

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.

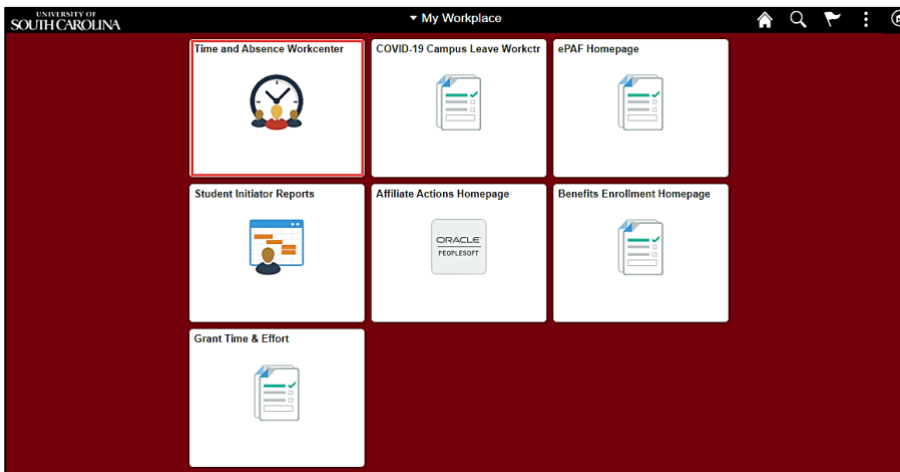
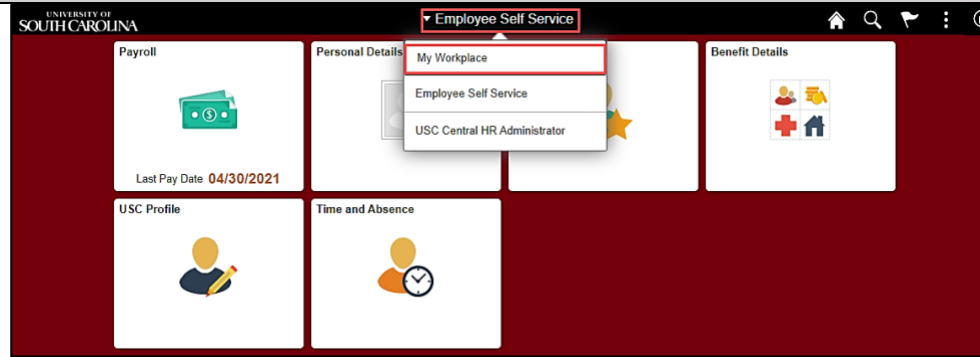
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

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

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

Screenshots



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Time and Labor – TL/ABS Approver
View Payable Time Summary**

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.



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The **Payable Time Summary** page lets you view an employee's generated payable time for a full week.

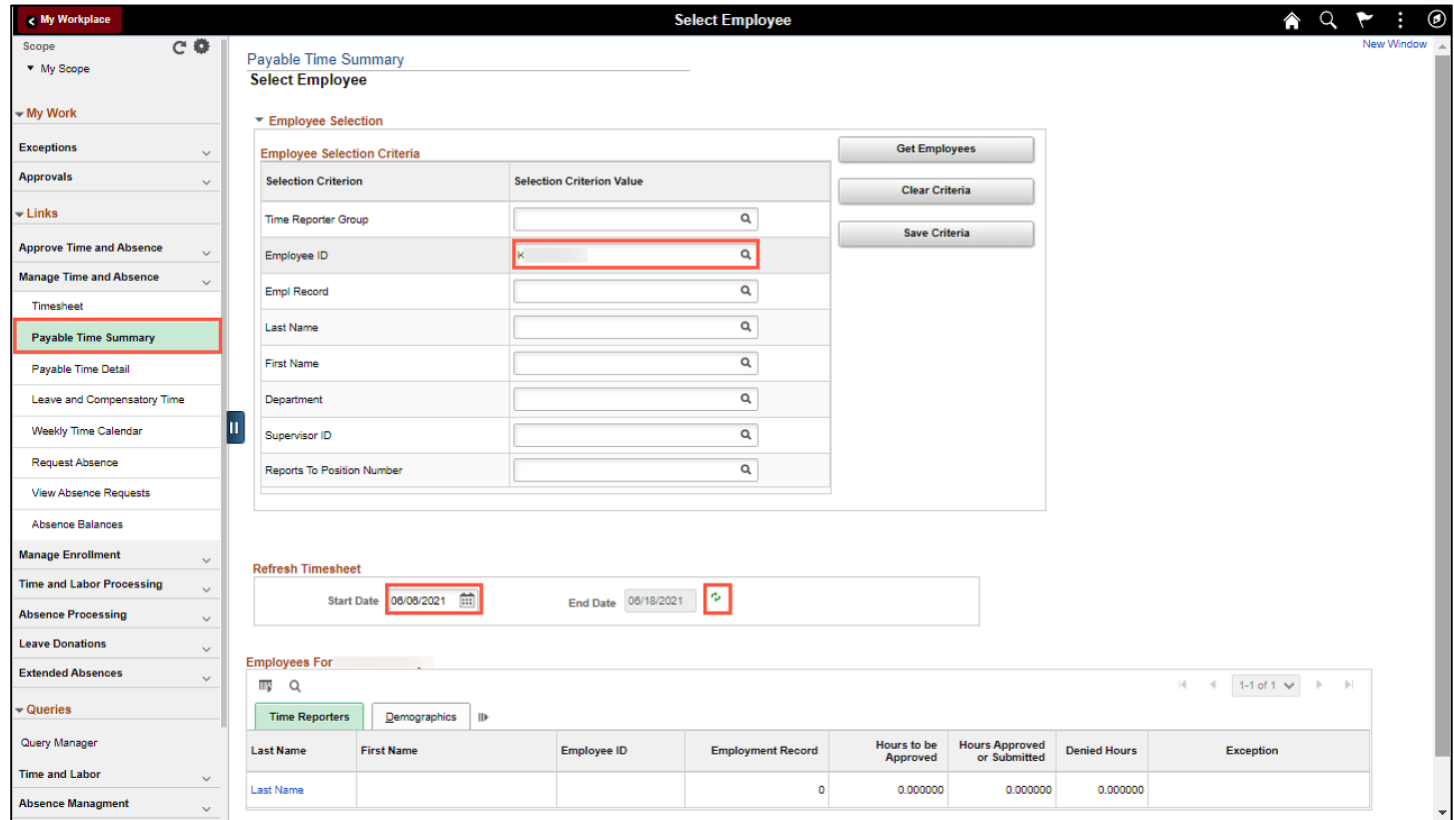
Step 3: Click the **Payable Time Summary** option from the list.

Step 4: 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.

Step 5: 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.

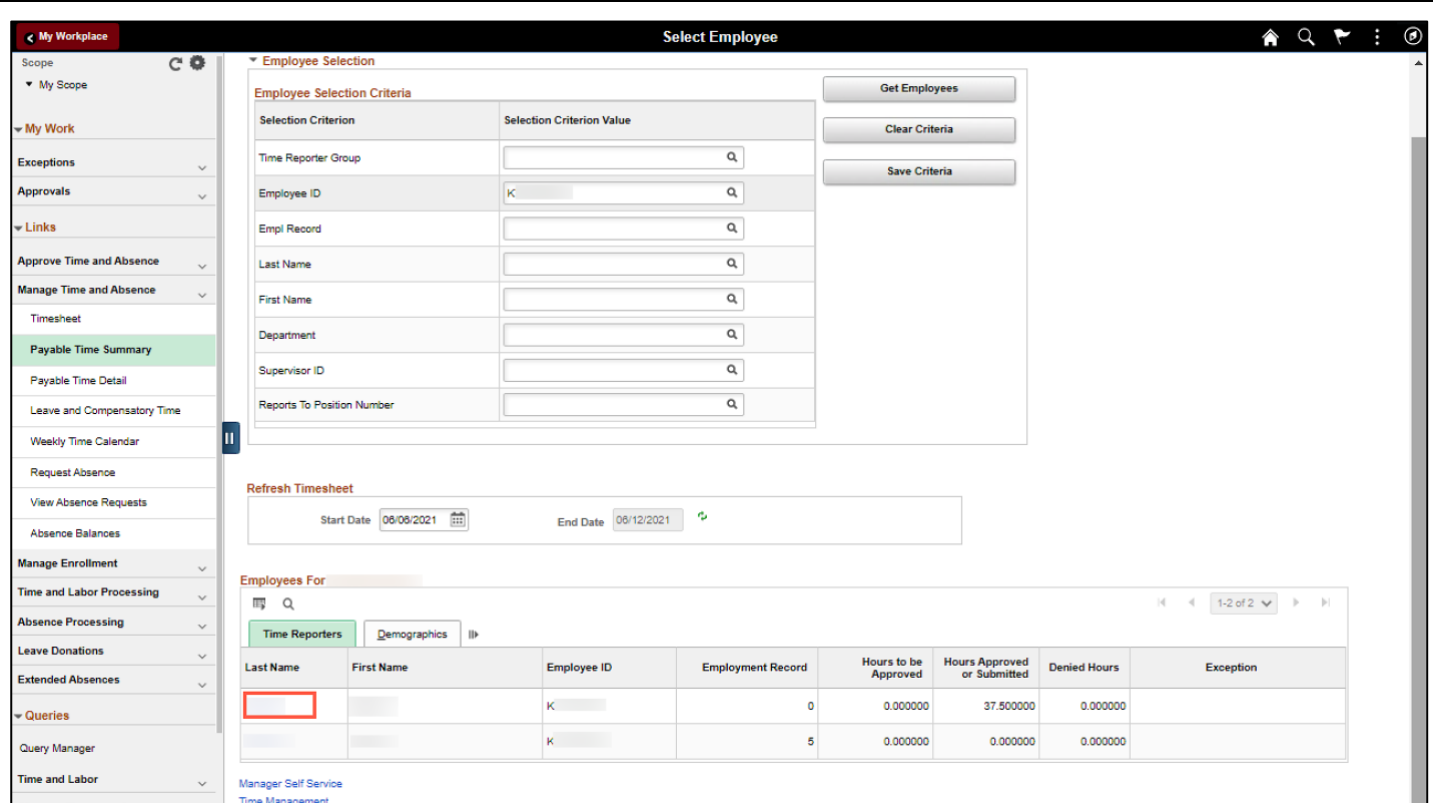
Step 6: Click the **Refresh** button to return the summary information for the week you selected.



The screenshot shows the 'Payable Time Summary' page in a web browser. The left sidebar contains a navigation menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary' (highlighted), 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', 'Manage Enrollment', 'Time and Labor Processing', 'Absence Processing', 'Leave Donations', 'Extended Absences', 'Queries', 'Query Manager', 'Time and Labor', and 'Absence Management'. The main content area is titled 'Payable Time Summary' and 'Select Employee'. It features an 'Employee Selection' section with a table of criteria and values, including 'Time Reporter Group', 'Employee ID' (with a red box around the input field), 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. To the right of this table are buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below this is a 'Refresh Timesheet' section with 'Start Date' (06/06/2021) and 'End Date' (06/18/2021) fields, both with calendar icons and a red box around the 'Refresh' button. At the bottom, there is a table titled 'Employees For' with columns: Last Name, First Name, Employee ID, Employment Record, Hours to be Approved, Hours Approved or Submitted, Denied Hours, and Exception. The table shows one row with 'Last Name' in the first column and '0' in the 'Employment Record' column.

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Step 7: Click the **Employees Last Name** link to view the Payable Time Summary page.



Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	K <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"/>

Refresh Timesheet

Start Date: 09/09/2021 End Date: 09/12/2021

Employees For

Last Name	First Name	Employee ID	Employment Record	Hours to be Approved	Hours Approved or Submitted	Denied Hours	Exception
<input type="text"/>	<input type="text"/>	K <input type="text"/>	0	0.000000	37.500000	0.000000	
<input type="text"/>	<input type="text"/>	K <input type="text"/>	5	0.000000	0.000000	0.000000	

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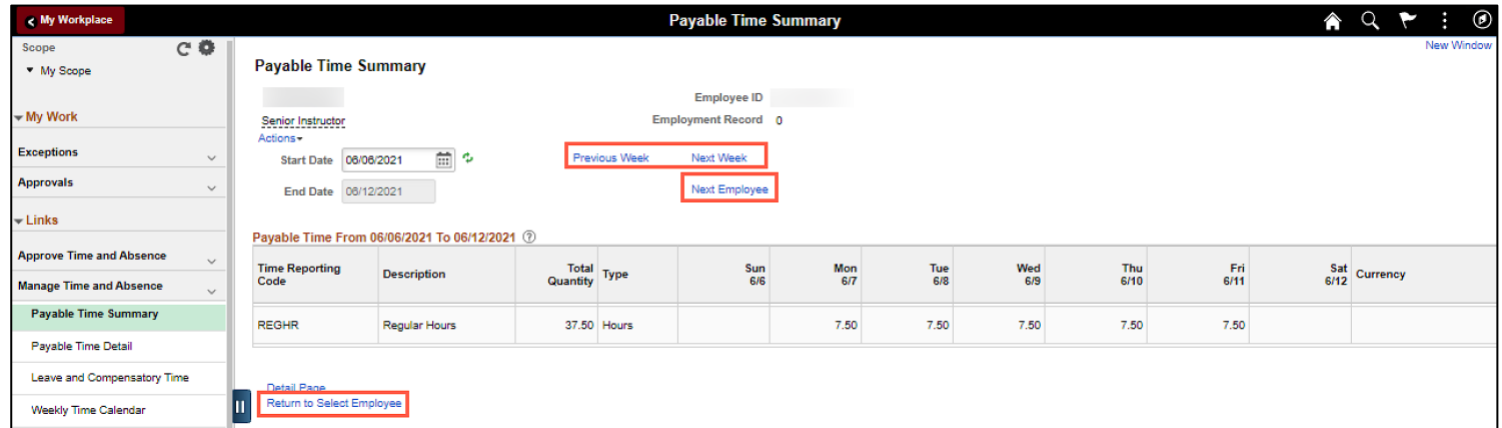
On the **Payable Time Summary** page, you can review the employee’s generated payable time for a full week.

Step 8: Click the **Previous Week** and **Next Week** links to move from week to week for this employee.

Step 9: Click the **Next Employee** link to move between employees.

Step 10: 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.

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



Payable Time Summary

Employee ID [Redacted]
Employment Record 0

Senior Instructor
Actions

Start Date 09/06/2021
End Date 09/12/2021

Previous Week Next Week
Next Employee

Payable Time From 09/06/2021 To 09/12/2021

Time Reporting Code	Description	Total Quantity	Type	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Currency
REGHR	Regular Hours	37.50	Hours		7.50	7.50	7.50	7.50	7.50		

Detail Page
Return to Select Employee