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

**Navigation:** Employee Self Service > Time and Absence > Time Summary

## Processing Steps

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

![Employee Self Service Screenhots](image-url)
Step 2: 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 exempt employees is the current pay period week.

The current day is highlighted in blue.

Use the **Arrows** to navigate to the timesheet you would like to view.
Step 3: To see a monthly view of your timesheets, click the View By drop-down arrow and select Monthly from the list.

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
- all requested absences and leave taken by 🕒
**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 time summary as an exempt employee.