How to view a time summary for a 28 day police employee:
This job aid outlines how an exempt employee can view their time summary.

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<td>Step 1: On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
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View Time Summary – 28 Day Police Employee

May 2021
Step 2: Click the **Select a Job** drop-down arrow to select the applicable job for which you need to enter time on a timesheet.

**Note:** Many police officers have an FTE along with an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.
Step 3: Click the Time Summary tile, to begin.
This Time Summary page is used to view your time summary for a particular period, weekly, bi-weekly, and monthly time entries.

The default view on this page for 28 day police is the current 28 day period.

The current day is highlighted in blue.

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

In this view, you can see:
- all approved time indicated by 
- all time that is pending approval indicated by
- days that are missing time entry
- days with reported time greater than scheduled indicated by
- all requested absences and leave taken indicated by

![Time Summary Page](image)
Step 4: To see a weekly view of your timesheets, click the View By dropdown arrow and select Weekly from the list.

Use the Arrows to navigate through timesheets by week.
Step 5: 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 time summary as a 28 day police employee.