

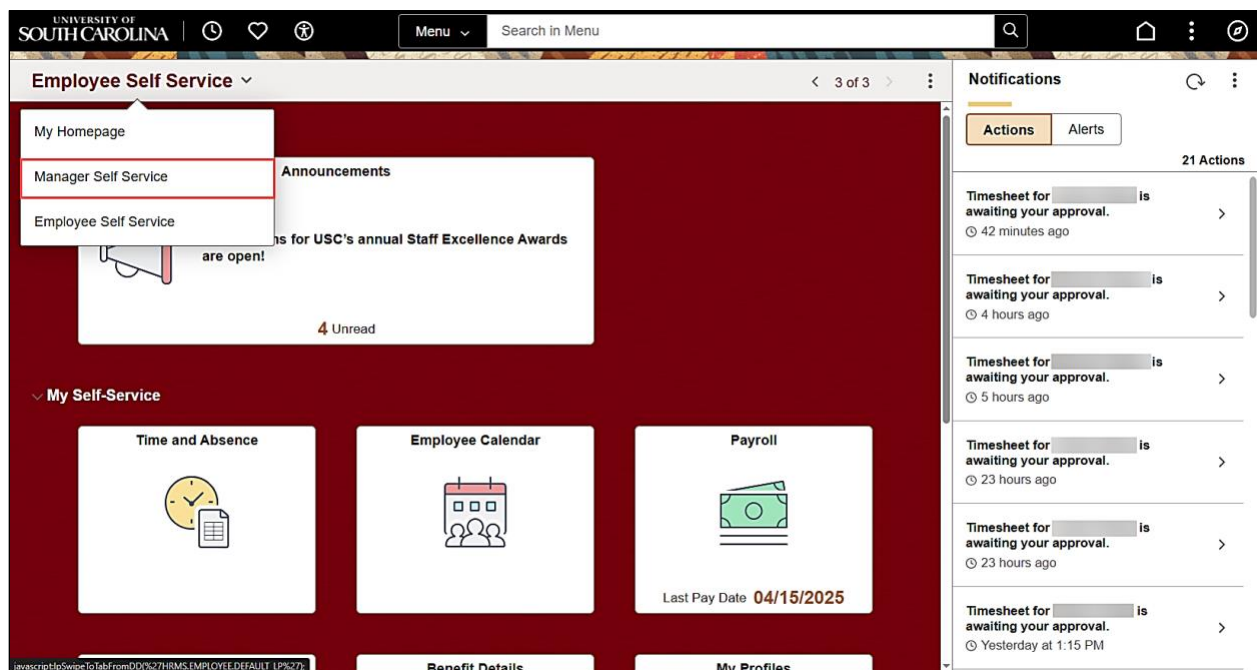


**Office of the Controller  
Time and Labor - MSS  
View Payable Time Summary**

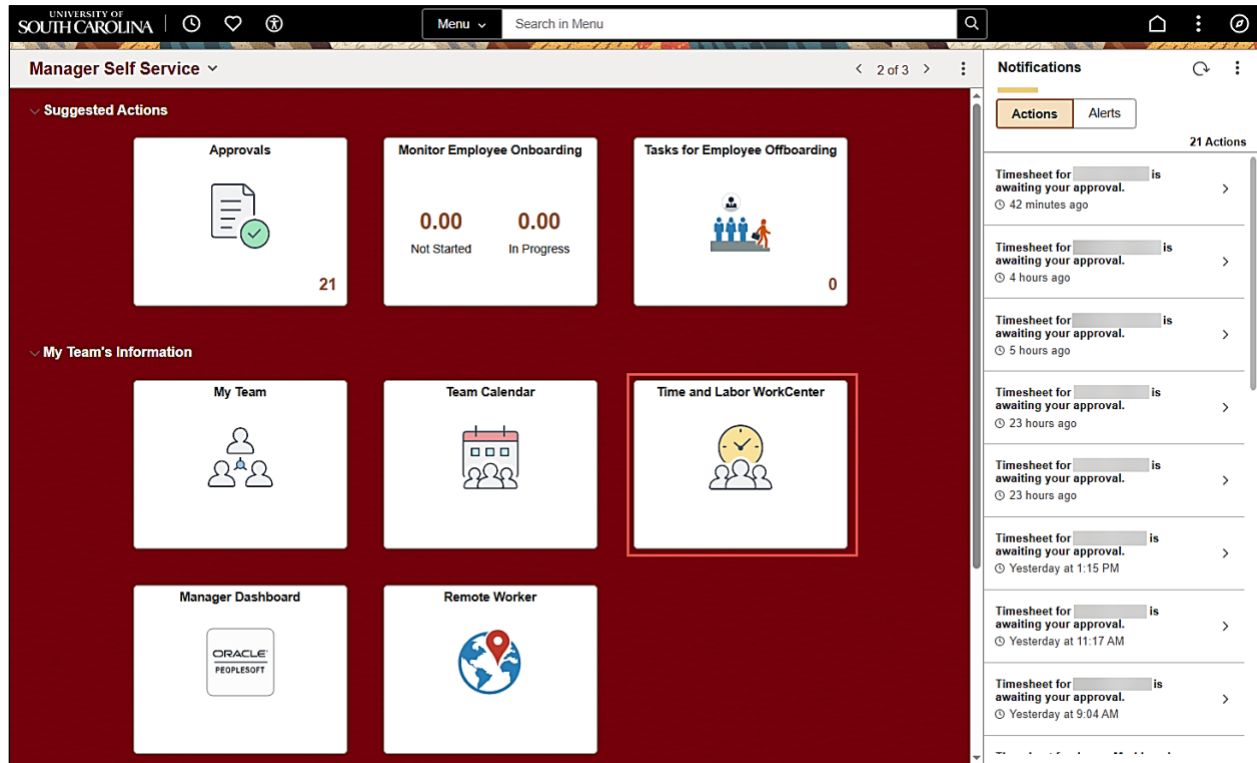
**How to view payable time summary for an employee:** This job aid outlines how a manager can view a payable time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

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



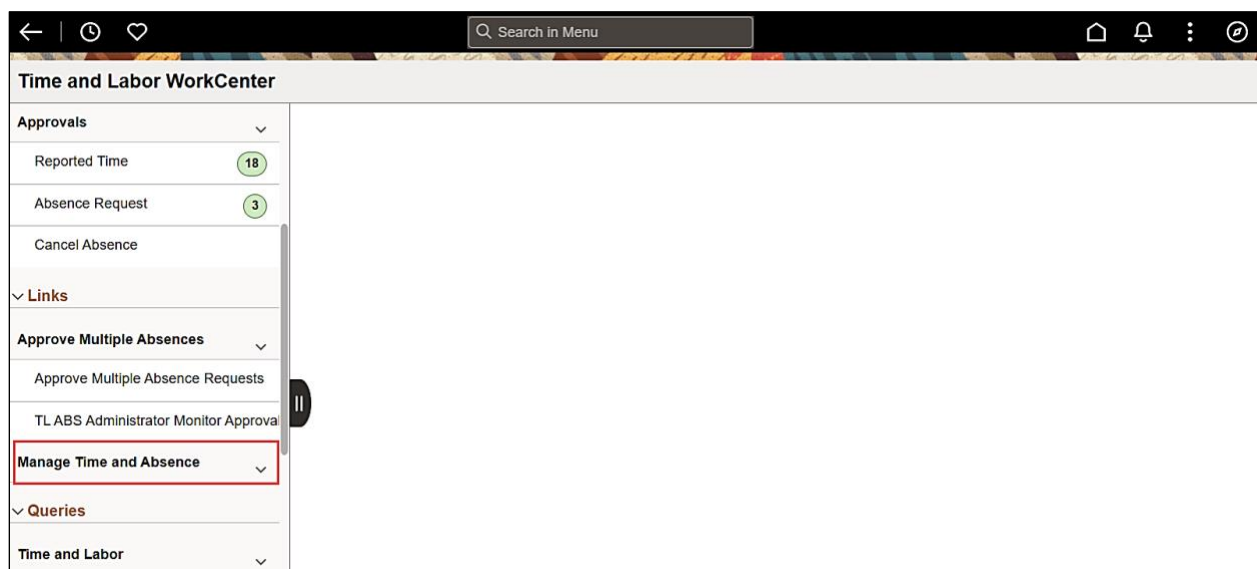
**Step 2:** Click the **Time and Absence Workcenter** tile.



**Time and Absence Work center** provides a central area to access the most used time and absence related activities. It enables managers 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
  - Approve Multiple Absence Requests
- Manage Time and Absence
  - Timesheet
  - Payable Time Summary**
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  - Leave and Compensatory Time
  - Weekly Time Calendar
  - 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' (Approve Multiple Absences, Approve Multiple Absence Requests, TL ABS Administrator Monitor Approva), 'Manage Time and Absence' (Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Manage Absences, View Absence Requests, Absence Balances, Cancel Absences), and 'Queries'. The 'Payable Time Summary' link is highlighted. The main content area shows 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 search icon. Below this is a table with columns: Last Name, First Name, Employee ID, Employment Record, Hours to be Approved, Hours Approved or Submitted, and Denied Hc. The first row shows an employee with 0 hours to be approved and 7.500000 hours approved. At the bottom, there 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 search filters for Employee ID and Employment Record. There are buttons for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. The main 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 days of the week (Mon 4/14, Tue 4/15, Wed 4/16, Thu 4/17). The table shows two rows: 'ANLLV' (Annual Leave Taken) with 7.50 hours on Tuesday, and 'HOL' (Holiday Pay) with 7.50 hours on Monday. 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.