

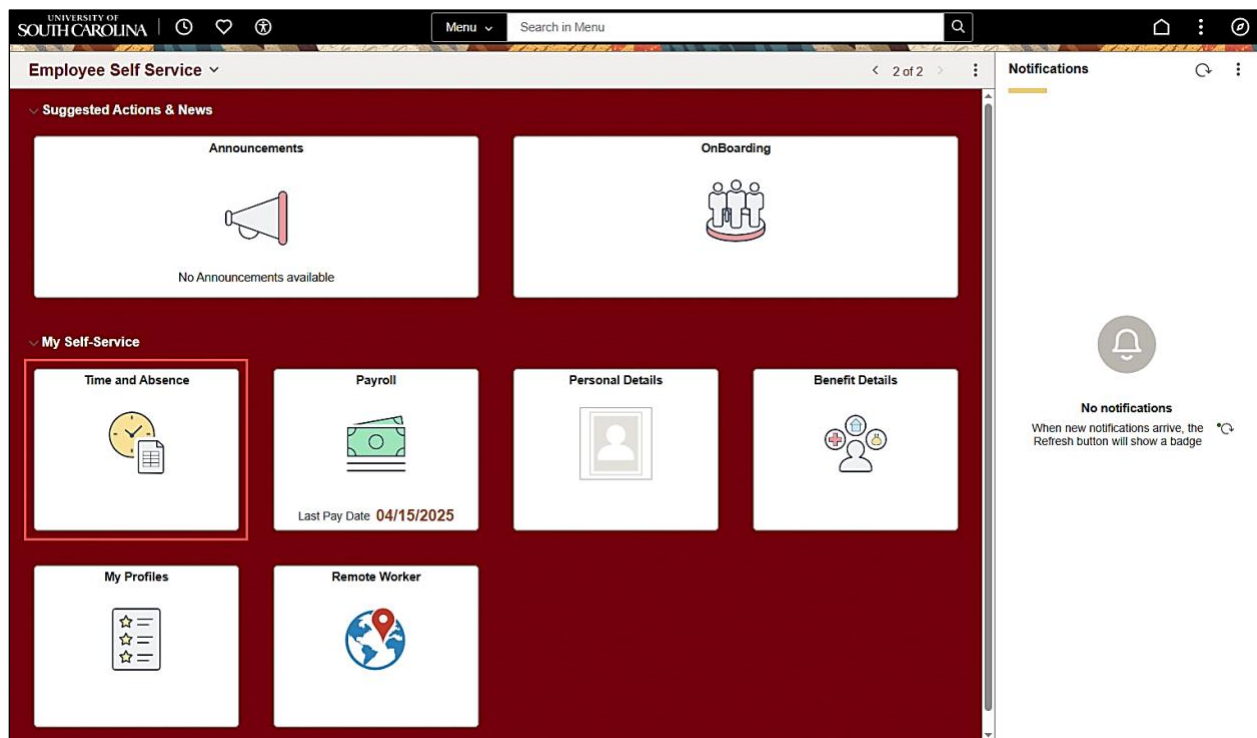


**Office of the Controller  
Time and Labor - ESS  
View Time Summary for Facilities Employees**

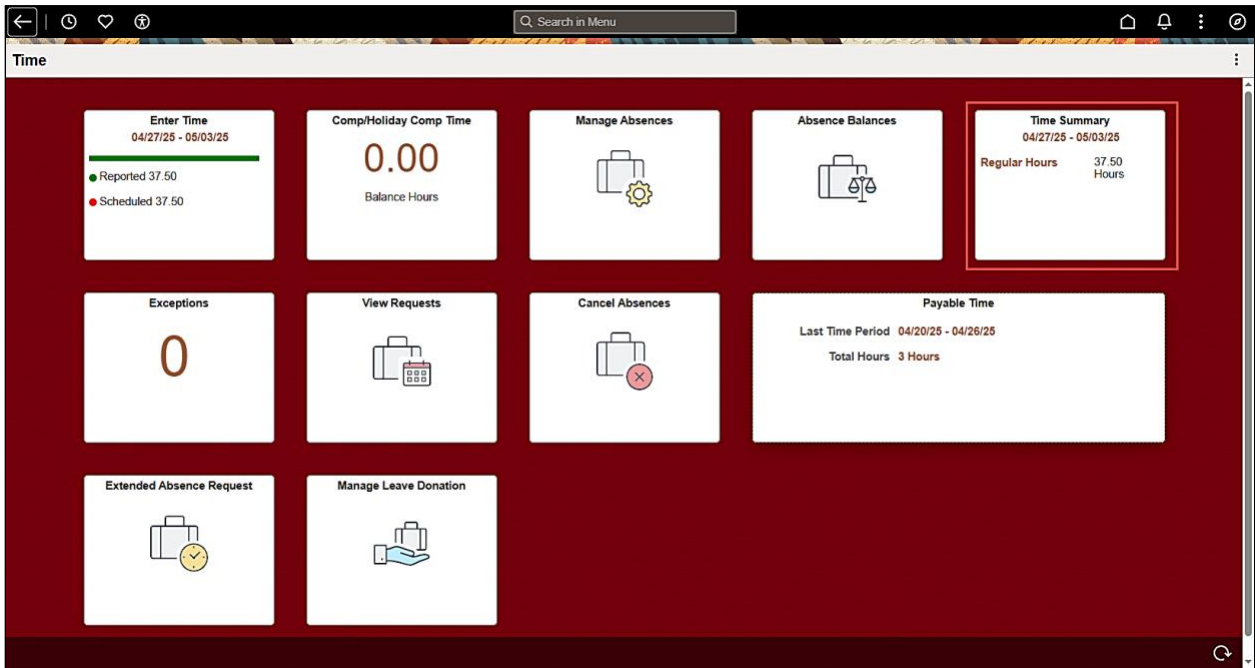
**How to view a time summary for a salary non-exempt employee:** This job aid outlines how a salary non-exempt employee can view a time summary.

**Navigation:** Employee Self Service > Time and Absence > Enter Time

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



Step 2: Click the **Time Summary** tile, to view balance hours.

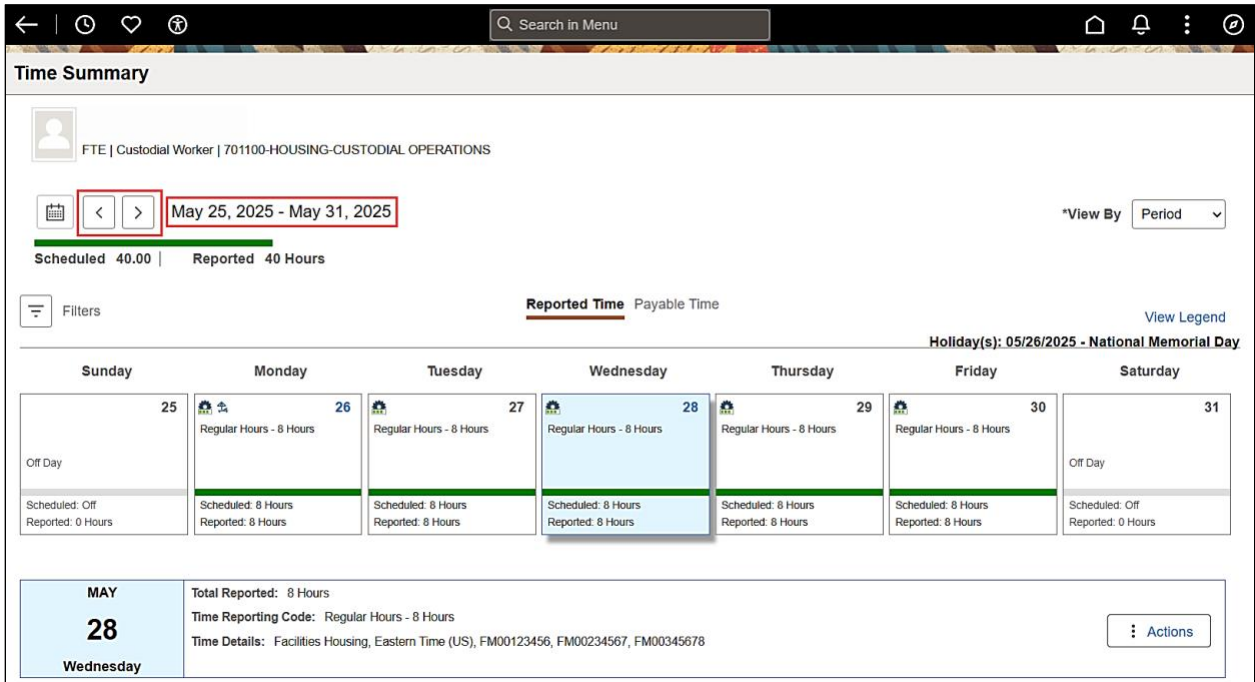


This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

The default view on this page is the current week.

The current day is highlighted in blue.

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



**Step 3:** To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

**Time Summary**

FTE | Custodial Worker | 701100-HOUSING-CUSTODIAL OPERATIONS

May 25, 2025 - May 31, 2025

Scheduled 40.00 | Reported 40 Hours

Filters

**Reported Time** Payable Time

Holiday(s): 05/26/2025 - National Memorial Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Off Day	26 Regular Hours - 8 Hours	27 Regular Hours - 8 Hours	28 Regular Hours - 8 Hours	29 Regular Hours - 8 Hours	30 Regular Hours - 8 Hours	31 Off Day
Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours

**MAY 28 Wednesday**

Total Reported: 8 Hours  
Time Reporting Code: Regular Hours - 8 Hours  
Time Details: Facilities Housing, Eastern Time (US), FM00123456, FM00234567, FM00345678

Actions

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

**Time Summary**

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**MAY 28 Wednesday**

Total Reported: 8 Hours  
Time Reporting Code: Regular Hours - 8 Hours  
Time Details: Facilities Housing, Eastern Time (US), FM00123456, FM00234567, FM00345678

View Legend

**Step 4:** 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.

Search in Menu

Time Summary

FTE | Custodial Worker | 701100-HOUSING-CUSTODIAL OPERATIONS

May 25, 2025 - May 31, 2025

\*View By 

Period

Scheduled 40.00 | Reported 40 Hours

Filters

Reported Time

Payable Time

View Legend

Holiday(s): 05/26/2025 - National Memorial Day

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MAY

28

Wednesday

Total Reported: 8 Hours

Time Reporting Code: Regular Hours - 8 Hours

Time Details: Facilities Housing, Eastern Time (US), FM00123456, FM00234567, FM00345678

Actions

You successfully learned how to view your time summary as a salary non-exempt employee.