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.
 The system displays the date of the reported time and the current status of the payable time. The payable status records the progress of payable time through its different stages.

Remember: Reported time (time entered by a time keeper) 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.
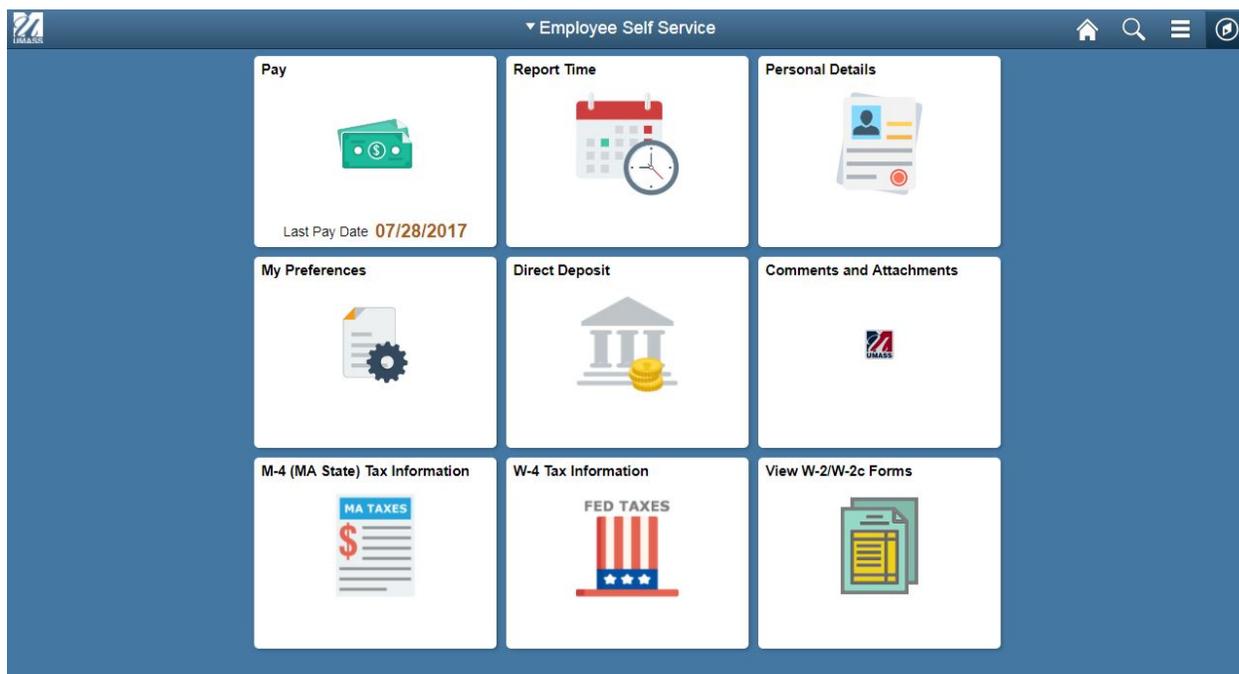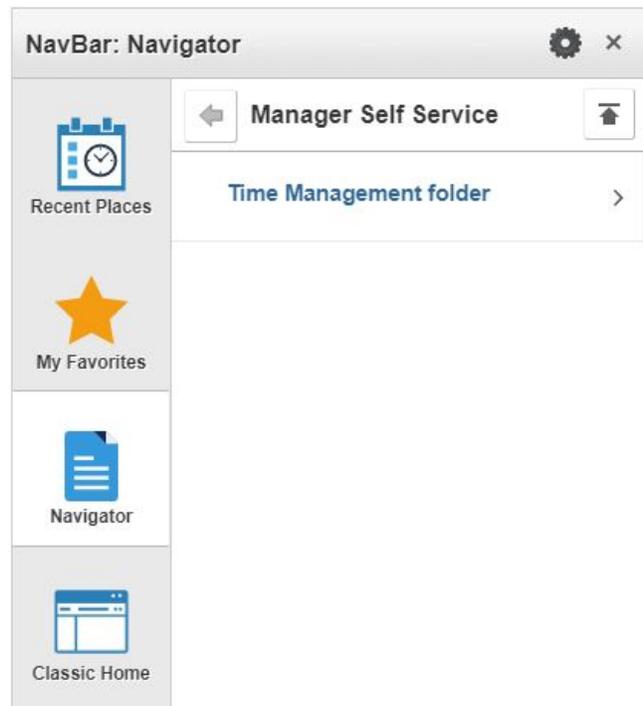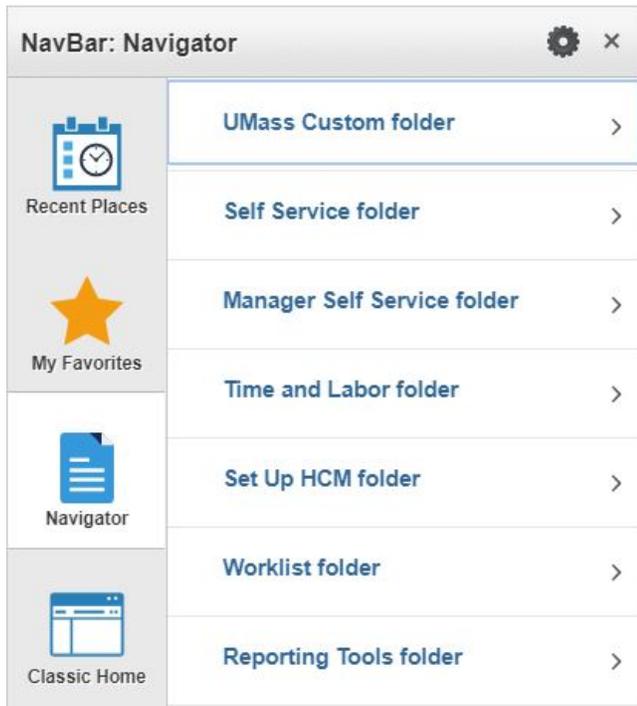
Procedure

Consider this scenario:

You are going to view payable time detail information for an employee.

Key Information:

EmplID: 10107833
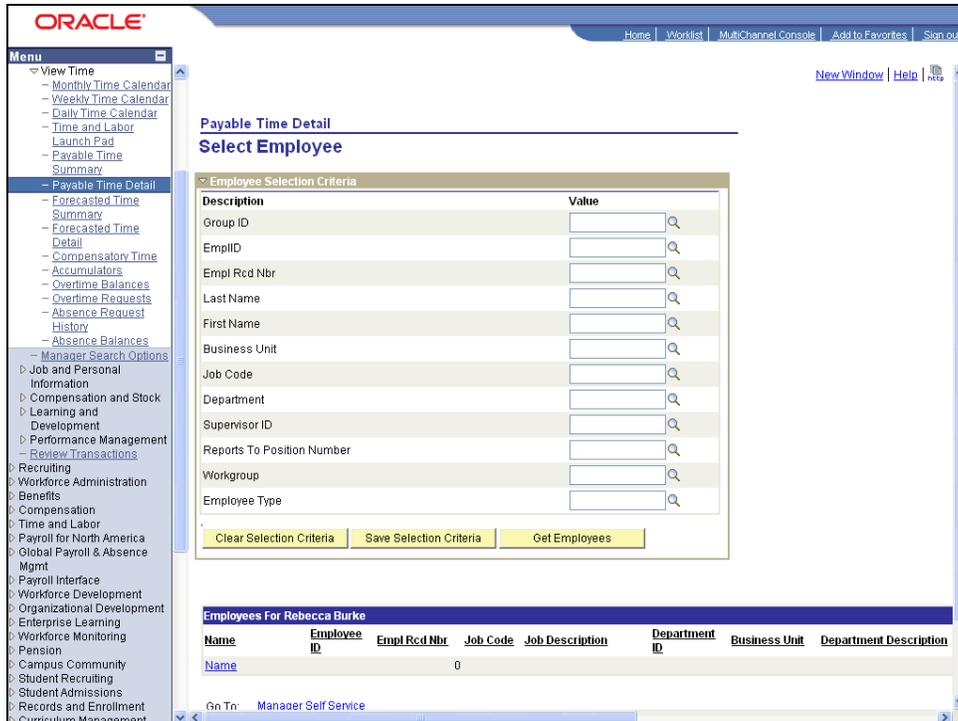

Step	Action
1.	Navigate to payable time by: Clicking the **NavBar** [icon] in the top right hand corner of the page. Then click the **Manager Self Service** link.

Step	Action
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.

Step	Action
8.	Click the **Name** link.

Step	Action
9.	You can hide the left navigation menu by clicking the **minus** button on the line that has "Menu". You will then have the full screen available.

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

Step	Action
14.	The **Overview** tab displays each day's payable time, including the **Status** and **Time Reporting Code** for the time.
15.	The **Status** column lists the status of the time reported. • **Approved** indicates that the department 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 department. • **Closed** 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.
16.	Click the **Time Reporting Elements** tab. Time Reporting Elements

Step	Action
17.	Use the **Time Reporting Elements** tab to view more payable time information.
18.	Click the **Task Reporting Elements** tab. Task Reporting Elements

Step	Action
19.	Use the **Task Reporting Elements** tab to view more payable time information, including the **Approval Process Datetime** and the **User ID** of the approver.
20.	Click the **ChartFields** tab. ChartFields

Step	Action
21.	Use the **ChartFields** tab to view ChartFields information, if available.

Step	Action
22.	From this page, you can navigate quickly to other self-service and time reporting pages.
23.	Congratulations! You have successfully viewed details of payable time for an employee. **End of Procedure.**