

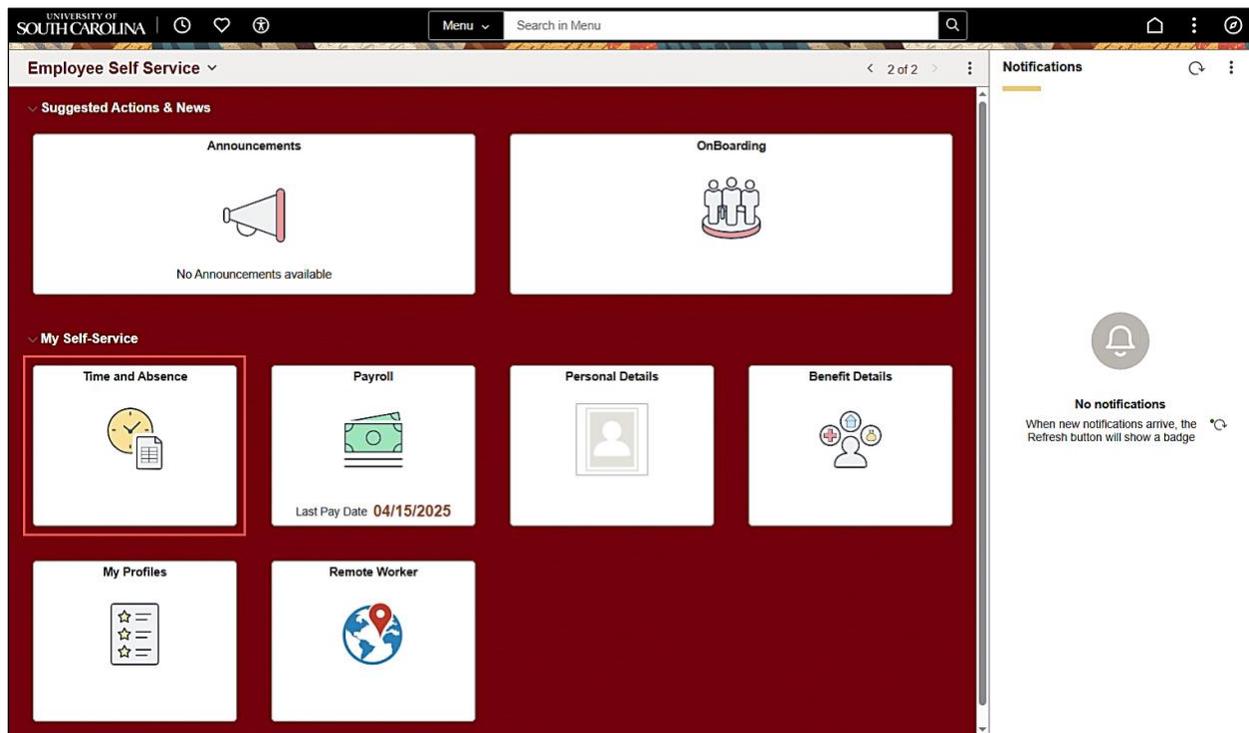


**Office of the Controller
Time and Labor - ESS
View Payable Time – 28 Day Police Employee**

How to view payable time for 28 day police employee: This job aid outlines how a 28 day police employee can view their payable time.

Navigation: Employee Self Service > Time and Absence > Payable Time

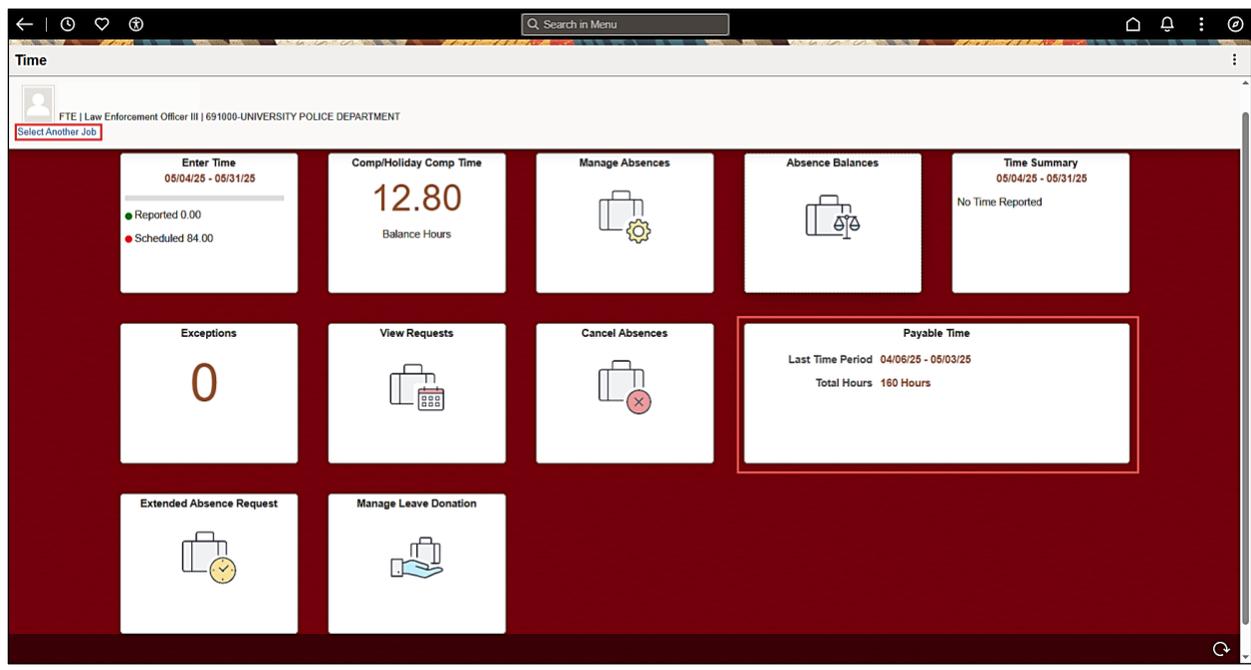
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.



Step 2: Click the **Select Another Job** link to select the applicable job for which you need to enter time on a timesheet.

Note: Many police officers have an FTE plus an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.

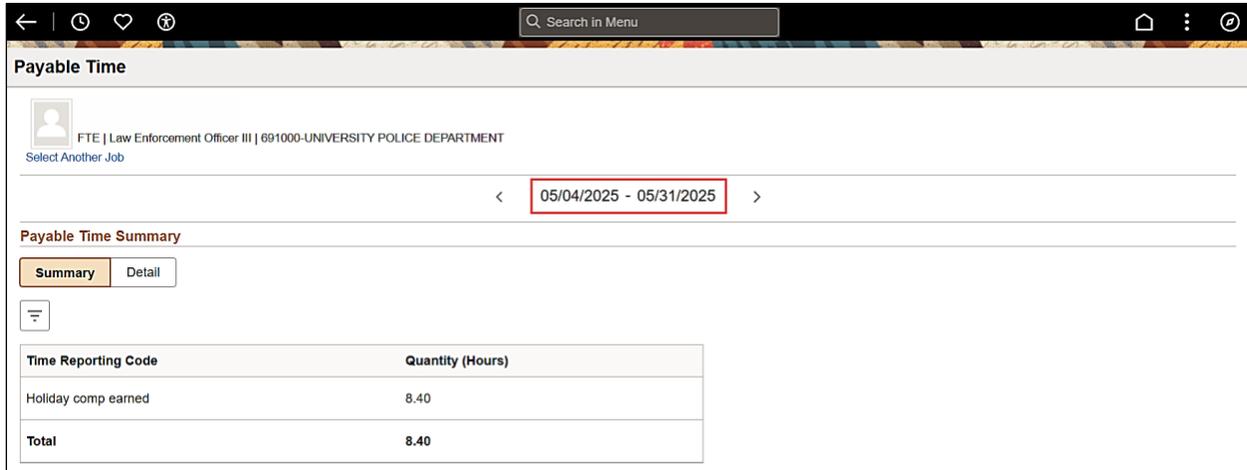
Step 3: Click the **Payable Time** tile, to begin.



This **Payable Time Summary** page summarizes approved payable time by Time Reporting Code (TRC), TRC Types of Units, and Hours and for a particular pay period.

The default view on this page is the current pay period.

Use the **Arrows** to navigate to the pay period you would like to view.

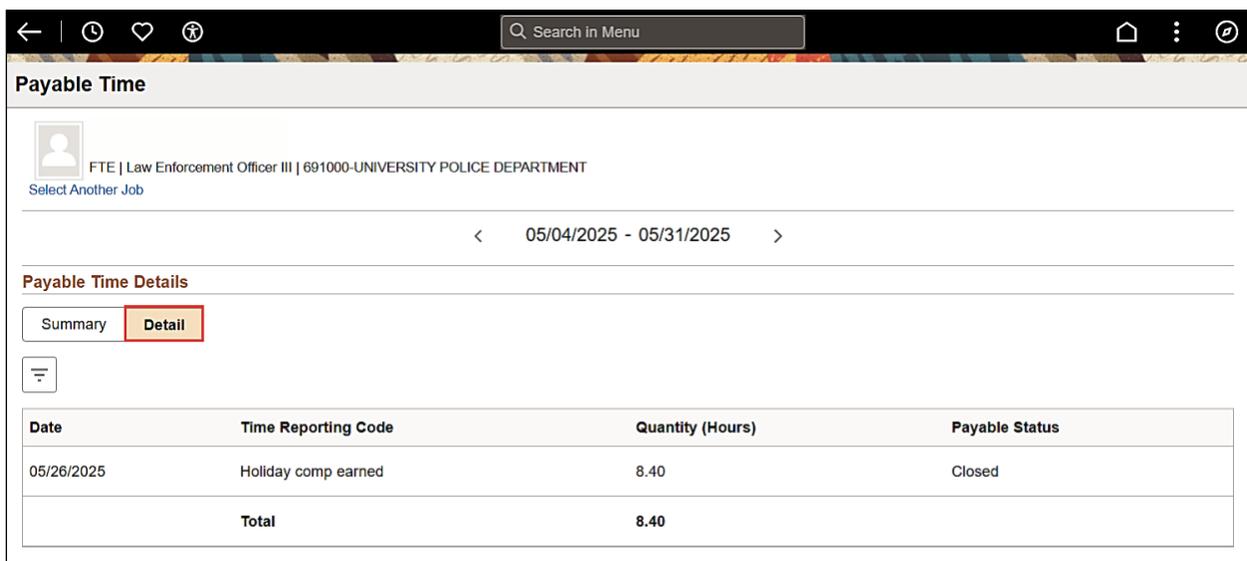


Step 4: Click the **Detail** tab to see additional information.

In the detail view, you can see the date, Time Reporting Code, Hours and Payable Status of approved payable time.

The Payable Status types that can be seen here are:

- Taken by Payroll
- Closed
- Estimated
- Rejected by Payroll



Step 5: Click the **Time** arrow to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

Payable Time

FTE | Law Enforcement Officer III | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

< 05/04/2025 - 05/31/2025 >

Payable Time Details

Summary **Detail**

Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/26/2025	Holiday comp earned	8.40	Closed
Total		8.40	

Note: To view approved payable time for your other active jobs, click the **Select a Job** drop-down arrow and select the other active position. Follow steps 1-3 above to view approved payable time for the other position.

You successfully learned how to view your payable time as a 28 day police employee.