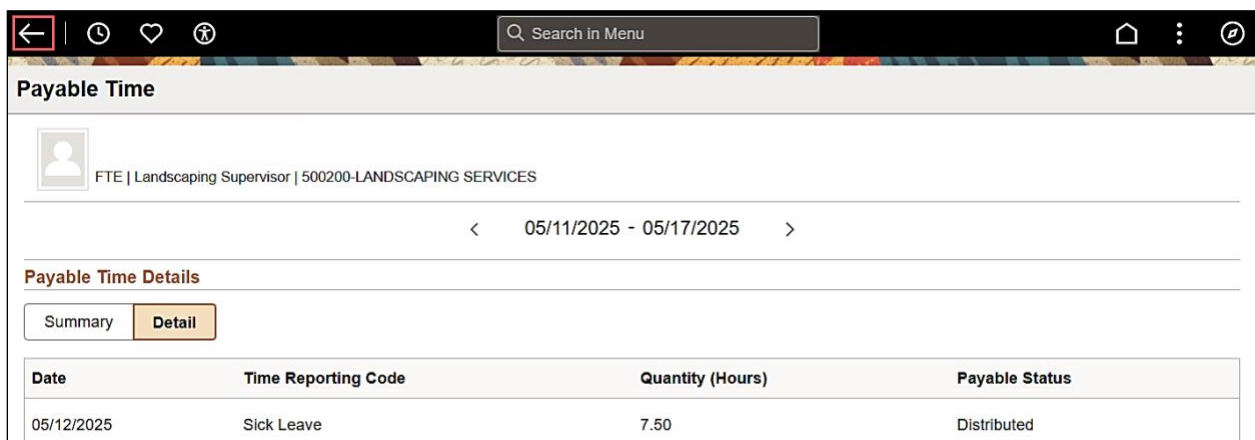
- Taken by Payroll
- Closed
- Estimated
- Rejected by Payroll



The screenshot shows the 'Payable Time' interface. At the top, there's a navigation bar with a back arrow, a clock icon, a heart icon, and a user icon. A search bar labeled 'Search in Menu' is on the right. Below the navigation bar, the title 'Payable Time' is displayed. Underneath, there's a profile icon and the text 'FTE | Landscaping Supervisor | 500200-LANDSCAPING SERVICES'. A date range selector shows '05/11/2025 - 05/17/2025'. Below this, the 'Payable Time Details' section has two tabs: 'Summary' and 'Detail' (which is selected and highlighted with a red border). The 'Detail' tab displays a table with the following data:

Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/12/2025	Sick Leave	7.50	Distributed
05/13/2025	Annual Leave Taken	7.50	Distributed
05/14/2025	Annual Leave Taken	7.50	Distributed
05/15/2025	Annual Leave Taken	7.50	Distributed
	Total	30.00	

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.



This screenshot is identical to the previous one, but with a red box highlighting the back arrow icon in the top navigation bar. The 'Payable Time' interface, including the user profile, date range, and the 'Payable Time Details' table, remains the same.

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