

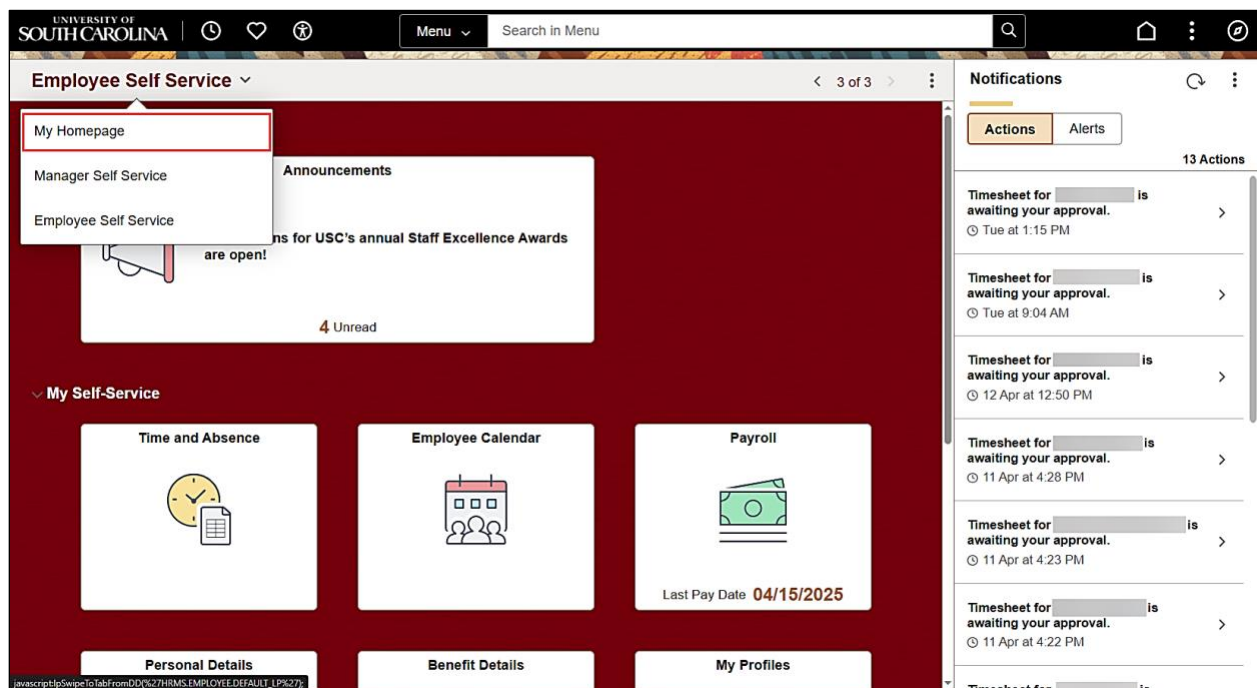


**Office of the Controller**  
**Time and Labor - TL/ABS Approver**  
**View Payable Time Summary**

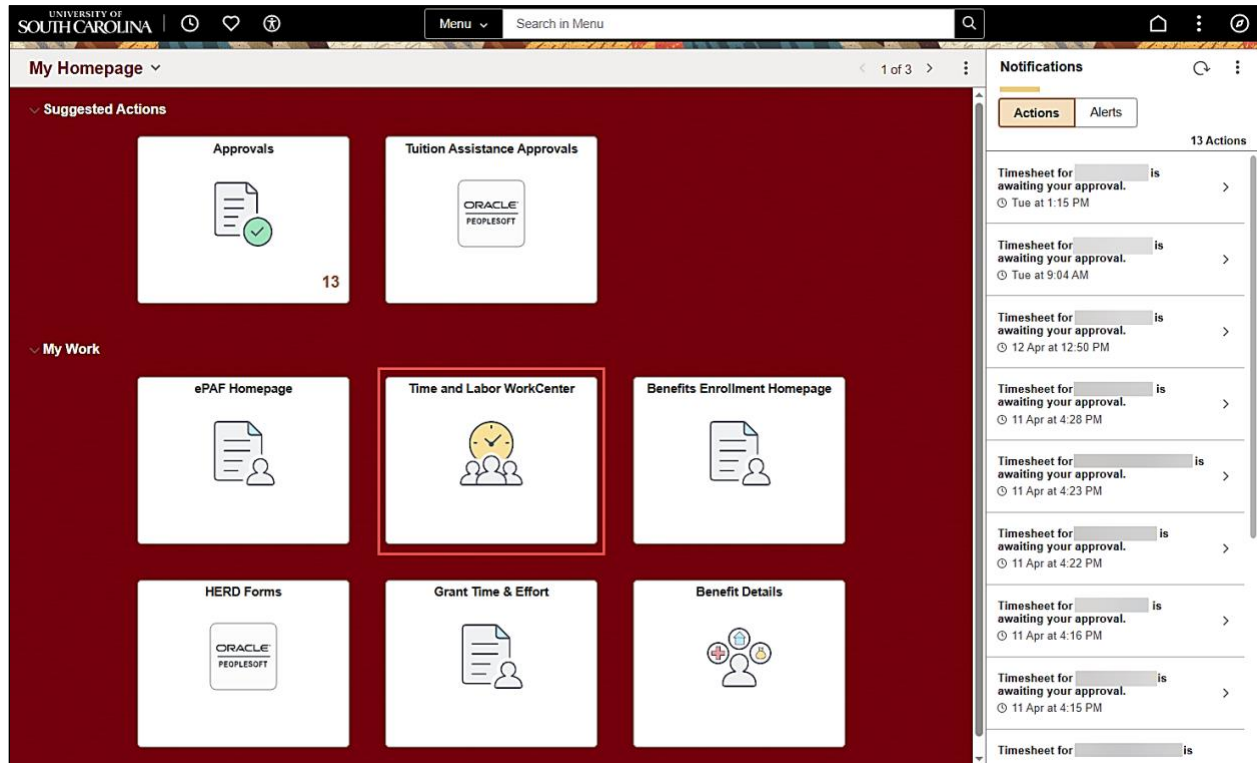
**How to view payable time summary for an employee:** This job aid outlines how a TL/ABS Approver can view a payable time summary for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > My Homepage > Time and Absence Workcenter

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Homepage/My Workplace** from the list.



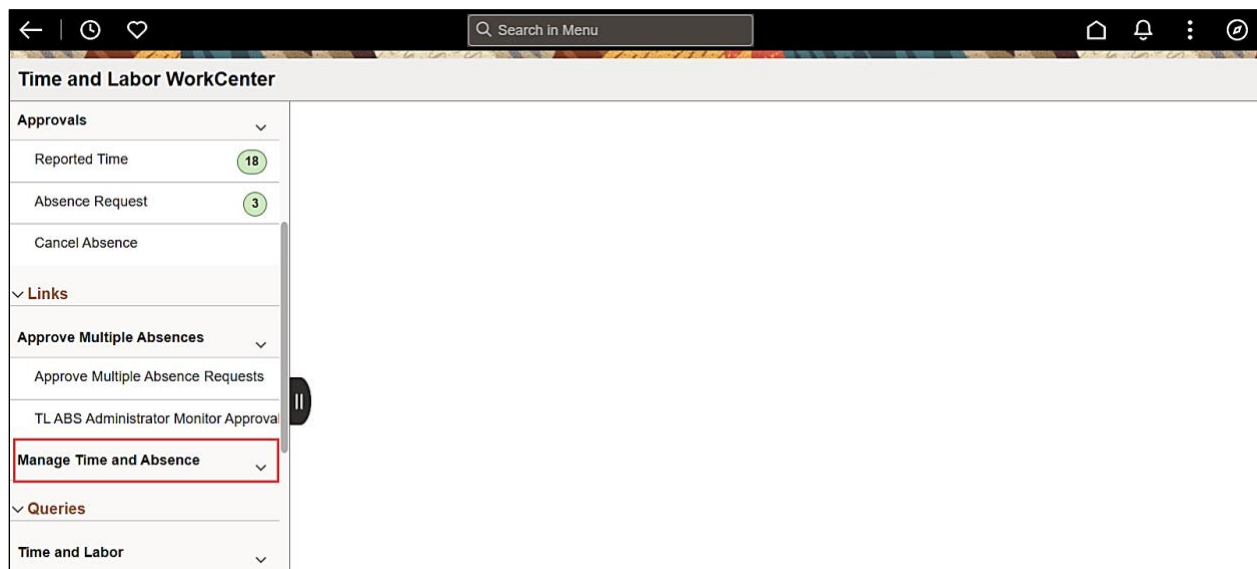
**Step 2:** Click the **Time and Absence Workcenter** tile.



**Time and Absence Work center** provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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 Summary** page lets you view an employee's generated payable time for a full week.

**Step 4:** Click the **Payable Time Summary** 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. The default date will always be the current week.

**Time and Labor WorkCenter**

Search in Menu

New Window | Personalize Page

**My Approvals**

**Approvals**

- Reported Time (1)
- Absence Request
- Cancel Absence

**Links**

- Approve Multiple Absences
  - Approve Multiple Absence Requests
- Manage Time and Absence
  - Timesheet
  - Payable Time Summary**
  - Payable Time Detail
  - Leave and Compensatory Time
  - Weekly Time Calendar
  - Manage Absences

**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"/>

Get Employees

Clear Criteria

Save Criteria

**Step 6:** To change the week, you would like to view payable time summary for an employee, click in the **Start Date** field and enter a new date.

**Step 7:** Click the **Refresh** button to return the summary information for the week you selected.

**Time and Labor WorkCenter**

Search in Menu

New Window | Personalize Page

**My Approvals**

**Approvals**

- Reported Time (1)
- Absence Request
- Cancel Absence

**Links**

- Approve Multiple Absences
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  - Manage Absences

Supervisor ID

Reports To Position Number

**Refresh Timesheet**

Start Date  End Date

**Employees For Stacey Bradley**

Time Reporters Demographics

Last Name	First Name	Employee ID	Employment Record	Hours to be Approved	Hours Approved or Submitted	Denied
Last Name			0	0.000000	0.000000	0

Manager Self Service  
Time Management

**Step 8:** Click the **Employees Last Name** link to view the Payable Time Summary page.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with sections: 'Links' (containing 'Approve Multiple Absences' and 'Approve Multiple Absence Requests'), 'Manage Time and Absence' (containing 'Timesheet', 'Payable Time Summary' (highlighted), 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Manage Absences', 'View Absence Requests', 'Absence Balances', and 'Cancel Absences'), and 'Queries'. The main content area has search filters for 'Department', 'Supervisor ID', and 'Reports To Position Number'. Below these is a 'Refresh Timesheet' button and date pickers for 'Start Date' (04/13/2025) and 'End Date' (04/19/2025). The section is titled 'Employees For William Meares' and includes a 'Time Reporters' table with columns: Last Name, First Name, Employee ID, Employment Record, Hours to be Approved, Hours Approved or Submitted, and Denied Hours. The first row shows an employee with 0 hours to be approved and 7.500000 hours approved. Below the table are links for 'Manager Self Service' and 'Time Management'.

On the **Payable Time Summary** page, you can review the employee's generated payable time for a full week.

**Step 9:** Click the **Previous Week** and **Next Week** links to move from week to week for this employee.

**Step 10:** Click the **Next Employee** link to move between employees.

**Step 11:** Click the **Return to Select Employee** link to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

The screenshot shows the 'Payable Time Summary' page for an 'Administrative Assistant'. It includes date pickers for 'Start Date' (04/14/2025) and 'End Date' (04/20/2025). Navigation links are provided: 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. The section is titled 'Payable Time From 04/14/2025 To 04/20/2025'. Below this is a table with columns: Time Reporting Code, Description, Total Quantity, Type, and dates from Mon 4/14 to Thu 4/17. The table shows two entries: 'ANLLV' (Annual Leave Taken) with a total quantity of 7.50 hours on Tue 4/15, and 'HOL' (Holiday Pay) with a total quantity of 7.50 hours on Mon 4/14. At the bottom, there are links for 'Detail Page' and 'Return to Select Employee'.

You successfully learned how to view an employee's payable time summary.