

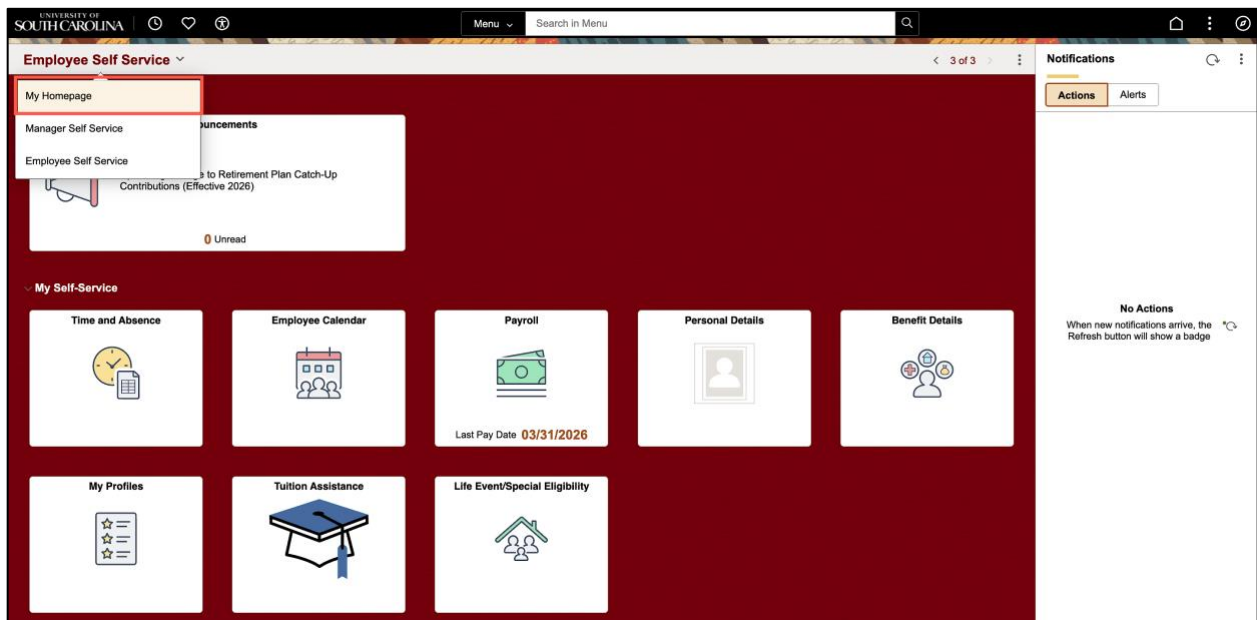


**Office of the Controller
Time and Labor – TL/ABS Approver
View Payable Time Summary**

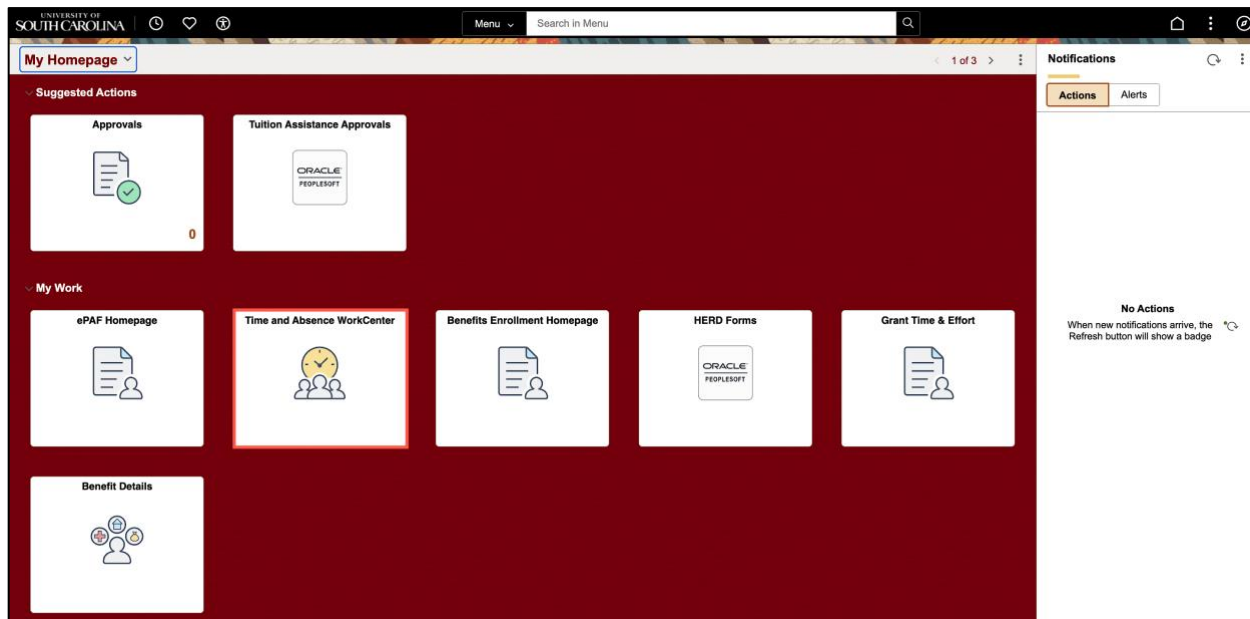
How to view payable time summary for an employee: This job aid outlines how a TL/ABS Approver can view a payable time summary for an employee. A TL/ABS Approver has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing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

Navigation: Employee Self Service > My Homepage > Time and Absence Workcenter

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



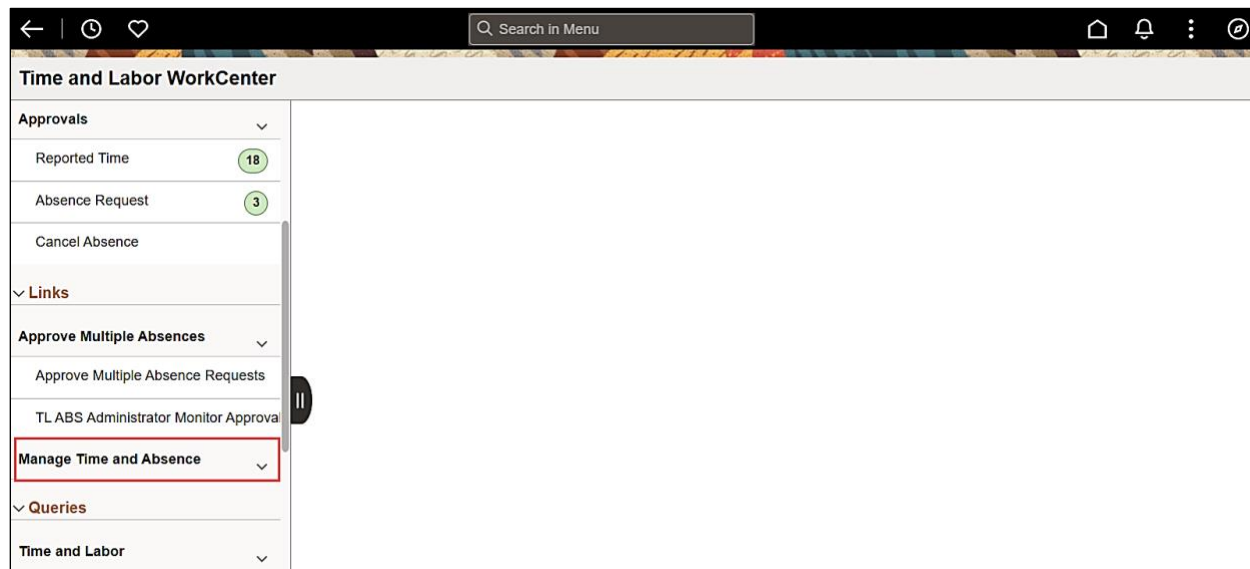
Step 2: Click the **Time and Absence Workcenter** tile.



Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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.

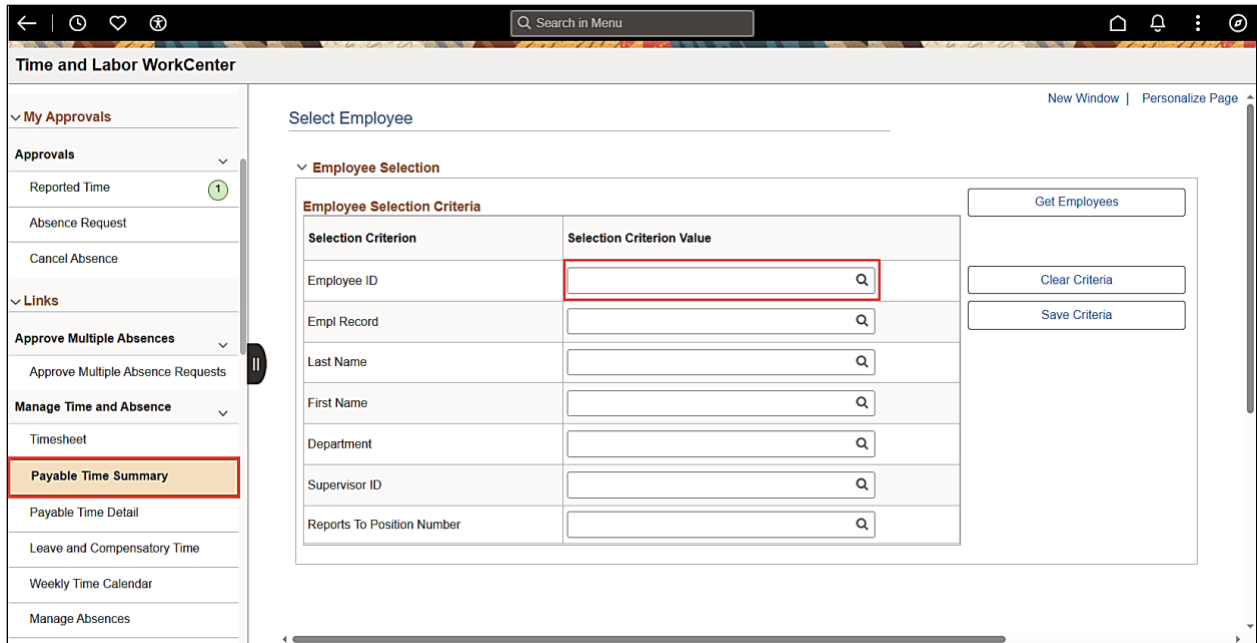
Step 3: Click the **Manage Time and Absence** drop-down arrow.



The **Payable Time Summary** page lets you view an employee's generated payable time for a full week.

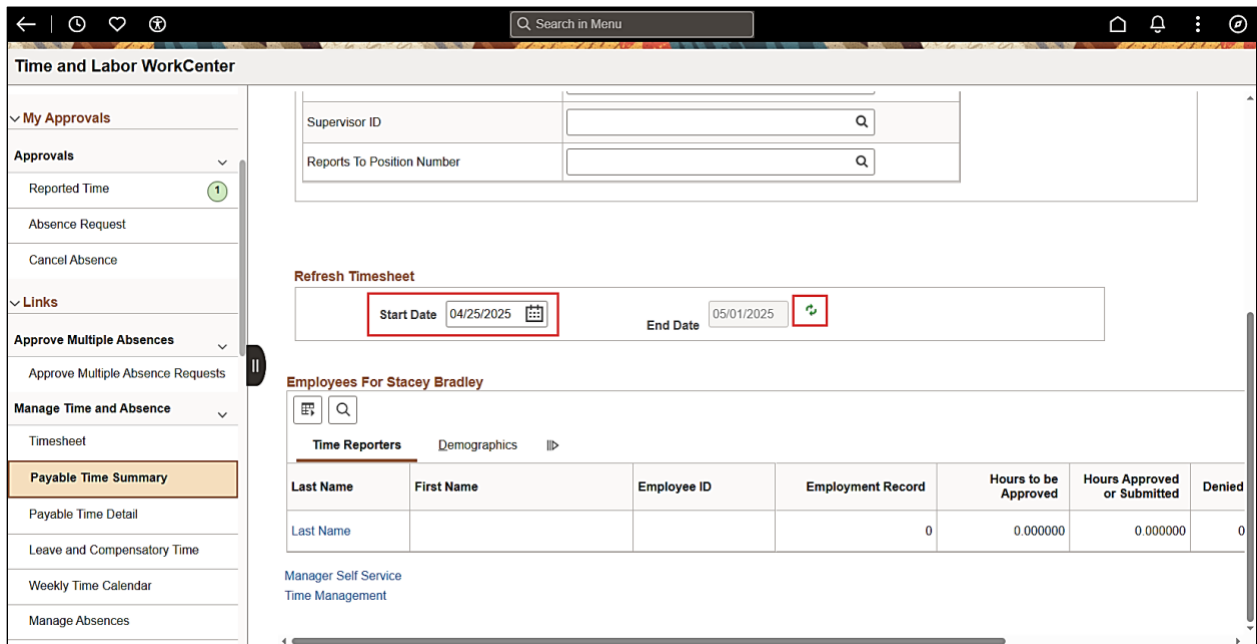
Step 4: Click the **Payable Time Summary** option from the list.

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.



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.



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, there is a sidebar with navigation links under 'Links', 'Manage Time and Absence', and 'Queries'. The 'Payable Time Summary' link is highlighted. The main content area includes a search bar at the top, a 'Refresh Timesheet' button, and date pickers for 'Start Date' (04/13/2025) and 'End Date' (04/19/2025). Below this, there is a section for 'Employees For William Meares' with a search icon and a table of 'Time Reporters'. The table has columns for Last Name, First Name, Employee ID, Employment Record, Hours to be Approved, Hours Approved or Submitted, and Denied Hours. A red box highlights the 'Last Name' column header.

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'. The page includes a search bar, a left sidebar with navigation links, and a main content area with filters and a table of payable time. The 'Payable Time Summary' link is highlighted. The main content area includes a search bar at the top, a 'New Window | Personalize Page' link, and a section for 'Payable Time Summary' with a search icon and a table of 'Payable Time From 04/14/2025 To 04/20/2025'. The table has columns for Time Reporting Code, Description, Total Quantity, Type, and days of the week (Mon 4/14, Tue 4/15, Wed 4/16, Thu 4/17). A red box highlights the 'Return to Select Employee' link.

You successfully learned how to view an employee's payable time summary.