How to view weekly time summary for an employee:
This job aid outlines how a manager can view a weekly time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

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<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>Manager Self Service</strong> from the list.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2.png" alt="Screen Shot 2" /></td>
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Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCentre 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.