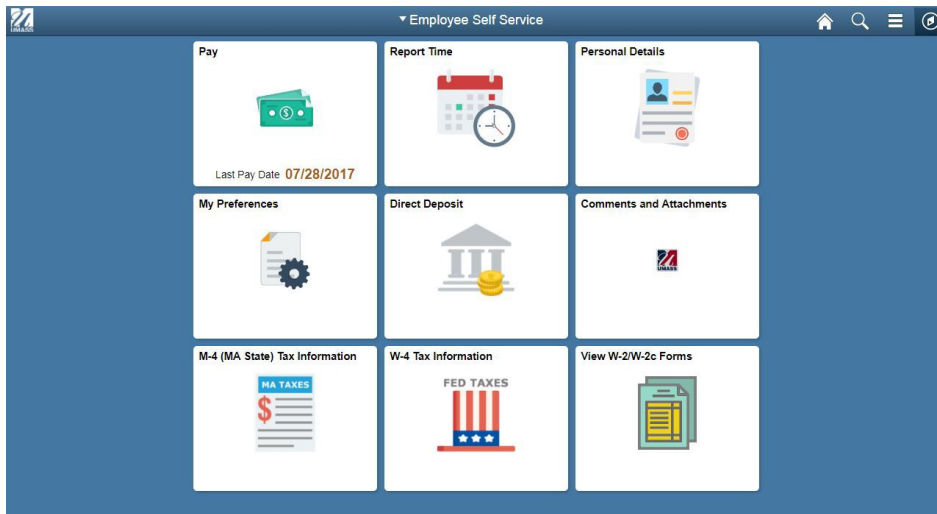



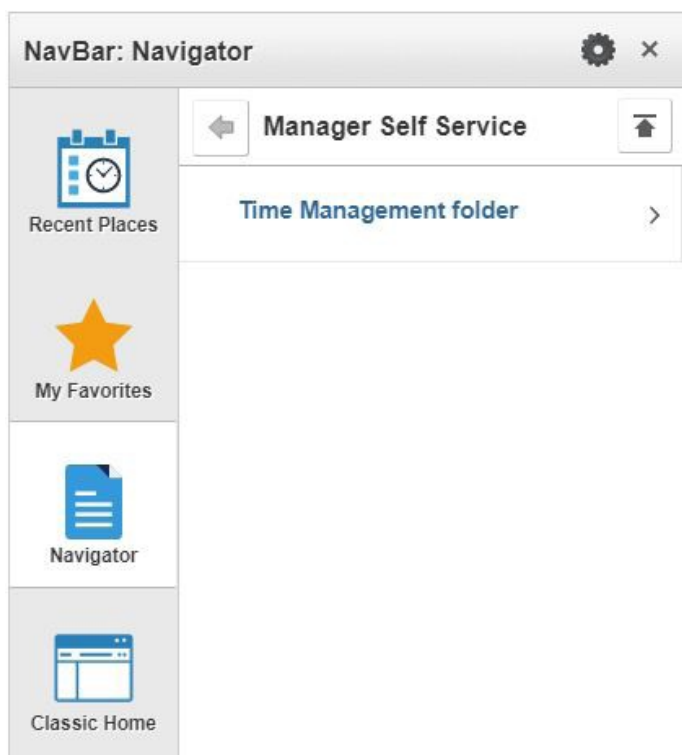
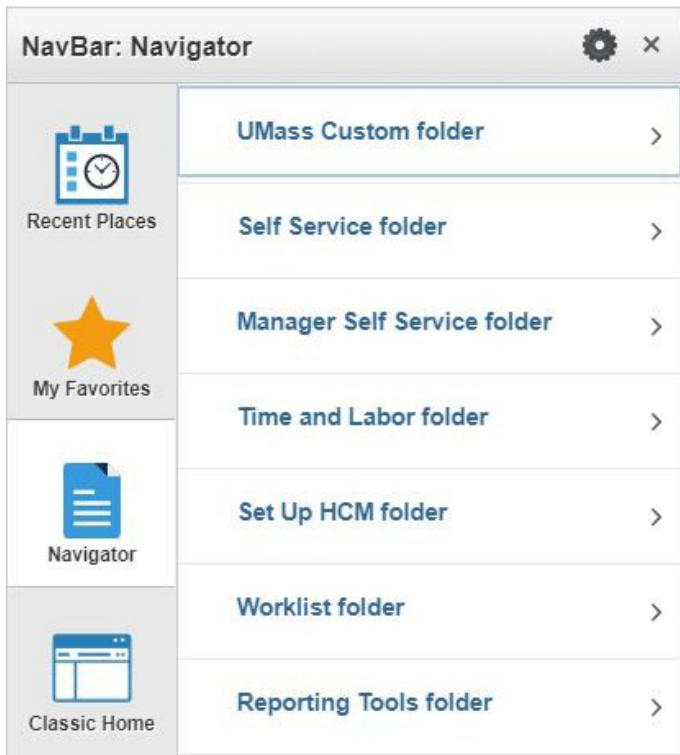
Viewing Details of Employee Payable Time


The Payable Time Detail page displays each day's payable time, including the time reporting code (TRC) for the time. The number of units, amounts, or hours for the TRC also displays.

Remember: Reported time (time entered by a timekeeper) becomes Payable time (when the system has applied rules and changed some codes such as overtime) and then Payable time will eventually be uploaded to a Paycheck.



Step	Action
1.	Navigate to payable time by: Clicking the NavBar  in the top right hand corner of the page. Then click the Manager Self Service link.
2.	Click the Time Management folder.
3.	Click the View Time folder.
4.	Click the Payable Time Detail folder.



Step	Action
5.	Use the Employee Selection Criteria section of the Select Employee page to select an employee.
6.	Enter the employee id in the field: EmplId
7.	Click the Get Employees button. 

Payable Time Detail

Select Employee

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	10215076
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>
Payroll Status	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Employees For [Redacted]

Time Reporters Demographics

Last Name	First Name	Employee ID	Employment Record	Job Title
[Redacted]	[Redacted]	10215076	1	[Redacted]

Step	Action
8.	Click on the employees Last Name.

Payable Time Detail



Employee ID 10215076
Employment Record 1

Actions-

Start Date 10/02/2021


End Date 10/08/2021

Payable Status Filter

Payable Time ⓘ

Payable Time ⓘ						
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	>		
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
10/04/2021	Approved		REG	8.000	Hours	\$585.708168
10/05/2021	Approved		REG	8.000	Hours	\$585.708168
10/06/2021	Approved		REG	8.000	Hours	\$585.708168
10/07/2021	Approved		REG	8.000	Hours	\$585.708168
10/08/2021	Approved		REG	8.000	Hours	\$585.708168

[Return to Select Employee](#)

Step	Action
9.	Use the Payable Time Detail page to view the details of an employee's payable time.
10.	The Start Date and End Date fields default to the current week. Enter the pay period begin date for the start date
11.	Enter the pay period end date for the end date
12.	Click the Refresh button. 

Payable Time Detail

[Redacted]
[Redacted]
Actions -

Employee ID 10215076
Employment Record 1

Start Date 09/05/2021 [Calendar Icon]
End Date 09/11/2021 [Calendar Icon] [Refresh Icon]

Payable Status Filter

Payable Time ?

Payable Time ?						
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	>		
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
09/06/2021	Distributed		HOL	8.000	Hours	\$585.706168
09/07/2021	Distributed		VAC	8.000	Hours	\$585.706168
09/08/2021	Distributed		REG	8.000	Hours	\$585.706168
09/09/2021	Distributed		REG	8.000	Hours	\$585.706168
09/10/2021	Distributed		REG	8.000	Hours	\$585.706168

[Return to Select Employee](#)

Step	Action
13.	The Overview tab displays each day's payable time, including the Status and Time Reporting Code for the time.
14.	<p>The Status column lists the status of the time reported.</p> <ul style="list-style-type: none"> • Approved indicates that the manager has approved the time reported and it is ready to load into payroll. • Needs Approval indicates that the time reported is waiting for approval by the manager. • Distributed indicates that the time reported has been processed and paid by payroll. • Rejected indicates that the time reported has been rejected by payroll. • Taken by Payroll indicates that time is currently being processed.

Step	Action
15.	Click the Time Reporting Elements tab to view more payable time information.

[← Manager Self Service](#)
Payable Time Detail [Home](#) [Search](#) [Alerts](#)

Payable Time Detail
Employee ID 10215076
Employment Record 1

Actions ▾
 Start Date 09/05/2021
 End Date 09/11/2021

[Payable Status Filter](#)

Payable Time ?

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	>								
Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Currency Code	Country	State	Locality	Billable	Rate Code	Override Rate
09/06/2021	Distributed		HOL	8.000	UM_EXP	USD	USA			<input type="checkbox"/>		
09/07/2021	Distributed		VAC	8.000	UM_EXP	USD	USA			<input type="checkbox"/>		
09/08/2021	Distributed		REG	8.000	UM_EXP	USD	USA			<input type="checkbox"/>		
09/09/2021	Distributed		REG	8.000	UM_EXP	USD	USA			<input type="checkbox"/>		
09/10/2021	Distributed		REG	8.000	UM_EXP	USD	USA			<input type="checkbox"/>		

[Return to Select Employee](#)

Step	Action
16.	Click the Task Reporting Elements tab to view more payable time information, including if the time included Shift.

[← Manager Self Service](#)
Payable Time Detail [Home](#) [Search](#) [Alerts](#)

Payable Time Detail
Employee ID 10215076
Employment Record 1

Actions ▾
 Start Date 09/05/2021
 End Date 09/11/2021

[Payable Status Filter](#)

Payable Time ?

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	>						
Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields
09/06/2021	Distributed		HOL	8.000	UM_EXP					ChartFields
09/07/2021	Distributed		VAC	8.000	UM_EXP					ChartFields
09/08/2021	Distributed		REG	8.000	UM_EXP					ChartFields
09/09/2021	Distributed		REG	8.000	UM_EXP					ChartFields
09/10/2021	Distributed		REG	8.000	UM_EXP					ChartFields

[Return to Select Employee](#)

Step	Action
17.	Click the Cost and Approval tab to review when the time was approved and the User ID of the approver.

[← Manager Self Service](#)
Payable Time Detail [Home](#) [Search](#) [Help](#)

Payable Time Detail
Employee ID 10215076
Employment Record 1

Start Date 09/05/2021 End Date 09/11/2021

[Payable Status Filter](#)

Payable Time

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval								
Date	Status	Reason Code	Time Reporting Code	Quantity	Approved at	User ID	Published	Publish Date	Estimated Gross	Labor Distribution Amount	Diluted Amount
09/06/2021	Distributed		HOL	8.000	09/10/2021 1:10:13PM	10215169	<input type="checkbox"/>	01/01/1900	585.706168	585.710000	585.710000
09/07/2021	Distributed		VAC	8.000	09/10/2021 1:10:13PM	10215169	<input type="checkbox"/>	01/01/1900	585.706168	585.710000	585.710000
09/08/2021	Distributed		REG	8.000	09/10/2021 1:10:13PM	10215169	<input type="checkbox"/>	01/01/1900	585.706168	585.710000	585.710000
09/09/2021	Distributed		REG	8.000	09/10/2021 1:10:13PM	10215169	<input type="checkbox"/>	01/01/1900	585.706168	585.710000	585.710000
09/10/2021	Distributed		REG	8.000	09/10/2021 1:10:13PM	10215169	<input type="checkbox"/>	01/01/1900	585.706168	585.690000	585.690000

[Return to Select Employee](#)

18.	<p>Congratulations! You have successfully viewed details of payable time for an employee.</p> <p>End of Procedure.</p>
-----	---