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

### Screenshots

![Time and Absence screenshot](image-url)
Step 2: Click the Time Summary tile, to view balance hours.
This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

The default view on this page is the current 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
- days with reported time greater than scheduled indicated by 📈
- all requested absences and leave taken indicated 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 a salary non-exempt employee.