

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.





Time and Absence Work center	
provides a central area to access the	Scope C C C C C C C C C C C C C C C C C C C
most used time and absence related	w My Work
activities. It enables managers to	Exentions
access various pages and keep	Approvals V
multiple windows open while doing	Reported Time
their daily work.	▼ Links
	Approve Time and Absence 👃
The activities provided within the	Manage Time and Absence
Time and Absence WorkCentre	Leave Donations
include Approving, Reporting,	Extended Absences
viewing time and absence related	▼ Queries II
transactions, queries, and reports.	Absence Manageent
	▼ Reports/Processes
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. 	Scopp C V by Scope Time Summary Use firsts to care Employees to apply the celtuit Manager Search Options. Approvals V Approval Time and Absence V Payable Time Summary Payable Time Datal Leave and Corponatory Time Very Nime Calendar Time and Labor Very Nime Calendar Very Nime Calendar Very Nime Calendar Time and Labor Very Nime Calendar Very Nime Calendar



 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. 	Scope Image Summary My Scope Use filters to change the search orbitratio of My Work Get Employees Exceptions Image State Approvals Image State Versheet Image State Payable Time Detail Leave and Compensatory Time Meekly Time Calendar Image State Vew Absence Requests Absence Salances	r Get Employees to apply the default Manager Search Options.
Step 8: Click the Employee Name/Tile line to view the Enter Time page.	Scope Ime and Labor Absence Manageent Ime Summary Scope Select Employee My Work Ime Exceptions Ime Approvals Ime Links Ime Approve Time and Absence Ime	Inv Reset Re



This Time Summary page is used to view the time summary for a particular period, weekly, bi-weekly	Scope C O • My Scope • My Work	Time Summary 6 June Administrative Coordina Return to Select Emplo	e - 12 June 2021) stor I yee					🚊 Previous Next 🚊
and monthly time antrias for an	Exceptions	*View By Period 🗸		•	6 June - 12 June 2021	•		
and montiny time entries for an	Approvals 🗸			Scheduled 37.50	Reported 37.5 Hours Una	pproved Time 0.00		
employee.	✓ Links	Filters		l	Reported Time Payable	Time		View Legend
	Approve Time and Absence	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The default view on this page is the	Manage Time and Absence		B Segular Hours - 7.5 Hours	7 Omensatary Time Taken - 3 Hours	Becklar Hours , 7.5 Hours	9 Secular Hours - 7.5 Hours	10 Secular Hours - 7.5 Hours	11 12
current week.	Timesheet	Off Day	Program Provide Concerna	Regular Hours - 4.5 Hours	, ragana raan a - raanaa a	Program Provide Contracts	Program Produce - Provident	Official
	Payable Time Summary	Scheduled: Off	Scheduled: 7.5 Hours	Scheduled: 7.5 Hours	Scheduled: 7.5 Hours	Scheduled: 7.5 Hours	Scheduled: 7.5 Hours	Scheduled: Off
The current day is highlighted in blue.	Payable Time Detail	Reported: 0 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 8 Hours
	Leave and Compensatory Time							
Use the Arrows to navigate to the	Weekly Time Calendar							
timesheet you would like to view	Request Absence							
timesheet you would like to view.	View Absence Requests							
	Absence Balances							
	- Queries							
	Time and Labor							
	Absence Manageent							
	······································							
	 Reports/Processes 							
		JUNE	Total Reported: 0					
		6	Time Reporting Code:					Actions
		Sunday						
			·					
	1							



Step 9: To see a monthly view of	Scope C O	Time Summary 6 June	- 12 June 2021					
our timesheets. click the View By	 My Scope 	Administrativa Coordinat	or I				🚊 Previou	s Next 🔝
ron-down arrow and select Monthly	- My Work	Return to Select Employe	.					
on the list	Exceptions	*View By Period 🗸		∢ 6 J	une - 12 June 2021	,		
om the list.	Approvals 🗸	Bi-Weekly Monthly		Scheduled 37.50 Rep	orted 37.5 Hours Unapproved 1	Time 0.00		
	- Links	T Fits Period Weekly		Kep	Payade Inne			View Legend
this view, you can see:	Approve Time and Absence	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday Sa	iturday
all approved time indicated by	Manage Time and Absence \sim	6	Regular Hours - 7.5 Hours	Companisatory Time Takan - 3 Hours Reg.	Jar Hours - 7.5 Hours Reg	ular Hours - 7.5 Hours Regular Hours	- 7.5 Hours	12
	Timesheet	Off Day		Polyana Product - A.D. Polyana			Of Day	
•	Payable Time Summary	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Sche Repoted: 7.5 Hours Repo	duled: 7.5 Hours Siche stad: 7.5 Hours Rep	eduled: 7.5 Hours Scheduled: 7.5 Reported: 7.5 Hours Reported: 7.5 Hours	Hours Bishoduled: Off Hours Reported: 8 Hours	
	Payable Time Detail		-					
all time that is pending approval								
indicated by 🛛 💀								
	Scope C C	Time Summary 1	May - 31 May 2021					^
days that are missing time entry		Administrative Co	oordinator I					💄 Previous Next 💄
	- My Work	Return to Select	Employee					
	Exceptions	View By Monthly	•	Cabadulad 157	1 May - 31 May 202	1		
days with reported time greater	Approvals	Y Filters		Scheduled for	Reported Time Paya	able Time		View Legend
than scheduled indicated by	- Links							
	Approve Time and Absence	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Manage Time and Absence	~	1	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	4 Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours
all requested absonces and leave	Timesheet	Off Day	Off Day					
	Payable Time Summary	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours
taken indicated by	Payable Time Detail		8	9	10	11 0 12	2 🥥 13	O 14
	Leave and Compensatory Time			Regular Hours - 10 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - E Hours
	Weekly Time Calendar	III Off Day	Off Day			_		
	Request Absence	Scheduled: Off Reported: 8 Hours	Sicheduard: 017 Neportait: 0 Hourts	Scheduled: 7.5 Hours Reported: 10 Haurs	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours
	View Absence Requests		15	16 Segular Hours - 7.5 Hours	17 Sequer Hours - 7.5 Hours	18 Segular Hours - 7.5 Hours	Begular Hours - 7.5 Hours	21 Repular Hours - 7.5 Hours
	Absence Balances	Off Day	Off Day					
	- Queries	Schodulad: Diff	Schedulad: Off	Scheduled: 7.5 Hours	Scheduled: 7.5 Hours	Scheduled; 7.5 Hours	Scheduled: 7,5 Hours	Scheduled: 7.5 Hours
	Time and Labor	Reported: 0 Hours	Raporlad: 0 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours
	Absence Manageent	~		4.0		20	2/	Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75
	- Reports/Processes	Off Day	Citt Day					
						Actual last 77 bits of		Report last 7.5 kinut
		Bohadulad: Off Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 7.50 Hours



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.

My Scope	Time Summary	T Way - JT Way 2021						
	Administrative	Coordinator I						2 Previous Next 2
Ny Work	Return to Sele	ct Employee						
ceptions	*View By Monthly	*			1 May - 31 May 2021	•		
oprovals				Scheduled 157.50	Reported 132.00 Hours Unapp	proved Time 0.00		
	T Filters			l l	Reported Time Payable Tin	ne		View Legend
Links	Saturday	Sunday		Monday	Tuesday	Wednesday	Thursday	Friday
oprove Time and Absence		1	2	0 3	0 4	0 5	6	0 7
anage Time and Absence 👃 👃			-	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours
Timesheet	Off Day	Off Day						
Payable Time Summary	Scheduled: Off	Scheduled: Off Recorded: 0 Marin		Scheduled: 7.5 Hours	Scheduled: 7.5 Hours Recorded: 7.5 Hours	Scheduled: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours
Payable Time Detail	Trapporters & Transfer	C C C C C C C C C C C C C C C C C C C	0	A 40	A 44	40	10 Internet (10 Process)	
Leave and Compensatory Time		8	3	Regular Hours - 10 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours + 8 Hours
Weekly Time Calendar	Of Day	Off Day			-			
Request Absence	Scheduled: Off Reported: 0 Hours	Schedulez: 0# Recorted: 0 Hours		Scheduled: 7.5 Hours Reported: 10 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours
View Absence Requests		15	16	o 17	O 18	9 19	20	2 1
				Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours
Absence balances	Off Day	Off Day						
Queries	Scheduled Off	Schooled Off		Schoolulast 7.5 Hours	Schedulert 7.5 Hours	Scheduled 7.5 Hours	Scherb (ed. 7.5 Haurs	Schodulod: 7.5 Hours
	Reported: 0 Hours	Reported: 0 Hours		Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours	Reported: 7.5 Hours
ime and Labor 🗸 🗸		22	23	24	25	26	27	8 28
bsence Manageent 🗸								Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75
	Off Day	Off Day						
Reports/Processes				Tobach the T P Manual	Para de TEMara		Patron into 7 8 Marca	Television of the law of
	Reported: 0 Hours	Raportad: 0 Hours		Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 0 Hours	Reported: 7.50 Hours
		29	30	31				