How to view payable time for a salary non-exempt employee:
This job aid outlines how a salary non-exempt employee can view payable time.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
<td>![Screenshot of Employee Self Service page]</td>
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*View Payable Time – Salary Non-Exempt Employee*
Step 2: Click the **Payable Time** tile, to view balance hours.
This **Payable Time Summary** page summarizes the payable time by Time Reporting Code (TRC), TRC Types of Units, Hours and Amount for a particular week.

The default view on this page is the current week.

Use the **Arrows** to navigate to the timesheet you would like to view.

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

In this view, you can see the date, Time Reporting Code, Hours and Payable Status.

The Payable Status types that can be seen here are:
- Taken by Payroll
- Closed
- Estimated
- Rejected by Payroll
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 a salary non-exempt employee.