

How to view a time summary:

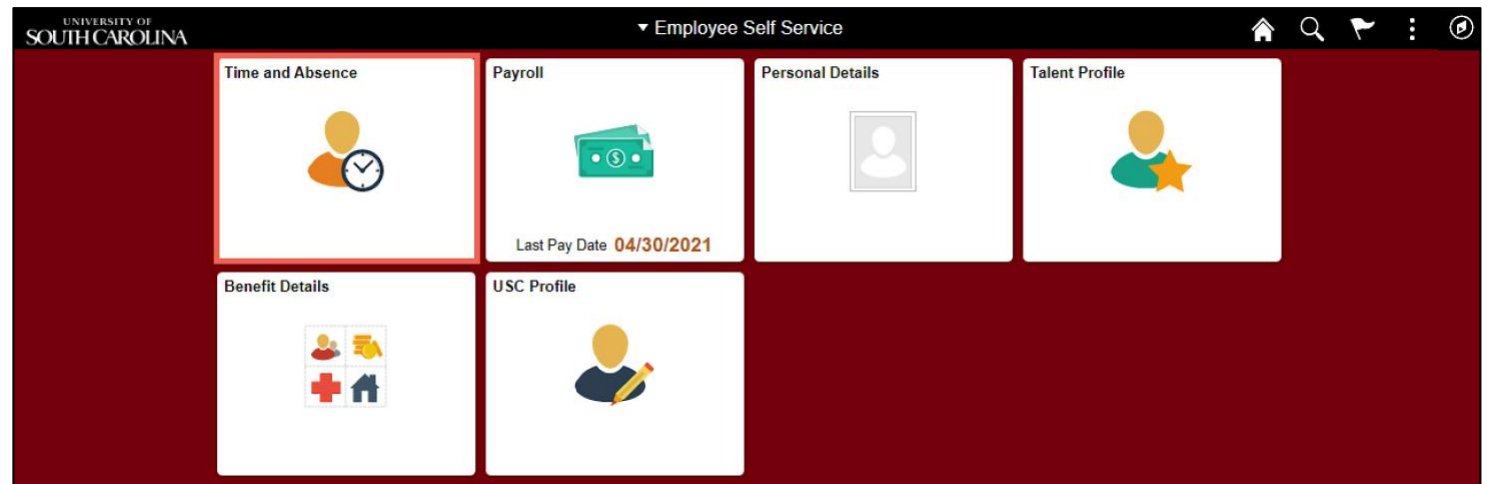
This job aid outlines how an employee can view a time summary.

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

Processing Steps

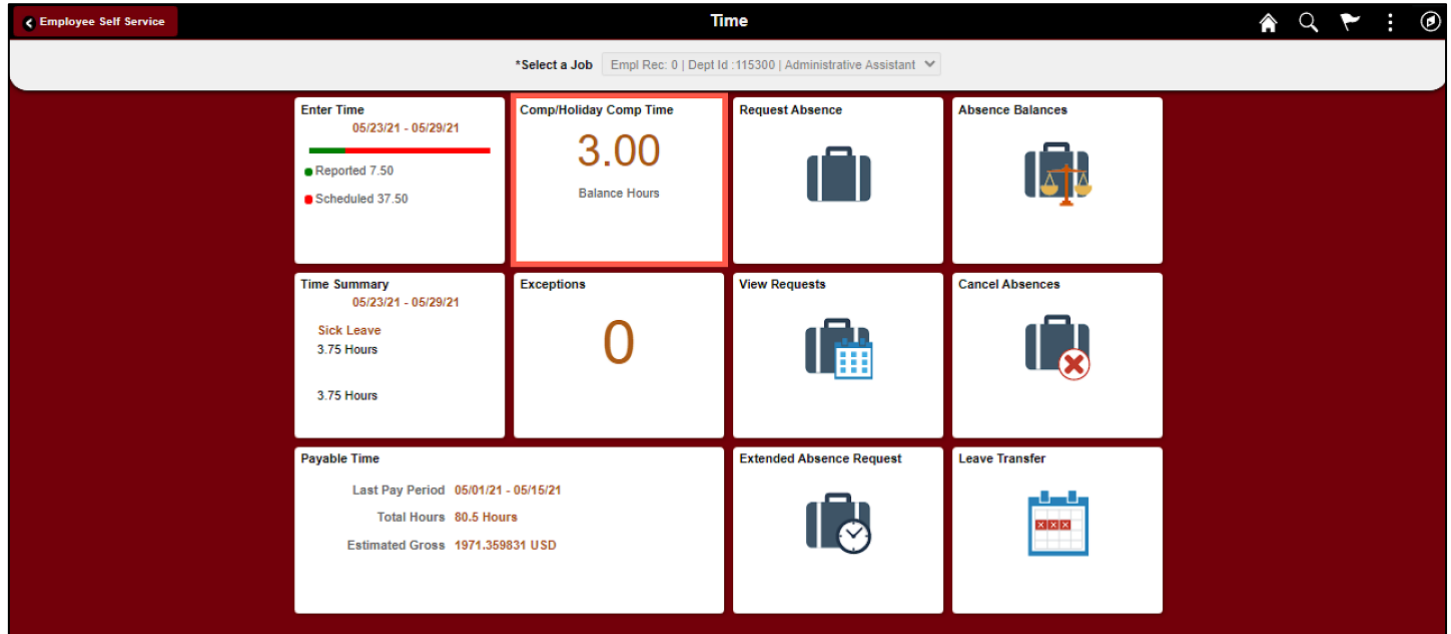
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The interface includes a navigation bar with 'Employee Self Service' and 'Time' labels, along with user information: 'Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant'. The main content area features several interactive tiles:

- Enter Time:** 05/23/21 - 05/29/21. A progress bar shows 7.50 hours reported (green) and 37.50 hours scheduled (red).
- Comp/Holiday Comp Time:** 3.00 Balance Hours (highlighted with a red border).
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 05/23/21 - 05/29/21. Shows 3.75 Hours Sick Leave and 3.75 Hours.
- 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 80.5 Hours. Estimated Gross 1971.359831 USD.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

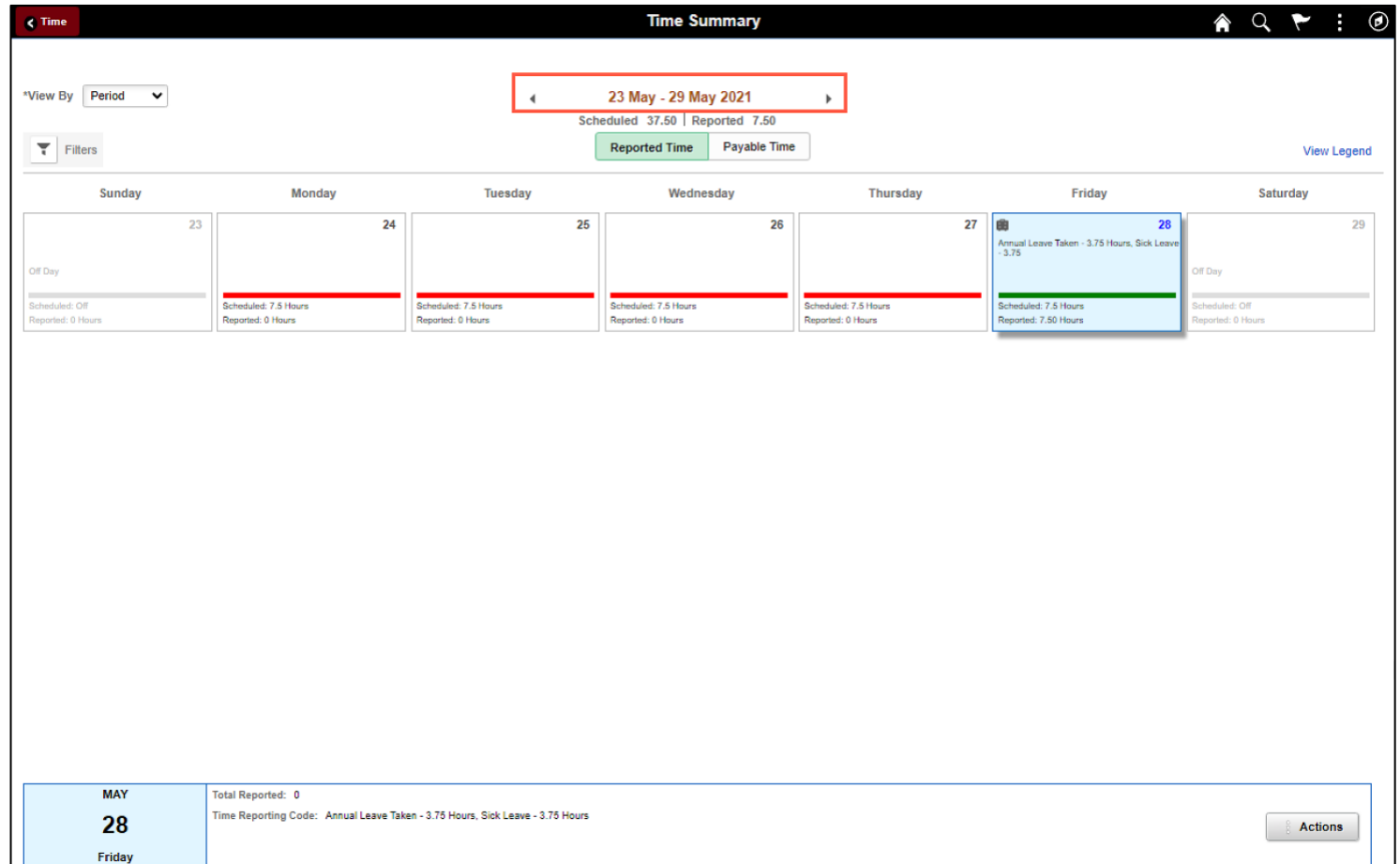
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This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

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.



Time Summary

*View By: Period

23 May - 29 May 2021
Scheduled 37.50 | Reported 7.50

Filters | Reported Time | Payable Time | [View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
Off Day	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75 Scheduled: 7.5 Hours Reported: 7.50 Hours	Off Day

MAY
28
Friday





Total Reported: 0
Time Reporting Code: Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75 Hours

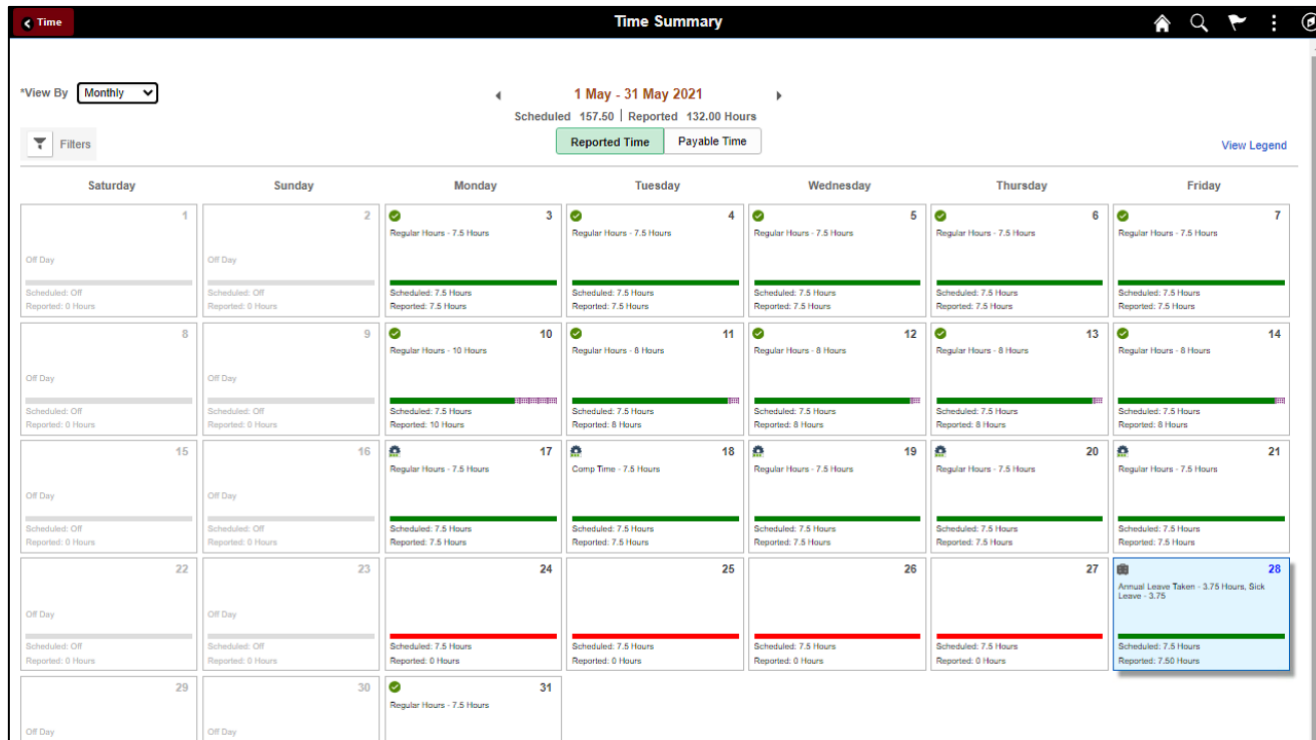
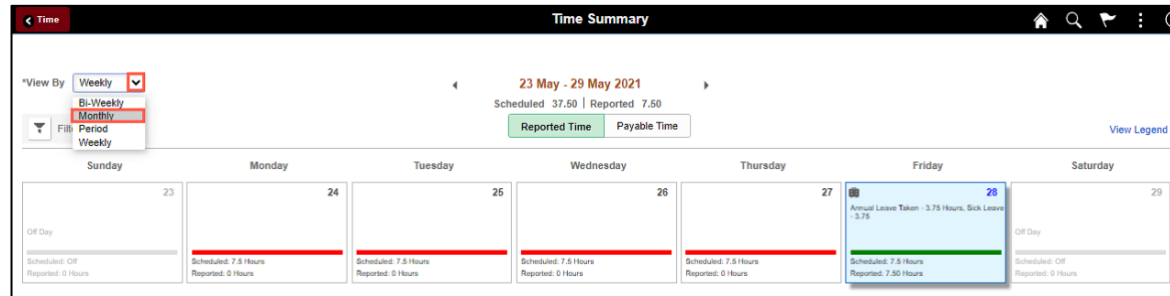
[Actions](#)

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

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: 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.

