

How to view payable time for an exempt employee:

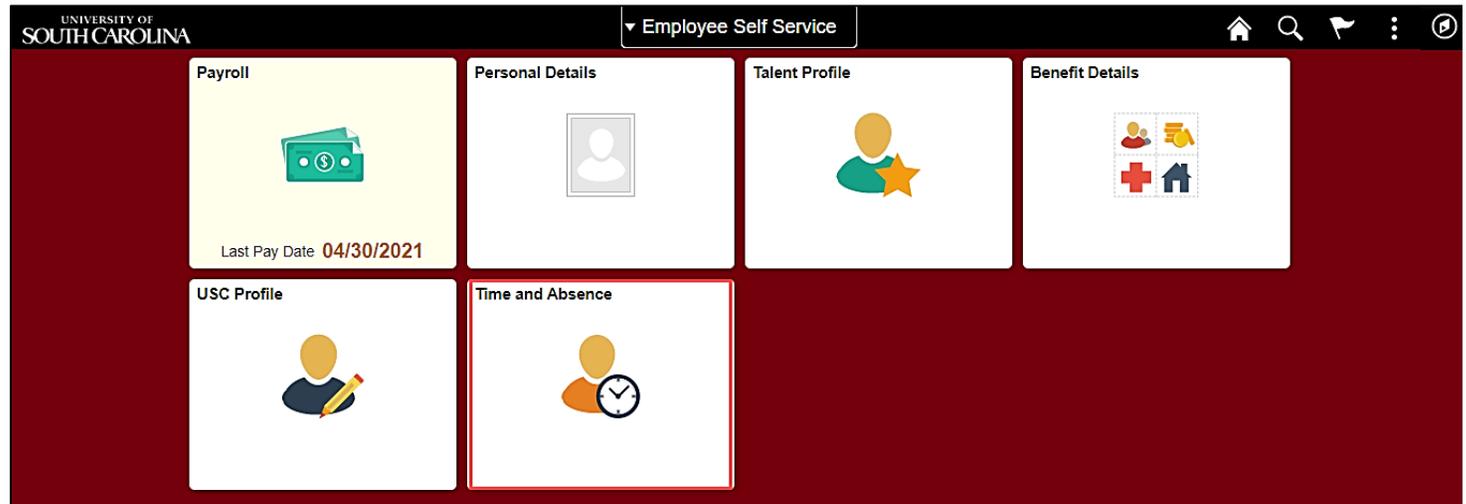
This job aid outlines how an exempt employee can view their payable time.

Navigation: Employee Self Service > Time and Absence > Payable Time

Processing Steps

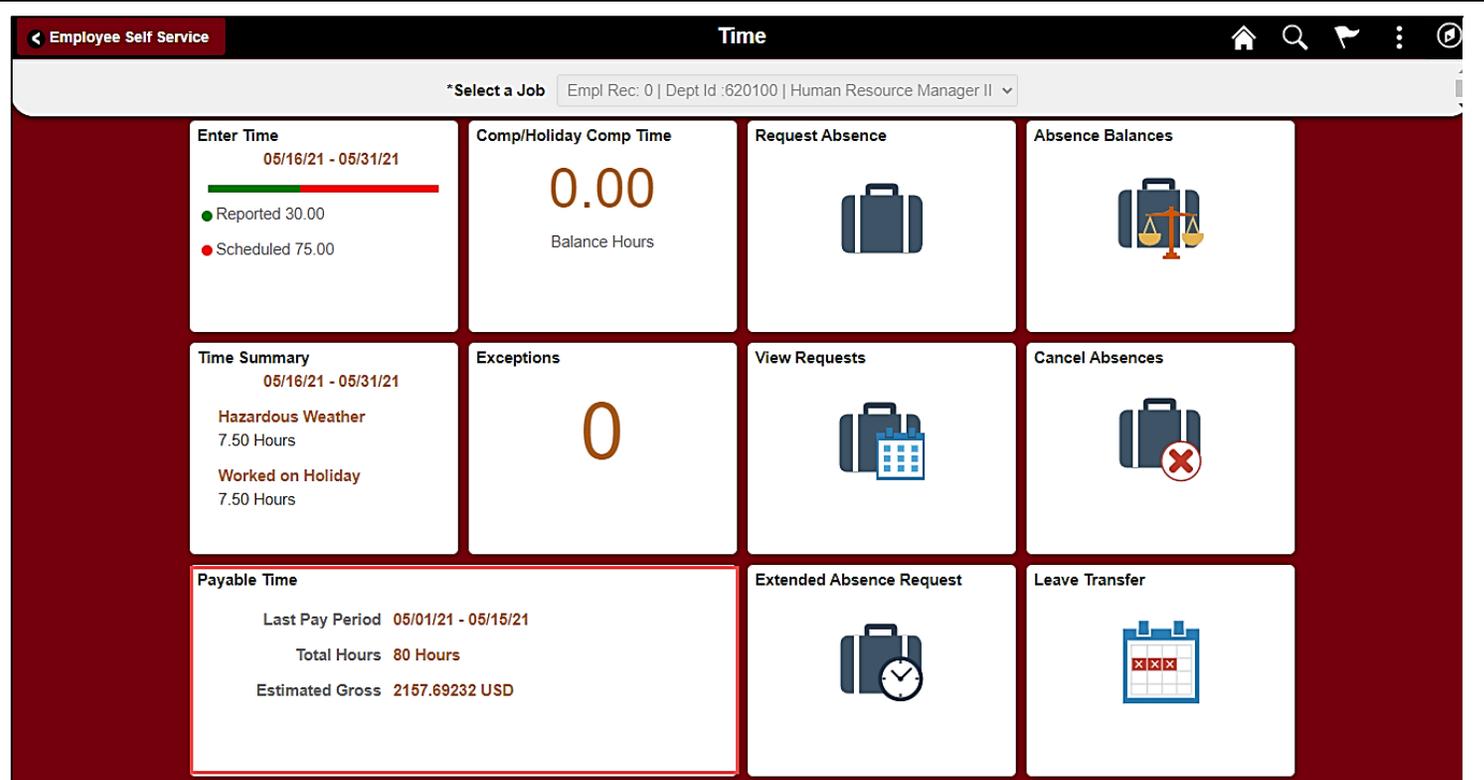
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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Step 2: Click the **Payable Time** tile, to view begin.



Employee Self Service | **Time**

*Select a Job | Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

Enter Time 05/16/21 - 05/31/21  ● Reported 30.00 ● Scheduled 75.00	Comp/Holiday Comp Time 0.00 Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/16/21 - 05/31/21 Hazardous Weather 7.50 Hours Worked on Holiday 7.50 Hours	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/01/21 - 05/15/21 Total Hours 80 Hours Estimated Gross 2157.69232 USD		Extended Absence Request 	Leave Transfer 

This **Payable Time Summary** page summarizes approved payable time by Time Reporting Code (TRC), TRC Types of Units, and Hours and for a particular pay period.

The default view on this page is the current pay period.

Use the **Arrows** to navigate to the pay period you would like to view.

Step 3: Click the **Details** tab to see additional information.

← Time
Payable Time

◀ 05/16/2021 - 05/31/2021 ▶

Payable Time Summary

Summary
Detail

Time Reporting Code	TRC Type	Quantity
Make up erncd for REG hrs	Hours	5.00
Regular Hours	Hours	75.00
Holiday Pay	Hours	7.50
Total	Hours	87.50

← Time
Payable Time

◀ 05/16/2021 - 05/31/2021 ▶

Payable Time Summary

Summary
Detail

In the detail view, you can see the date, Time Reporting Code, Hours and Payable Status of approved payable time.

The Payable Status types that can be seen here are:

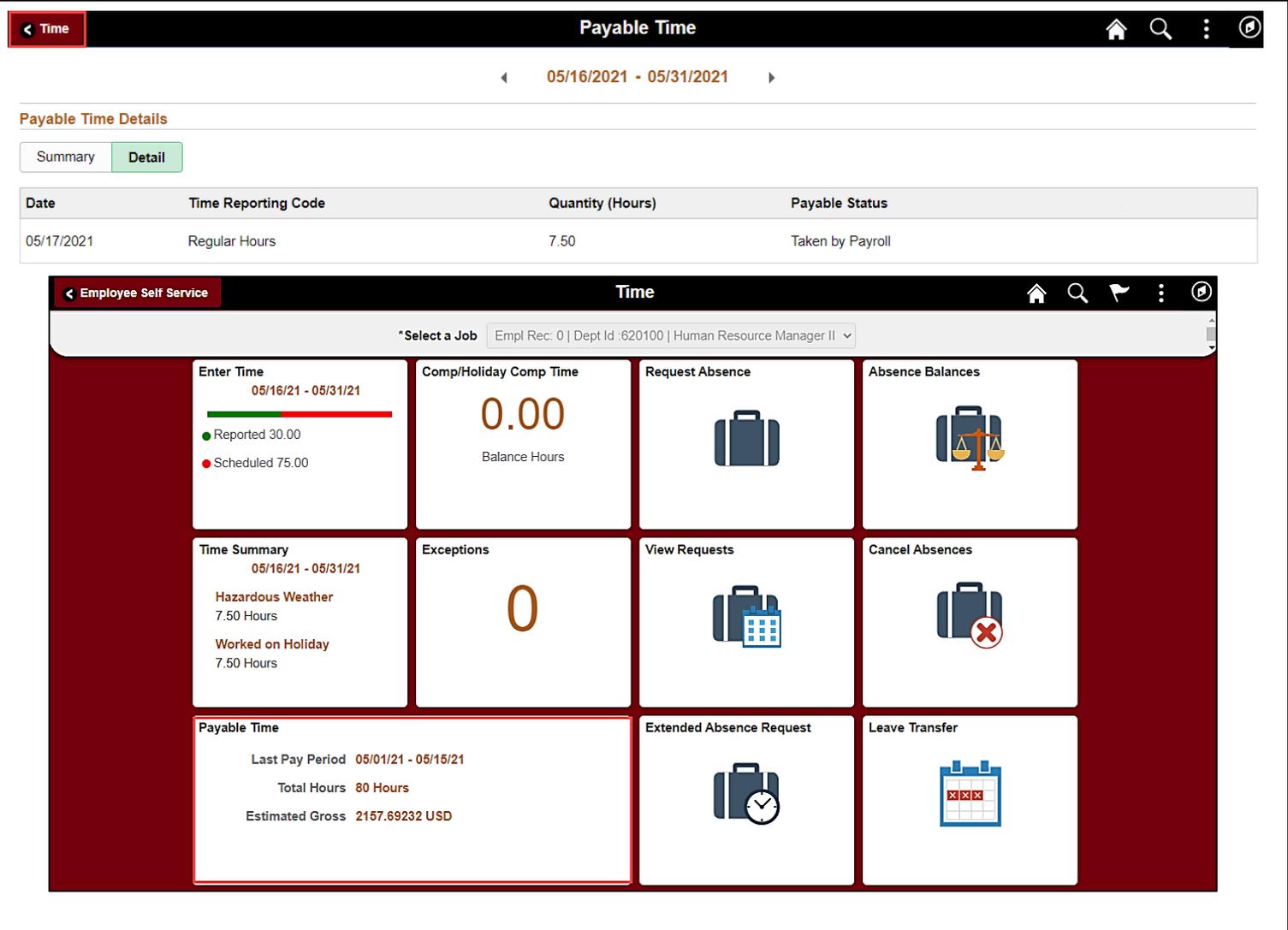
- Taken by Payroll
- Closed
- Estimated
- Rejected by Payroll

Payable Time			
Payable Time Details			
Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/17/2021	Regular Hours	7.50	Taken by Payroll
05/18/2021	Regular Hours	7.50	Taken by Payroll
05/19/2021	Regular Hours	7.50	Taken by Payroll
05/20/2021	Regular Hours	7.50	Taken by Payroll
05/21/2021	Make up emcd for REG hrs	2.50	Closed
05/21/2021	Regular Hours	7.50	Taken by Payroll
05/24/2021	Regular Hours	7.50	Taken by Payroll
05/25/2021	Regular Hours	7.50	Taken by Payroll
05/26/2021	Regular Hours	7.50	Taken by Payroll
05/27/2021	Regular Hours	7.50	Taken by Payroll
05/28/2021	Make up emcd for REG hrs	2.50	Closed
05/28/2021	Regular Hours	7.50	Taken by Payroll
05/31/2021	Holiday Pay	7.50	Taken by Payroll
Total		87.50	

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Step 4: Click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

You successfully learned how to view your payable time as an exempt employee.



The screenshot displays two parts of the ESS interface. The top part is the 'Payable Time' view for the period 05/16/2021 - 05/31/2021. It shows a table with one entry:

Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/17/2021	Regular Hours	7.50	Taken by Payroll

The bottom part is the 'Employee Self Service' dashboard for 'Human Resource Manager II'. The 'Payable Time' widget is highlighted with a red border and shows the following information:

- Last Pay Period: 05/01/21 - 05/15/21
- Total Hours: 80 Hours
- Estimated Gross: 2157.69232 USD