

How to view a time summary for a 28 day police employee:

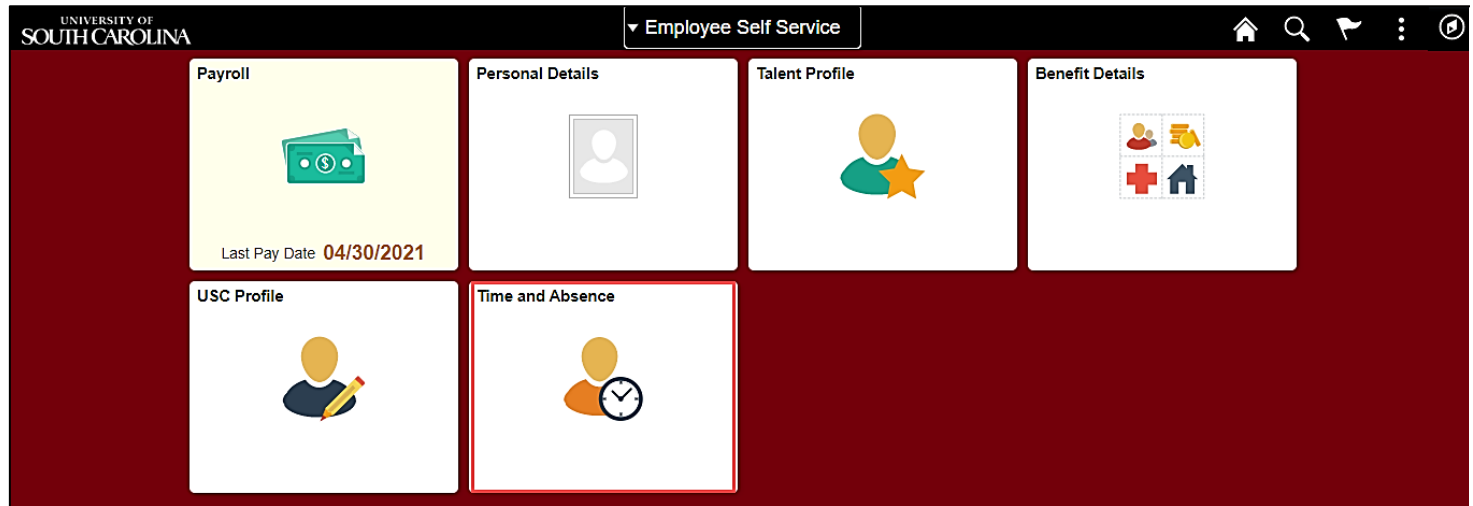
This job aid outlines how an exempt employee can view their time summary.

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

Processing Steps

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

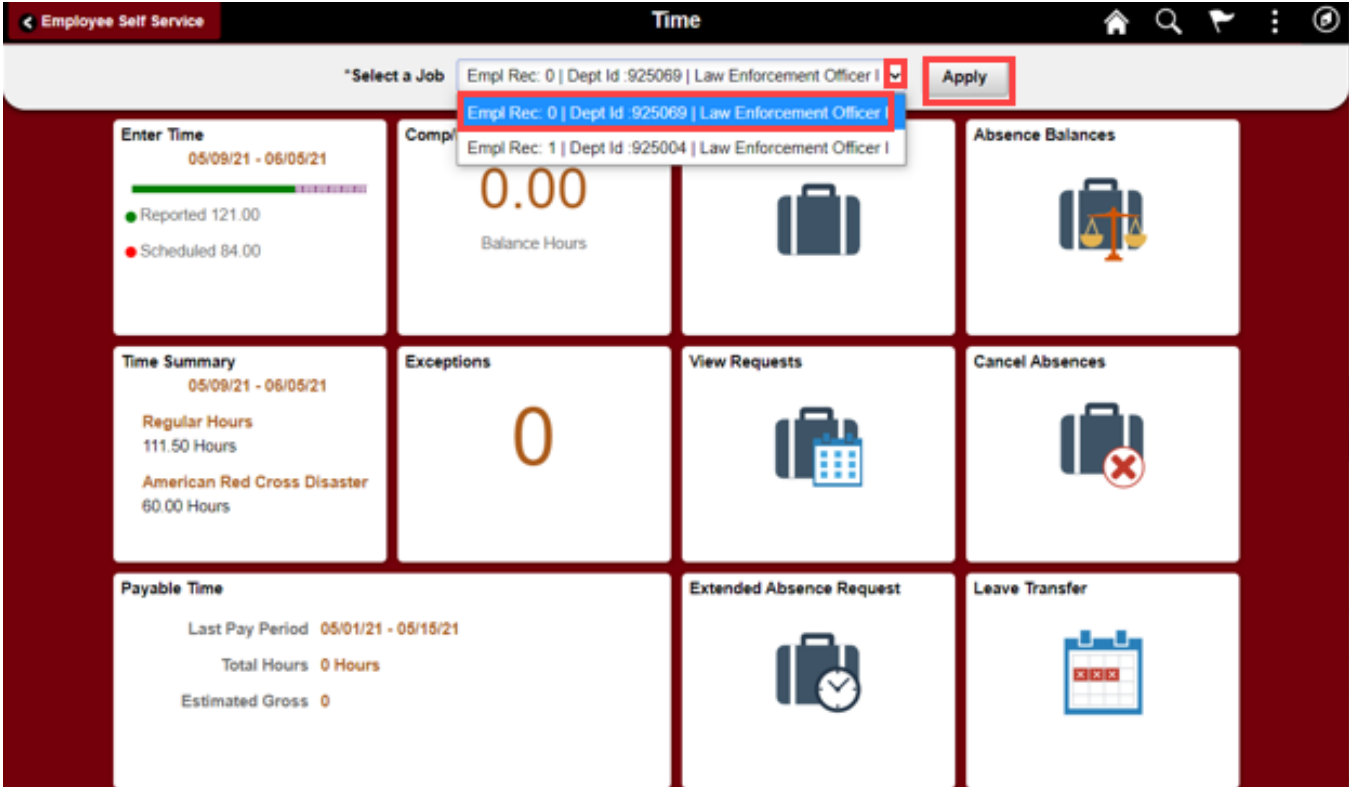
Screenshots



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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.

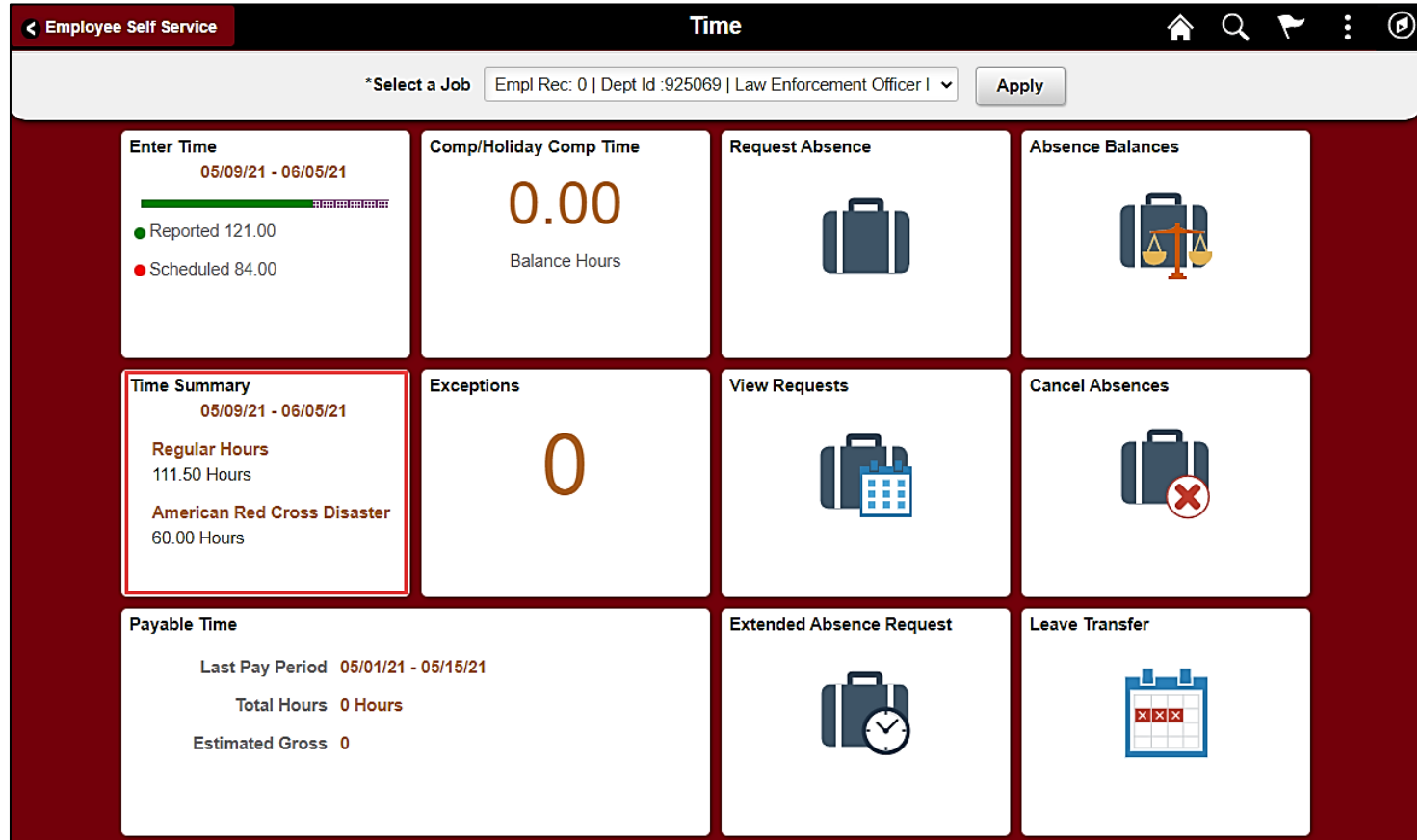


The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this is a dropdown menu labeled '*Select a Job' with an 'Apply' button. The dropdown menu is open, showing three job options: 'Empl Rec: 0 | Dept Id: 925069 | Law Enforcement Officer I', 'Empl Rec: 0 | Dept Id: 925069 | Law Enforcement Officer I', and 'Empl Rec: 1 | Dept Id: 925004 | Law Enforcement Officer I'. The 'Apply' button is highlighted in red. Below the dropdown menu, there is a grid of options for time management:

- Enter Time:** 05/09/21 - 06/05/21. Reported 121.00, Scheduled 84.00.
- Balance Hours:** 0.00
- Absence Balances:** (Icon of a scale)
- Time Summary:** 05/09/21 - 06/05/21. Regular Hours 111.50, American Red Cross Disaster 60.00.
- Exceptions:** 0
- View Requests:** (Icon of a calendar)
- Cancel Absences:** (Icon of a calendar with a red X)
- Payable Time:** Last Pay Period 05/01/21 - 05/15/21. Total Hours 0, Estimated Gross 0.
- Extended Absence Request:** (Icon of a calendar with a clock)
- Leave Transfer:** (Icon of a calendar)

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



The screenshot shows the 'Employee Self Service' interface for 'Time'. At the top, there is a navigation bar with a home icon, search icon, and a dropdown menu. Below the navigation bar, there is a filter section with the text '*Select a Job' and a dropdown menu showing 'Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I'. An 'Apply' button is next to the dropdown.

The main content area is a grid of tiles:

- Enter Time:** 05/09/21 - 06/05/21. A progress bar shows 'Reported 121.00' (green) and 'Scheduled 84.00' (red).
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase with a scale.
- Time Summary:** 05/09/21 - 06/05/21. Regular Hours: 111.50 Hours. American Red Cross Disaster: 60.00 Hours. This tile is highlighted with a red border.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Last Pay Period: 05/01/21 - 05/15/21. Total Hours: 0 Hours. Estimated Gross: 0.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

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This **Time Summary** page is used to view your time summary for a particular period, weekly, bi-weekly, and monthly time entries.

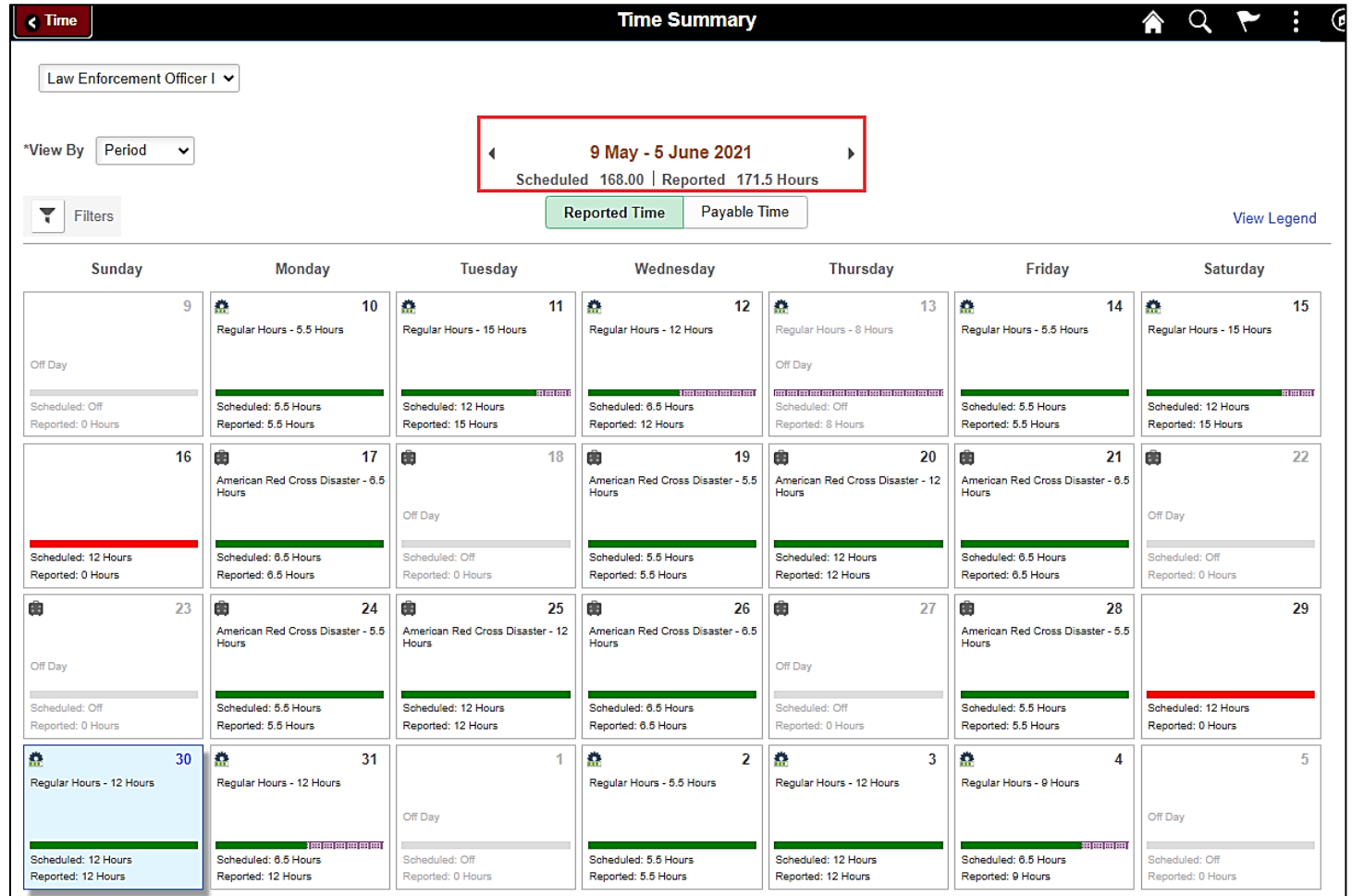
The default view on this page for 28 day police is the current 28 day period.

The current day is highlighted in blue.

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

In this view, you can see:

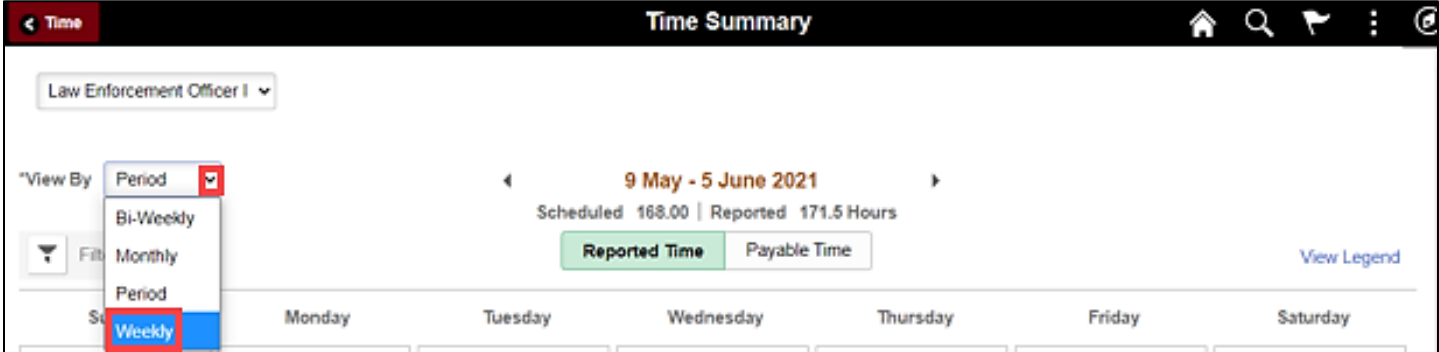
- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 



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

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



Time Summary

Law Enforcement Officer I

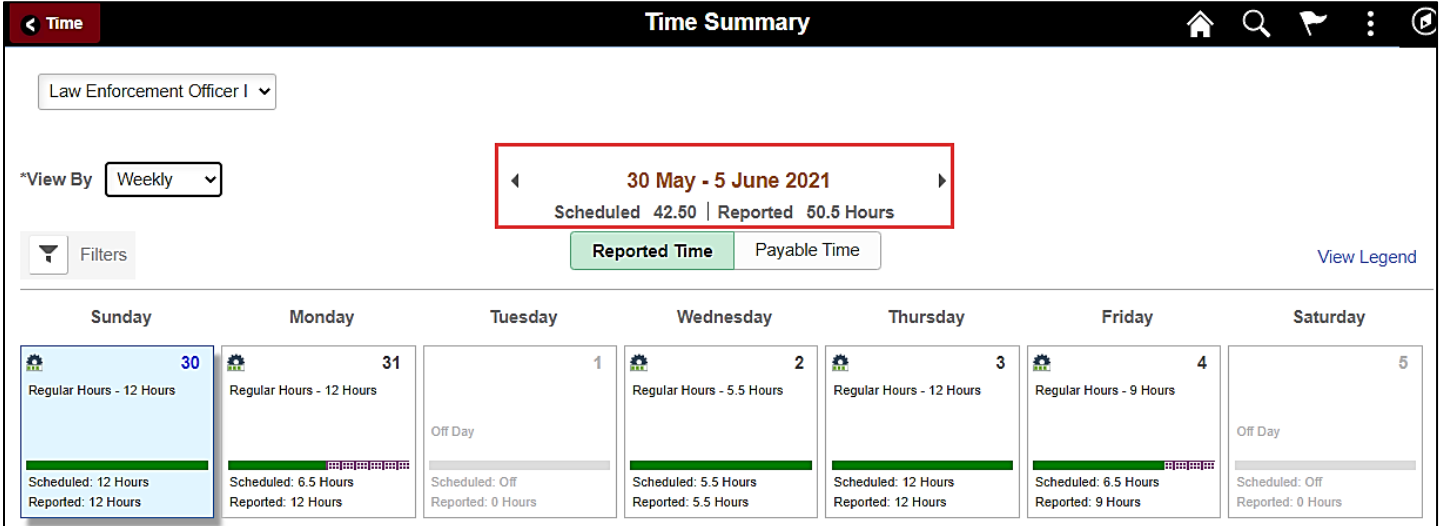
View By: **Period** (dropdown menu open)

- Bi-Weekly
- Monthly
- Period
- Weekly**

9 May - 5 June 2021
Scheduled 168.00 | Reported 171.5 Hours

Reported Time Payable Time View Legend

Sunday Monday Tuesday Wednesday Thursday Friday Saturday



Time Summary

Law Enforcement Officer I

View By: Weekly

30 May - 5 June 2021
Scheduled 42.50 | Reported 50.5 Hours

Reported Time Payable Time View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	31 Regular Hours - 12 Hours Scheduled: 6.5 Hours Reported: 12 Hours	1 Off Day Scheduled: Off Reported: 0 Hours	2 Regular Hours - 5.5 Hours Scheduled: 5.5 Hours Reported: 5.5 Hours	3 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	4 Regular Hours - 9 Hours Scheduled: 6.5 Hours Reported: 9 Hours	5 Off Day Scheduled: Off Reported: 0 Hours

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Step 5: Click the **Time** 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.

