

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 employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

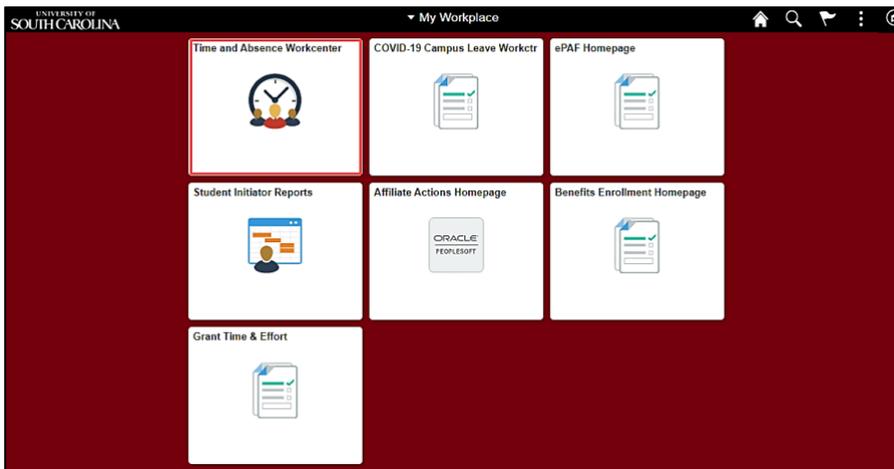
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

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



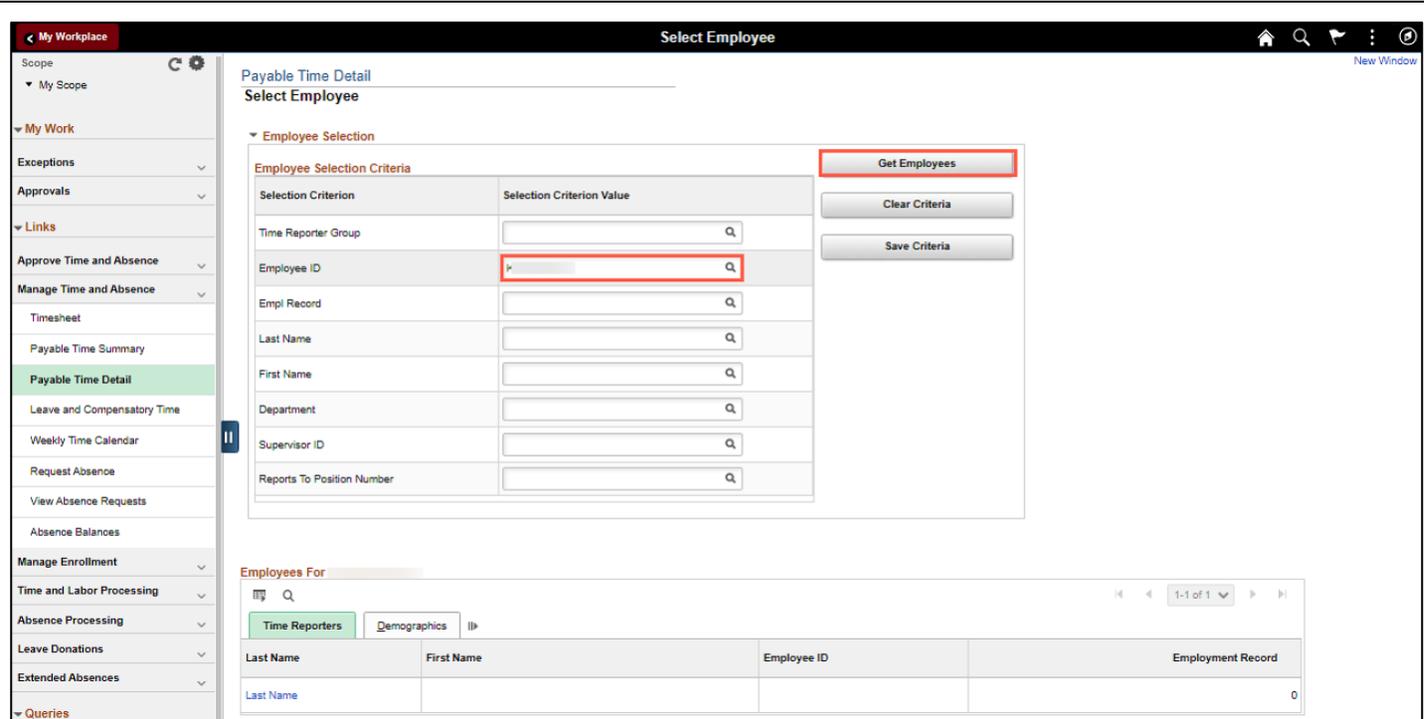
University of South Carolina Time and Labor – TL/ABS Approver View Payable Time Detail

The **Payable Time Detail** page lists the generated payable time entries for an employee for up to 31 days.

Step 3: Click the **Payable Time Detail** 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.

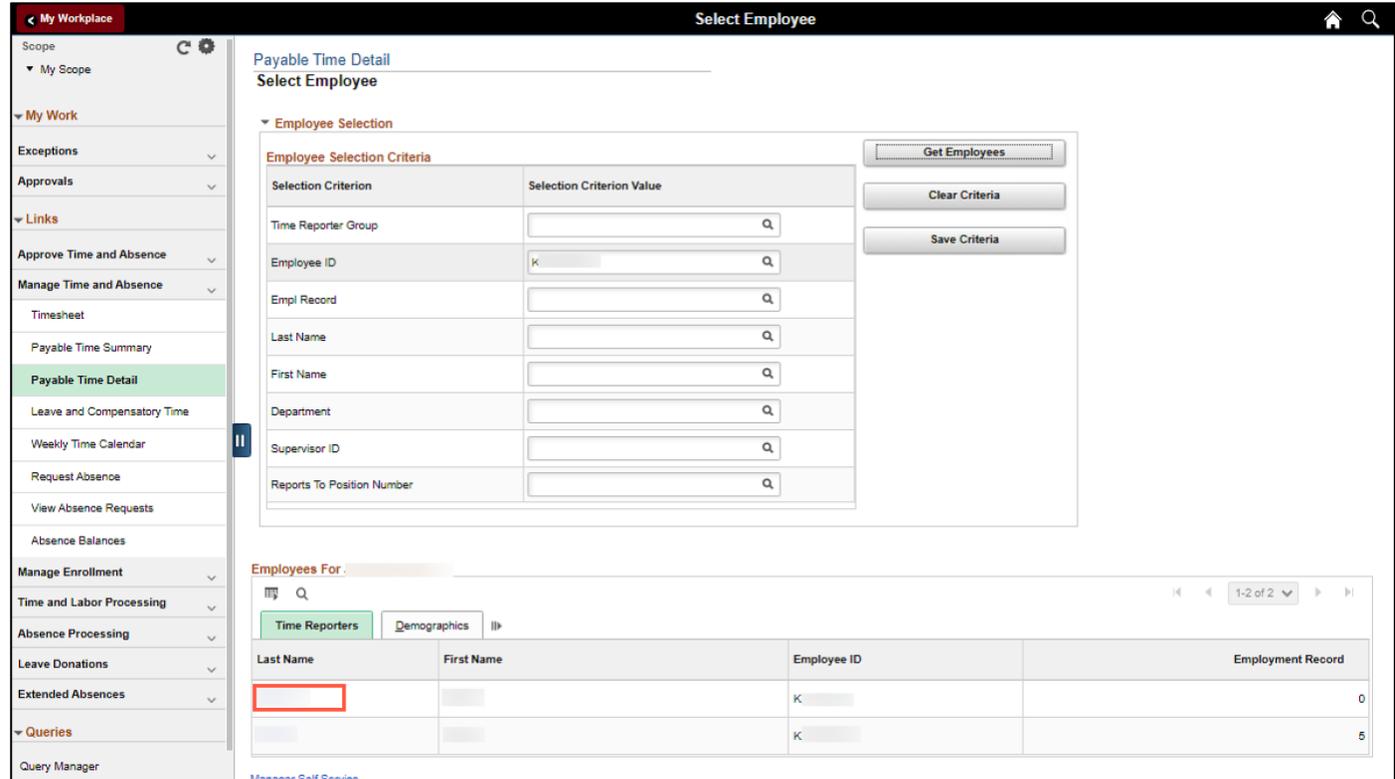
Step 5: Click the **Get Employees** button.



The screenshot displays the 'Payable Time Detail' page in a web browser. The page title is 'Payable Time Detail' and the sub-header is 'Select Employee'. On the left is a sidebar menu with categories like 'My Work', 'Links', and 'Queries'. The 'Payable Time Detail' option is highlighted. The main area contains an 'Employee Selection Criteria' table with search fields for 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. The 'Employee ID' field is highlighted with a red box. To the right of these fields are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'. Below the criteria is an 'Employees For' section with a search bar and a table showing search results. The table has columns for 'Last Name', 'First Name', 'Employee ID', and 'Employment Record'. The 'Last Name' cell contains a blue link 'Last Name' and the 'Employment Record' cell shows '0'.

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Step 6: Click the **Employee Last Name** link for the job you would like to review payable time details.



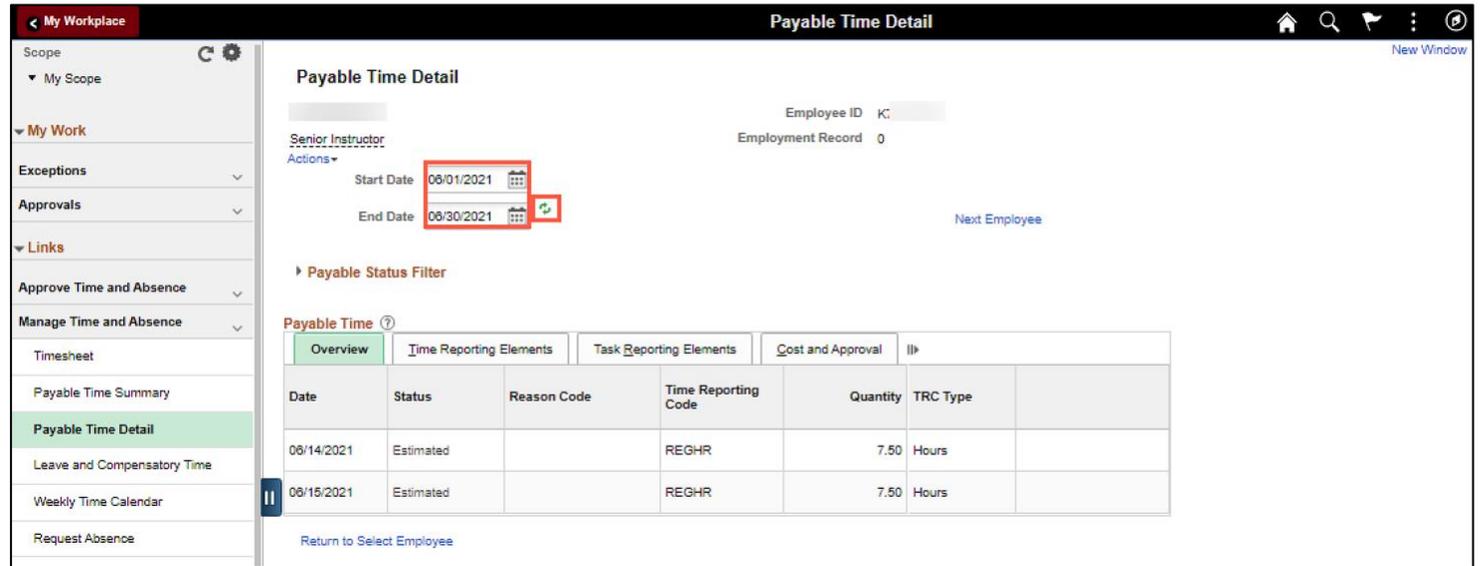
The screenshot displays the 'View Payable Time Detail' interface. On the left is a sidebar with a navigation menu. The main content area is titled 'Payable Time Detail' and 'Select Employee'. It features an 'Employee Selection Criteria' form with several search fields and three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below the form is a table of employees.

| Employees For . | | | |
|----------------------------|------------|--------------|-------------------|
| Last Name | First Name | Employee ID | Employment Record |
| [Redacted] | [Redacted] | K [Redacted] | 0 |
| [Redacted] | [Redacted] | K [Redacted] | 5 |

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View Payable Time Detail**

Step 7: Click in the **Start** and **End Date** fields to enter the time period you would like to review.

Step 8: Click the **Refresh** button to return the details for the time period selected.



Payable Time Detail

Employee ID: K
Senior Instructor
Employment Record: 0

Start Date: 06/01/2021
End Date: 06/30/2021

Payable Status Filter

Payable Time

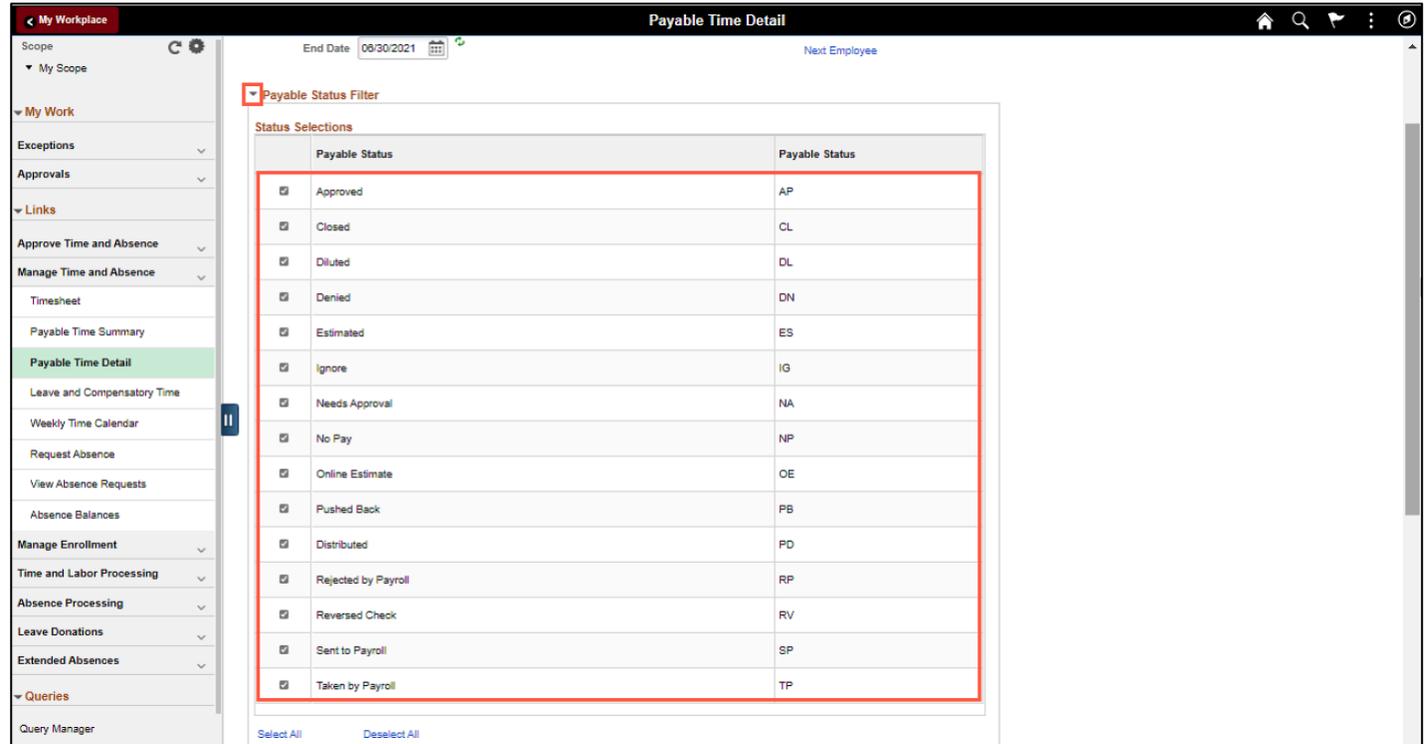
| Date | Status | Reason Code | Time Reporting Code | Quantity | TRC Type |
|------------|-----------|-------------|---------------------|----------|----------|
| 06/14/2021 | Estimated | | REGHR | 7.50 | Hours |
| 06/15/2021 | Estimated | | REGHR | 7.50 | Hours |

Next Employee

Return to Select Employee

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Step 8/Optional: Click the **Payable Status Filter** drop-down arrow to display several filter options. Select one or more filtering status options by clicking the box beside the status, or by clicking Select All or Deselect All. The **Payable Time Detail** screen will automatically be updated with your status selection(s).



My Workplace Payable Time Detail

End Date: 08/30/2021 Next Employee

Payable Status Filter

Status Selections

| <input type="checkbox"/> | Payable Status | Payable Status |
|-------------------------------------|---------------------|----------------|
| <input checked="" type="checkbox"/> | Approved | AP |
| <input checked="" type="checkbox"/> | Closed | CL |
| <input checked="" type="checkbox"/> | Diluted | DL |
| <input checked="" type="checkbox"/> | Denied | DN |
| <input checked="" type="checkbox"/> | Estimated | ES |
| <input checked="" type="checkbox"/> | Ignore | IG |
| <input checked="" type="checkbox"/> | Needs Approval | NA |
| <input checked="" type="checkbox"/> | No Pay | NP |
| <input checked="" type="checkbox"/> | Online Estimate | OE |
| <input checked="" type="checkbox"/> | Pushed Back | PB |
| <input checked="" type="checkbox"/> | Distributed | PD |
| <input checked="" type="checkbox"/> | Rejected by Payroll | RP |
| <input checked="" type="checkbox"/> | Reversed Check | RV |
| <input checked="" type="checkbox"/> | Sent to Payroll | SP |
| <input checked="" type="checkbox"/> | Taken by Payroll | TP |

Select All Deselect All

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Review the employee’s payable time details for the time period selected.

Step 10: Click the **Payable Time Detail** tab 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 detail.

← My Workplace
Payable Time Detail

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 ▼
- Extended Absences ▼
- ▼ Queries
- Query Manager
- Time and Labor ▼

| | <input checked="" type="checkbox"/> | Reason | Code |
|--|-------------------------------------|---------------------|------|
| | <input checked="" type="checkbox"/> | Rejected by Payroll | RP |
| | <input checked="" type="checkbox"/> | Reversed Check | RV |
| | <input checked="" type="checkbox"/> | Sent to Payroll | SP |
| | <input checked="" type="checkbox"/> | Taken by Payroll | TP |

[Select All](#) [Deselect All](#)

Payable Time ?

Overview
Time Reporting Elements
Task Reporting Elements
Cost and Approval
||

| Date | Status | Reason Code | Time Reporting Code | Quantity | TRC Type |
|------------|-----------|-------------|---------------------|----------|----------|
| 08/01/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/02/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/03/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/04/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/07/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/08/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/09/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/10/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/11/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/14/2021 | Estimated | | REGHR | 7.50 | Hours |
| 08/15/2021 | Estimated | | REGHR | 7.50 | Hours |