

How to view payable time summary for an employee:

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

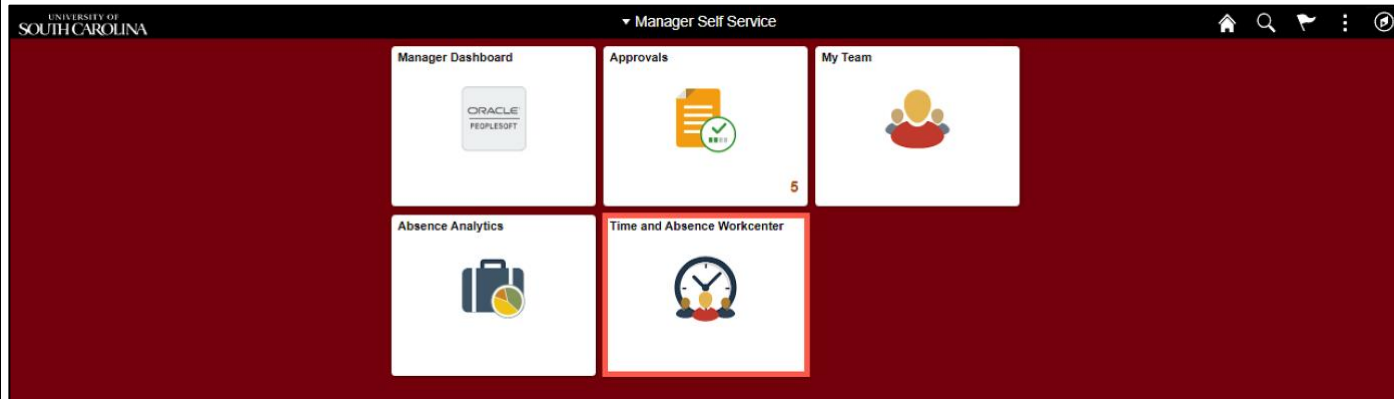
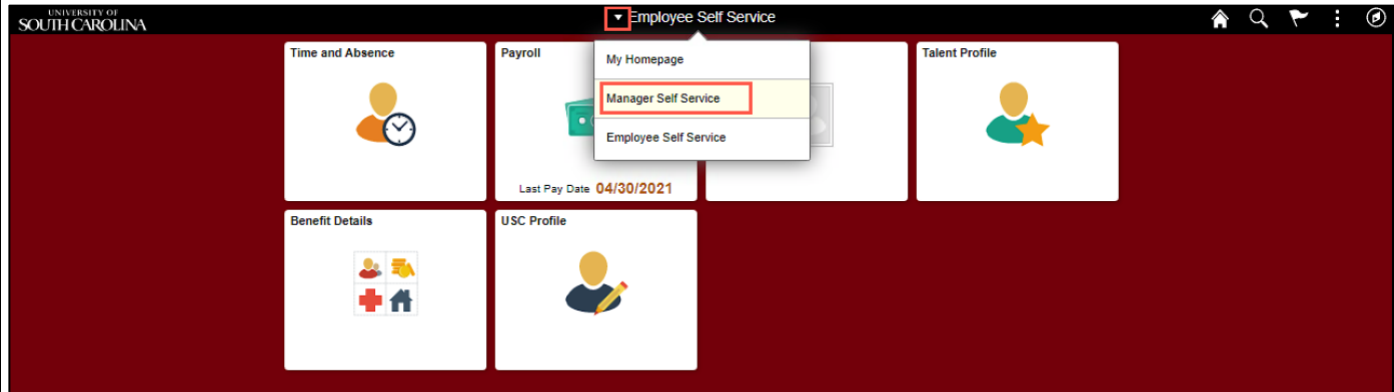
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

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

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

Screenshots

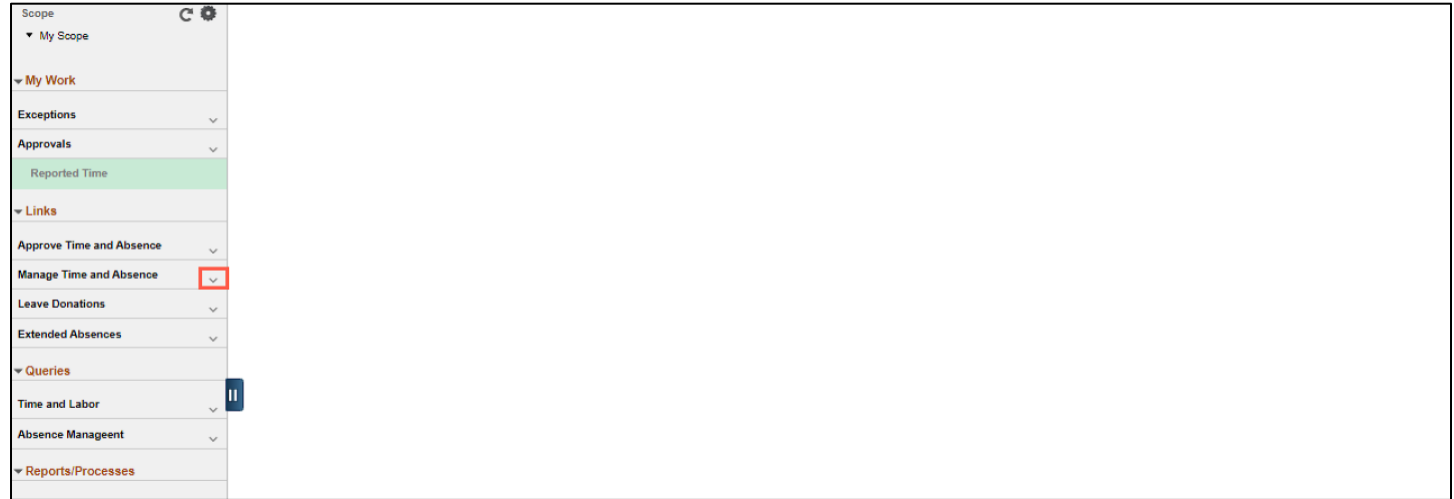


Time and Absence Work center

provides a central area to access the most used time and absence related activities. It enables Managers 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.



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

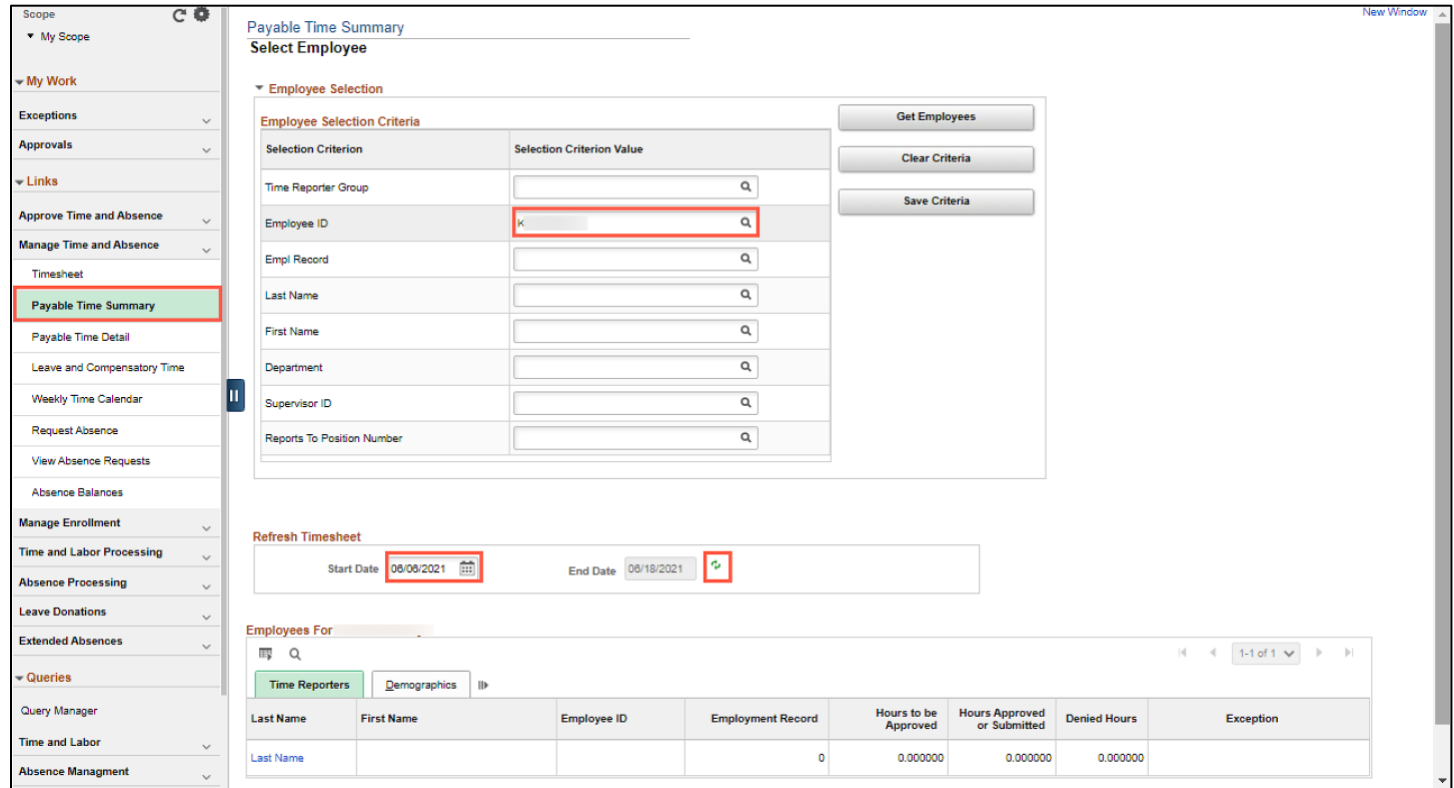
Step 3: Click the **Payable Time Summary** option from the list.

Step 4: 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 5: 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 6: Click the **Refresh** button to return the summary information for the week you selected.



Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	K <input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Refresh Timesheet

Start Date: 05/05/2021 End Date: 05/15/2021

Employees For

Last Name	First Name	Employee ID	Employment Record	Hours to be Approved	Hours Approved or Submitted	Denied Hours	Exception
Last Name			0	0.000000	0.000000	0.000000	

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Step 7: Click the **Employees Last Name** link to view the Payable Time Summary page.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- ▼ Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- Manage Enrollment
- Time and Labor Processing
- Absence Processing
- Leave Donations
- Extended Absences
- ▼ Queries
- Query Manager
- Time and Labor

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	K <input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Refresh Timesheet

Start Date: 06/06/2021 End Date: 06/12/2021

Employees For

Time Reporters Demographics

Last Name	First Name	Employee ID	Employment Record	Hours to be Approved	Hours Approved or Submitted	Denied Hours	Exception
		K	0	0.000000	37.500000	0.000000	
		K	5	0.000000	0.000000	0.000000	

[Manager Self Service](#)
[Time Management](#)

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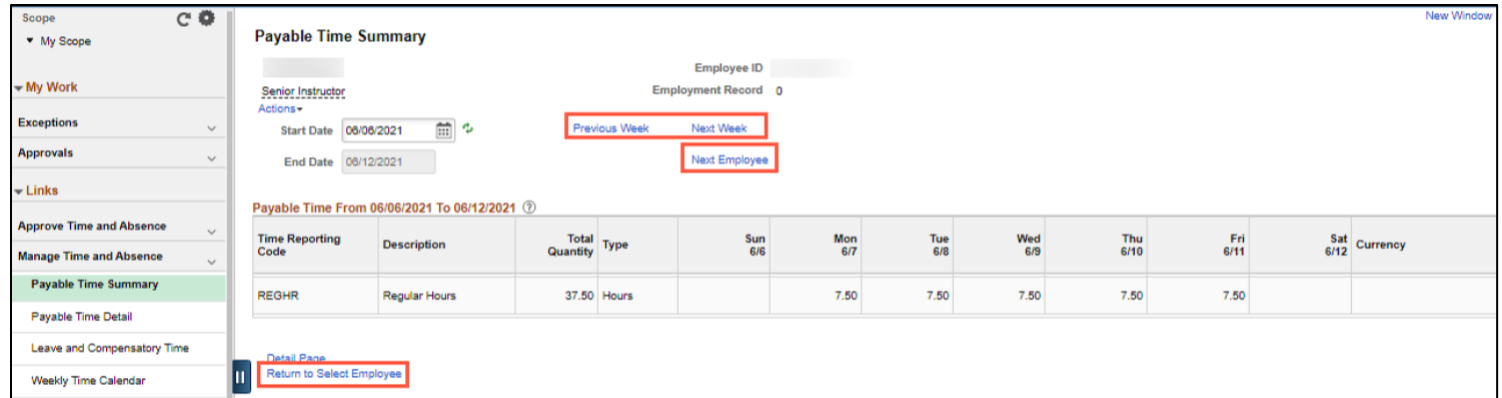
On the **Payable Time Summary** page, you can review the employee’s generated payable time for a full week.

Step 8: Click the **Previous Week** and **Next Week** links to move from week to week for this employee.

Step 9: Click the **Next Employee** link to move between employees.

Step 10: 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.

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



Payable Time Summary

Employee ID: [Redacted]
Employment Record: 0

Senior Instructor
Actions

Start Date: 09/06/2021
End Date: 09/12/2021

Previous Week Next Week
Next Employee

Payable Time From 06/06/2021 To 06/12/2021

Time Reporting Code	Description	Total Quantity	Type	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Currency
REGHR	Regular Hours	37.50	Hours		7.50	7.50	7.50	7.50	7.50		

Return to Select Employee