

Viewing Details of Employee Payable Time

The Payable Time Detail page displays each day's payable time, including the time reporting code (TRC) for the time. The number of units, amounts, or hours for the TRC also displays.

Remember: Reported time (time entered by a time keeper) becomes Payable time (when the system has applied rules and changed some codes such as overtime) and then Payable time will eventually be uploaded to a Paycheck.

Procedure


Consider this scenario:

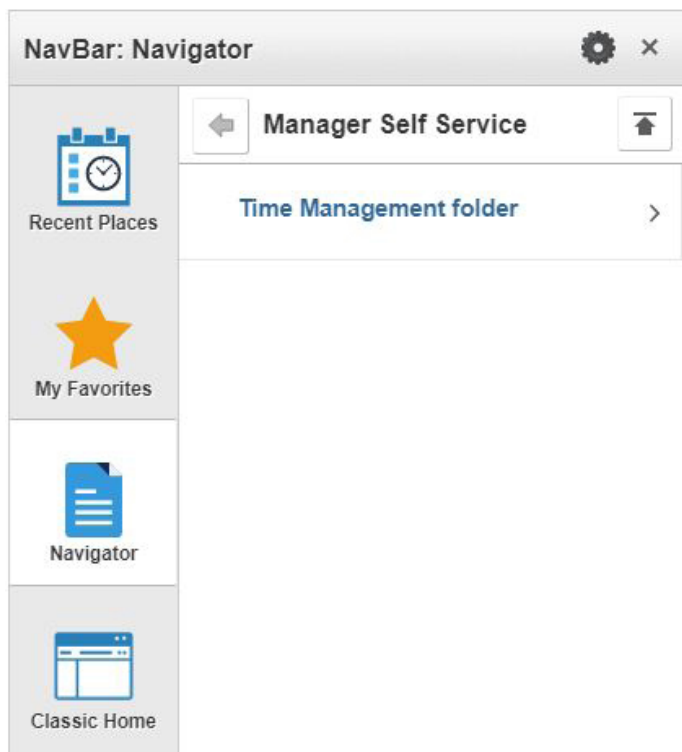
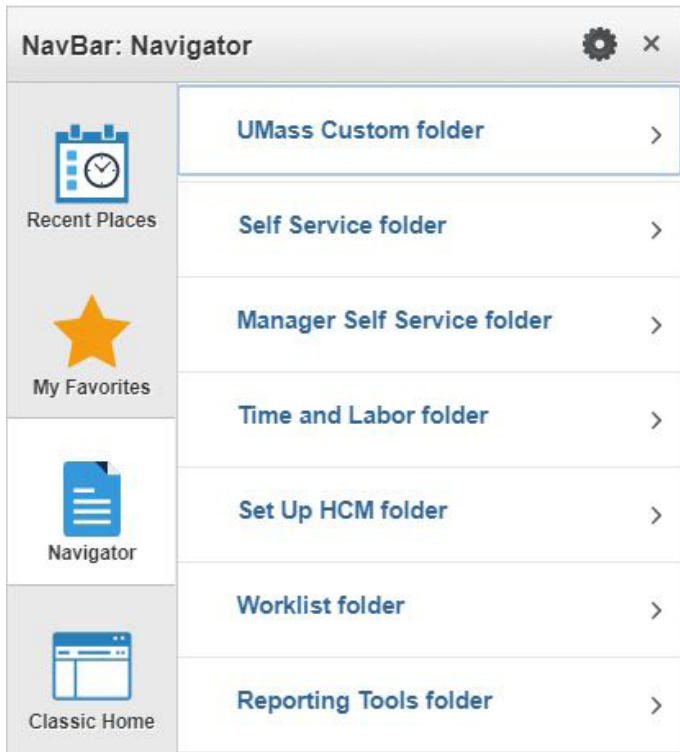
You are going to view payable time detail information for an employee.

Key Information:

EmplID: 10107833



Step	Action
1.	Navigate to payable time by: Clicking the NavBar  in the top right hand corner of the page. Then click the Manager Self Service link.



Step	Action
2.	Click the Time Management folder.
3.	Click the View Time folder.
4.	Click the Payable Time Detail folder.

- Menu
- View Time
 - Monthly Time Calendar
 - Weekly Time Calendar
 - Daily Time Calendar
 - Time and Labor
 - Launch Pad
 - Payable Time Summary
 - Payable Time Detail
 - Forecasted Time Summary
 - Forecasted Time Detail
 - Compensatory Time
 - Accumulators
 - Overtime Balances
 - Overtime Requests
 - Absence Request History
 - Absence Balances
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management

Payable Time Detail
Select Employee

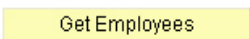
Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>

Employees For Rebecca Burke

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description
Name		0					

Gn Tr: [Manager Self Service](#)

Step	Action
5.	Use the Employee Selection Criteria section of the Select Employee page to select an employee.
6.	Enter the employee id in the field: EmplId
7.	Click the Get Employees button. 

- Menu
- View Time
 - Monthly Time Calendar
 - Weekly Time Calendar
 - Daily Time Calendar
 - Time and Labor
 - Launch Pad
 - Payable Time
 - Summary
- Payable Time Detail
- Forecasted Time
- Forecasted Time Summary
- Forecasted Time Detail
- Compensatory Time
- Accumulators
- Overtime Balances
- Overtime Requests
- Absence Request History
- Absence Balances
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
- Review Transactions
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management

Payable Time Detail
Select Employee

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	10107833
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>

Employees For Rebecca Burke							
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description
Byron Ludwig	10107833		0 14X08	Electronic Computer Operator I	C816300	UMCEN	Information Technology Service

Step	Action
8.	Click the Name link.

- Menu -
- View Time
 - Monthly Time Calendar
 - Weekly Time Calendar
 - Daily Time Calendar
 - Time and Labor Launch Pad
 - Payable Time Summary
 - Payable Time Detail
 - Forecasted Time Summary
 - Forecasted Time Detail
 - Compensatory Time Accumulators
 - Overtime Balances
 - Overtime Requests
 - Absence Request History
 - Absence Balances
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
- Review Transactions
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management

[New Window](#) | [Help](#) 

Payable Time Detail

Byron Ludwig Employee ID: 10107833
 Job Title: Electronic Computer Operator I Employee Record Number: 0
 Payable Time Detail displayed for up to thirty-one days. There is no payable time for the date selected.


Start Date: End Date: [Refresh](#)

Payable Status Filter

Payable Time

Payable Time						
Overview						
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

Step	Action
9.	You can hide the left navigation menu by clicking the minus button on the line that has "Menu". You will then have the full screen available.
	

Payable Time Detail


Byron Ludwig Employee ID: 10107833
 Job Title: Electronic Computer Operator I Employee Record Number: 0
 Payable Time Detail displayed for up to thirty-one days. There is no payable time for the date selected.

Start Date: End Date:

Payable Status Filter

Payable Time						
Overview	Time Reporting Elements	Task Reporting Elements	<input type="button" value="F33"/>			
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

Step	Action
10.	Use the Payable Time Detail page to view the details of an employee's payable time.
11.	The Start Date and End Date fields default to the current week. Enter the pay period begin date for the start date
12.	Enter the pay period end date for the end date
13.	Click the Refresh button. 

Payable Time Detail

Byron Ludwig Employee ID: 10107833

Job Title: Electronic Computer Operator I Employee Record Number: 0

Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date:

Payable Status Filter

Payable Time						
Overview						
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
10/01/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP
10/04/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP
10/05/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP
10/06/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP
10/07/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP
10/08/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP
10/11/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP

- Go To: [Manager Self Service](#)
[Time Management](#)
[Pending Exceptions](#)
[Return to Select Employee](#)

Step	Action
14.	The Overview tab displays each day's payable time, including the Status and Time Reporting Code for the time.
15.	The Status column lists the status of the time reported. <ul style="list-style-type: none"> • Approved indicates that the department has approved the time reported and it is ready to load into payroll. • Needs Approval indicates that the time reported is waiting for approval by the department. • Closed indicates that the time reported has been processed and paid by payroll. • Rejected indicates that the time reported has been rejected by payroll. • Taken by Payroll indicates that time is currently being processed.
16.	Click the Time Reporting Elements tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue; text-decoration: underline;">Time Reporting Elements</div>

Payable Time Detail

Byron Ludwig Employee ID: 10107833
 Job Title: Electronic Computer Operator I Employee Record Number: 0
 Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date: [Refresh](#)

Payable Status Filter

Payable Time													
Overview		Time Reporting Elements			Task Reporting Elements			ChartFields					
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup	Currency Code	Country	State	Locality	Billable	Rate Code	Override Rate
10/01/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		
10/04/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		
10/05/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		
10/06/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		
10/07/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		
10/08/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		
10/11/2008	Taken by Payroll		REG	Hours	7.500000	UM_EXP	USD				<input type="checkbox"/>		

Step	Action
17.	Use the Time Reporting Elements tab to view more payable time information.
18.	Click the Time Reporting Elements tab.

Time Reporting Elements

Payable Time Detail


Byron Ludwig Employee ID: 10107833
 Job Title: Electronic Computer Operator I Employee Record Number: 0
 Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: BT End Date: BT 

Payable Status Filter

Payable Time											
Overview		Time Reporting Elements			Task Reporting Elements			ChartFields			
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Business Unit	Combo Code	Shift	Shift Combo Code	Approval Process Datetime	User ID
10/01/2008	Taken by Payroll		REG	Hours	7.500000					01/08/2009 3:13:03PM	SUM99999121
10/04/2008	Taken by Payroll		REG	Hours	7.500000			WKNSDFT2		01/08/2009 3:13:03PM	SUM99999121
10/05/2008	Taken by Payroll		REG	Hours	7.500000			WKNSDFT2		01/08/2009 3:13:03PM	SUM99999121
10/06/2008	Taken by Payroll		REG	Hours	7.500000					01/08/2009 3:13:03PM	SUM99999121
10/07/2008	Taken by Payroll		REG	Hours	7.500000					01/08/2009 3:13:03PM	SUM99999121
10/08/2008	Taken by Payroll		REG	Hours	7.500000					01/08/2009 3:13:03PM	SUM99999121
10/11/2008	Taken by Payroll		REG	Hours	7.500000			WKNSDFT2		01/08/2009 3:13:03PM	SUM99999121

Step	Action
19.	Use the Task Reporting Elements tab to view more payable time information, including the Approval Process Datetime and the User ID of the approver.
20.	Click the ChartFields tab. 



Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date:

Payable Status Filter

Payable Time														
Overview Time Reporting Elements Task Reporting Elements ChartFields														
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Combo Code	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Aff
10/01/2008	Taken by Payroll		REG	Hours	7.500000									
10/04/2008	Taken by Payroll		REG	Hours	7.500000									
10/05/2008	Taken by Payroll		REG	Hours	7.500000									
10/06/2008	Taken by Payroll		REG	Hours	7.500000									
10/07/2008	Taken by Payroll		REG	Hours	7.500000									
10/08/2008	Taken by Payroll		REG	Hours	7.500000									
10/11/2008	Taken by Payroll		REG	Hours	7.500000									

- Go To: [Manager Self Service](#)
[Time Management](#)
[Pending Exceptions](#)
[Return to Select Employee](#)

Step	Action
21.	Use the ChartFields tab to view ChartFields information, if available.



Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date: [Refresh](#)

Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | ChartFields

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Combo Code	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Aff
10/01/2008	Taken by Payroll		REG	Hours	7.500000									
10/04/2008	Taken by Payroll		REG	Hours	7.500000									
10/05/2008	Taken by Payroll		REG	Hours	7.500000									
10/06/2008	Taken by Payroll		REG	Hours	7.500000									
10/07/2008	Taken by Payroll		REG	Hours	7.500000									
10/08/2008	Taken by Payroll		REG	Hours	7.500000									
10/11/2008	Taken by Payroll		REG	Hours	7.500000									

Go To: [Manager Self Service](#)
[Time Management](#)
[Pending Exceptions](#)
[Return to Select Employee](#)

Step	Action
22.	From this page, you can navigate quickly to other self-service and time reporting pages.
23.	Congratulations! You have successfully viewed details of payable time for an employee. End of Procedure.