

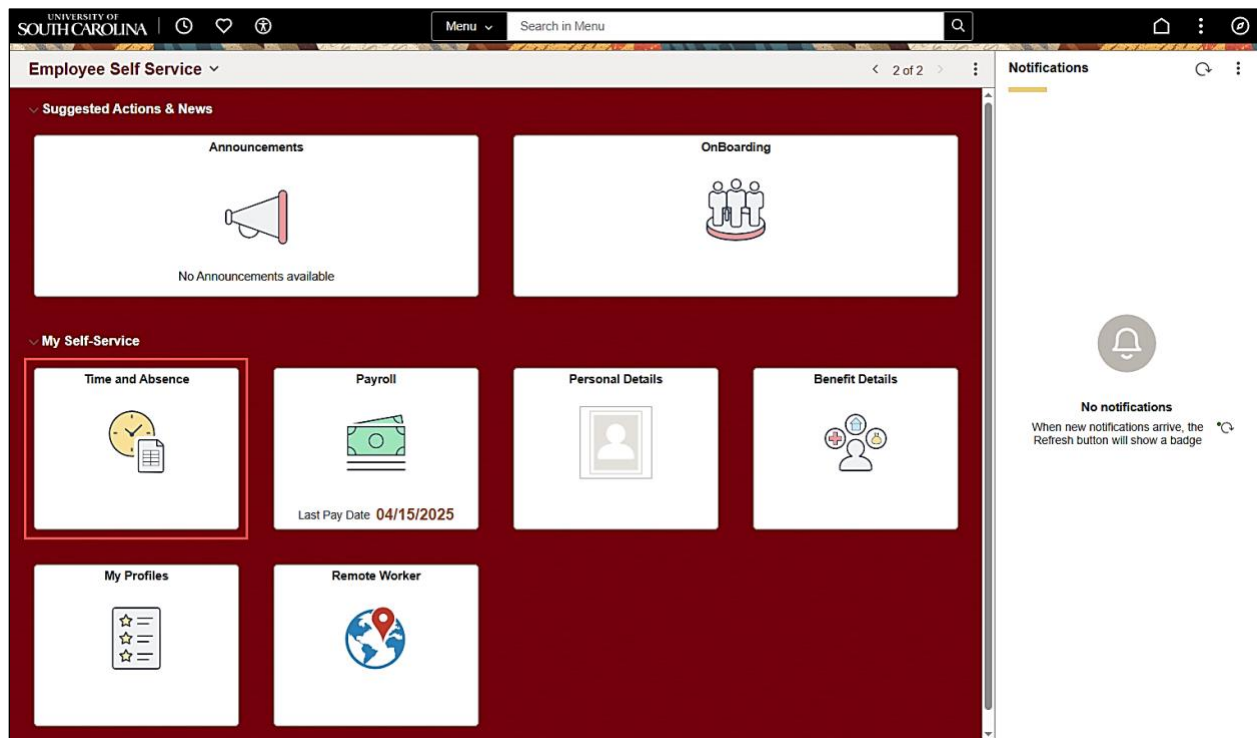


**Office of the Controller
Time and Labor - ESS
View Time Summary – 28 Day Police Employee**

How to view a time summary for a 28 day police employee: This job aid outlines how an exempt employee can view their time summary.

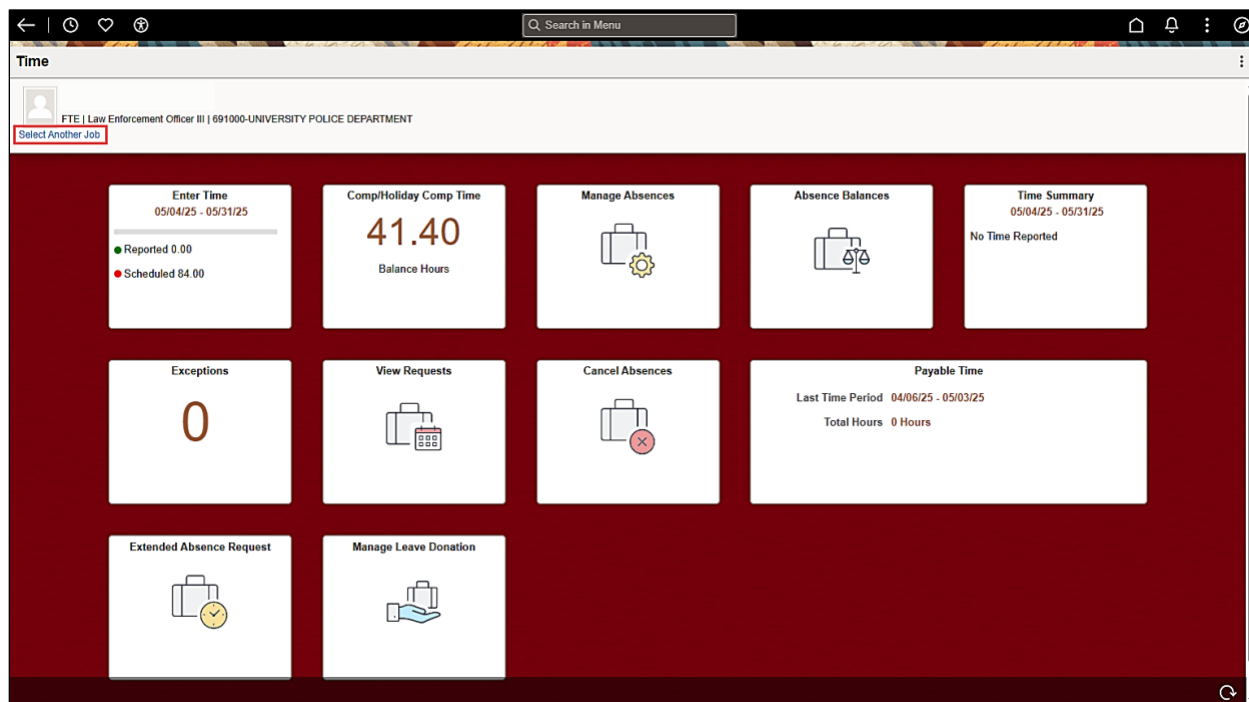
Navigation: Employee Self Service > Time and Absence > Time Summary

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

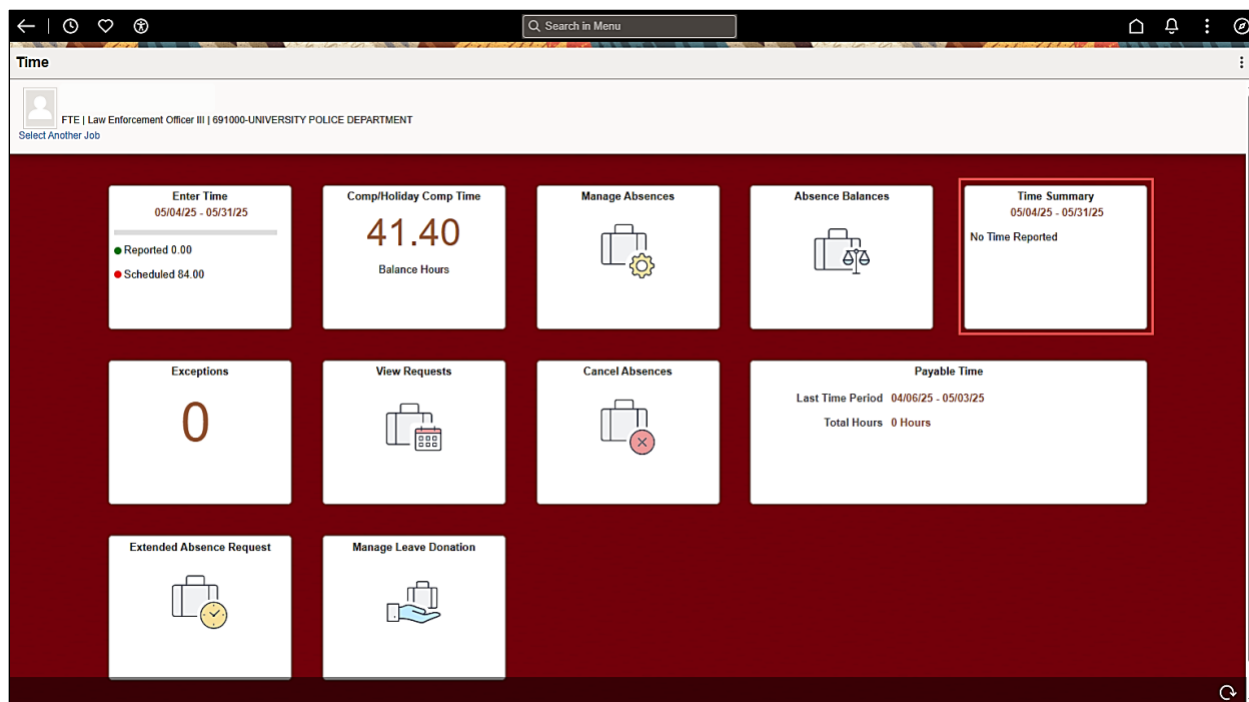


Step 2: Click the **Select a Job** drop-down arrow to select the applicable job for which you need to enter time on a timesheet.

Note: Many police officers have an FTE along with an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.



Step 3: Click the **Time Summary** tile, to begin.



Step 4: To see a weekly view of your timesheets, click the **View By** drop-down arrow and select **Weekly** from the list.

Time Summary

DLI | Law Enforcement Officer III | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

April 6, 2025 - April 12, 2025
 Scheduled 0.00 | Reported 12.0 Hours

Filters **Reported Time** Payable Time

View By Period
 BI-Weekly
 Monthly
 Period
Weekly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7 Regular Hours - 5.5 Hours	8	9	10	11 Regular Hours - 6.5 Hours	12
Scheduled: 0 Hours Reported: 0 Hours	Scheduled: 0 Hours Reported: 5.5 Hours	Scheduled: 0 Hours Reported: 0 Hours	Scheduled: 0 Hours Reported: 0 Hours	Scheduled: 0 Hours Reported: 0 Hours	Scheduled: 0 Hours Reported: 6.5 Hours	Scheduled: 0 Hours Reported: 0 Hours

Use the **Arrows** to navigate through timesheets by week.

Time Summary

DLI | Law Enforcement Officer III | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

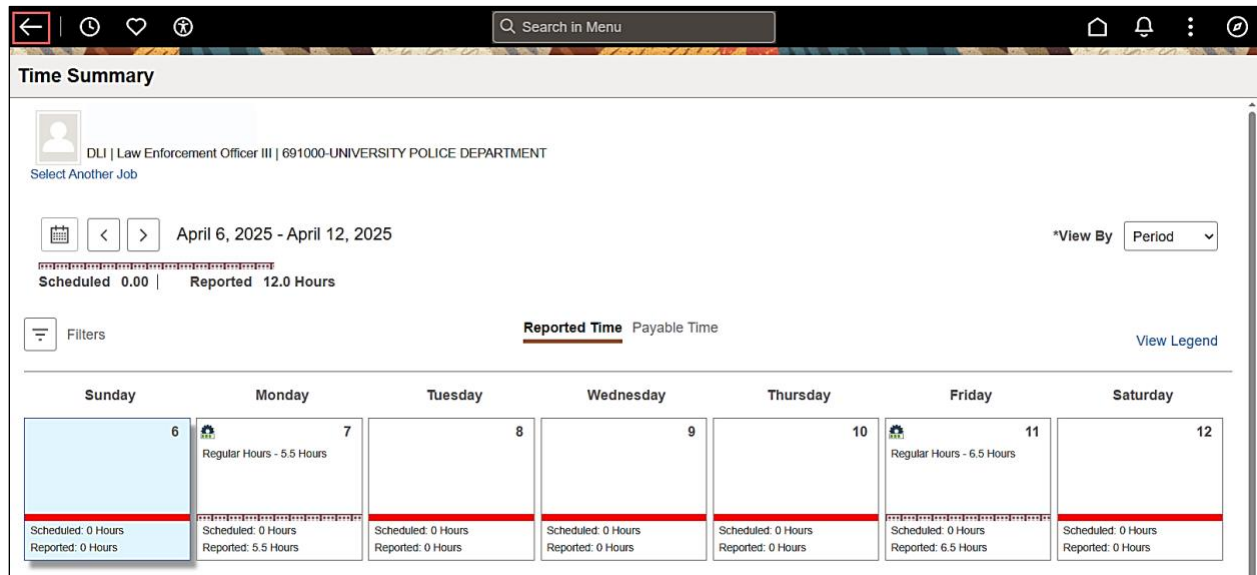
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Step 5: Click the **Arrow** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.



You successfully learned how to view your time summary as a 28 day police employee.