## How to view weekly time summary for an employee:
This job aid outlines how a TL/ABS Approver can view a weekly time summary for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

### Navigation:
Employee Self Service > My Workplace > Time and Absence Workcenter

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>My Workplace</strong> from the list.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Work Centre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the Manage Time and Absence drop-down arrow.
Step 4: Click the View Weekly Time Calendar option from the list.

Step 5: To enter time for a specific employee, begin by clicking the Filter button.
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**Step 7:** Click **Done** to move on to the **Enter Time page**.

**Step 8:** Click the **Employee Name/Title** line to view the **Enter Time page**.
This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries for 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 9:** 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 10: Click the View Weekly Time Calendar tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view a weekly time calendar for an employee.