

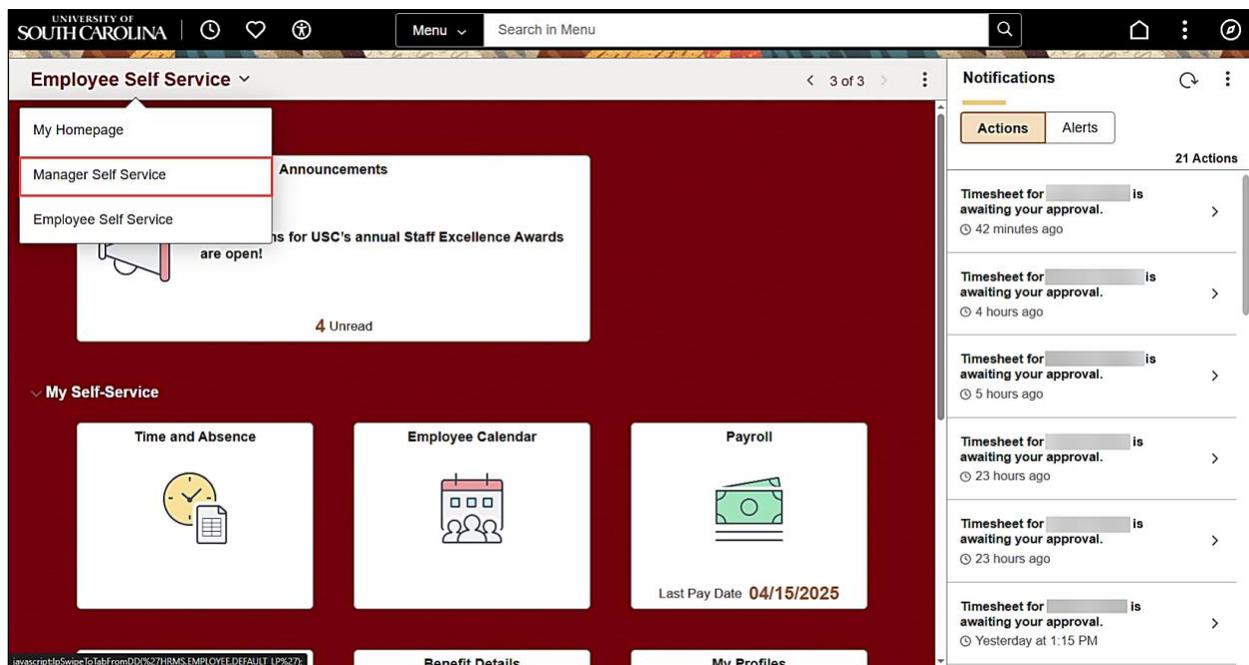


**Office of the Controller
Time and Labor - MSS
View Payable Time Detail**

How to view payable time summary for an employee: This job aid outlines how a manager can view a payable 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

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.



Step 2: Click the **Time and Absence Workcenter** tile.

The screenshot shows the Manager Self Service interface. The main content area is divided into several sections:

- Suggested Actions:** Contains three tiles: 'Approvals' (21 items), 'Monitor Employee Onboarding' (0.00 Not Started, 0.00 In Progress), and 'Tasks for Employee Offboarding' (0 items).
- My Team's Information:** Contains four tiles: 'My Team', 'Team Calendar', 'Time and Labor WorkCenter' (highlighted with a red border), and 'Manager Dashboard' (Oracle PeopleSoft logo).
- Remote Worker:** A tile with a globe icon.
- Notifications:** A sidebar on the right showing 21 actions, including multiple 'Timesheet for [redacted] is awaiting your approval.' notifications with timestamps.

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.

The screenshot shows the 'Time and Labor WorkCenter' interface. The left-hand navigation menu is expanded, showing the following options:

- Approvals:**
 - Reported Time (18)
 - Absence Request (3)
 - Cancel Absence
- Links:**
 - Approve Multiple Absences
 - Approve Multiple Absence Requests
 - TL ABS Administrator Monitor Approva
 - Manage Time and Absence** (highlighted with a red border)
- Queries:**
 - Time and Labor

The **Payable Time Detail** page lists the generated payable time entries for an employee for up to 31 days.

Step 4: Click the **Payable Time Detail** option from the list.

Step 5: To view payable time summary for a specific employee, click in the **Employee ID** field and enter the employee's USCID.

Step 6: Click the **Get Employees** button.

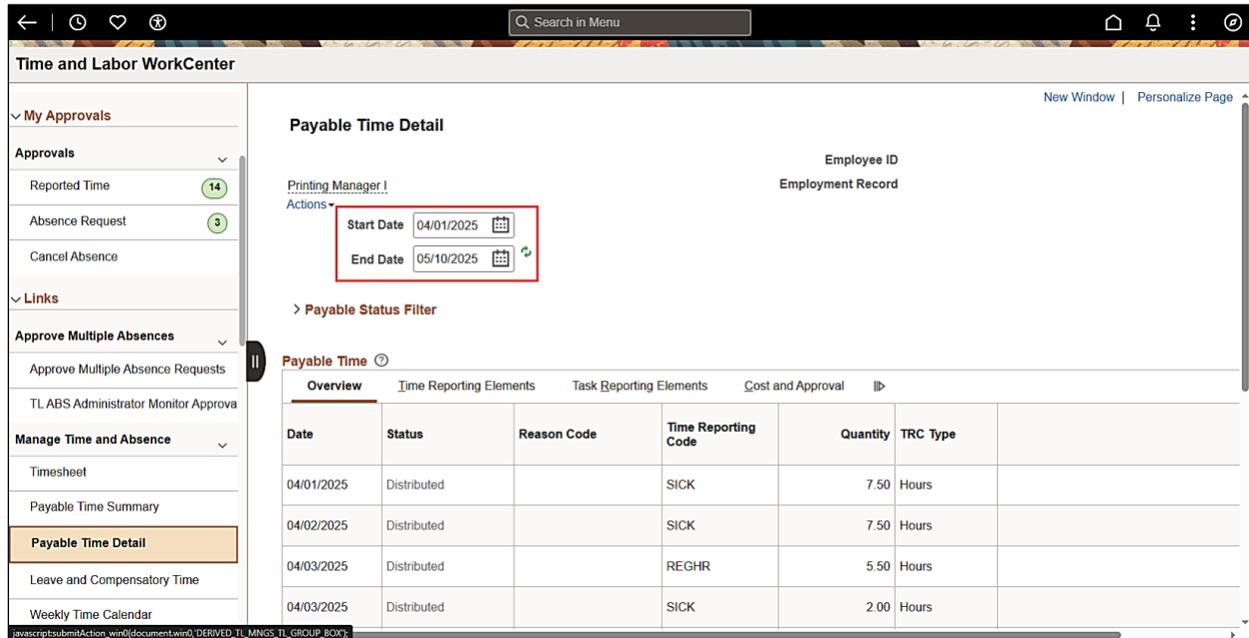
The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with sections like 'My Approvals', 'Links', and 'Manage Time and Absence'. The 'Payable Time Detail' option is selected. The main content area is titled 'Payable Time Detail' and 'Select Employee'. It features an 'Employee Selection Criteria' table with search fields for Employee ID, Empl Record, Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. The 'Employee ID' field is highlighted with a red box. To the right of the table are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'. The top of the page includes a search bar and navigation icons.

Step 7: Click the **Employee Last Name** link for the job you would like to review payable time details.

The screenshot shows the 'Time and Labor WorkCenter' interface. The navigation menu is on the left. The main content area is titled 'Employees For William Meares'. It includes a search bar and a table with columns for 'Last Name', 'First Name', and 'Employee ID'. The 'Last Name' field in the table is highlighted with a red box. Below the table, there are links for 'Manager Self Service' and 'Time Management'. The top of the page includes a search bar and navigation icons.

Step 8: Click in the **Start** and **End Date** fields to enter the time period you would like to review.

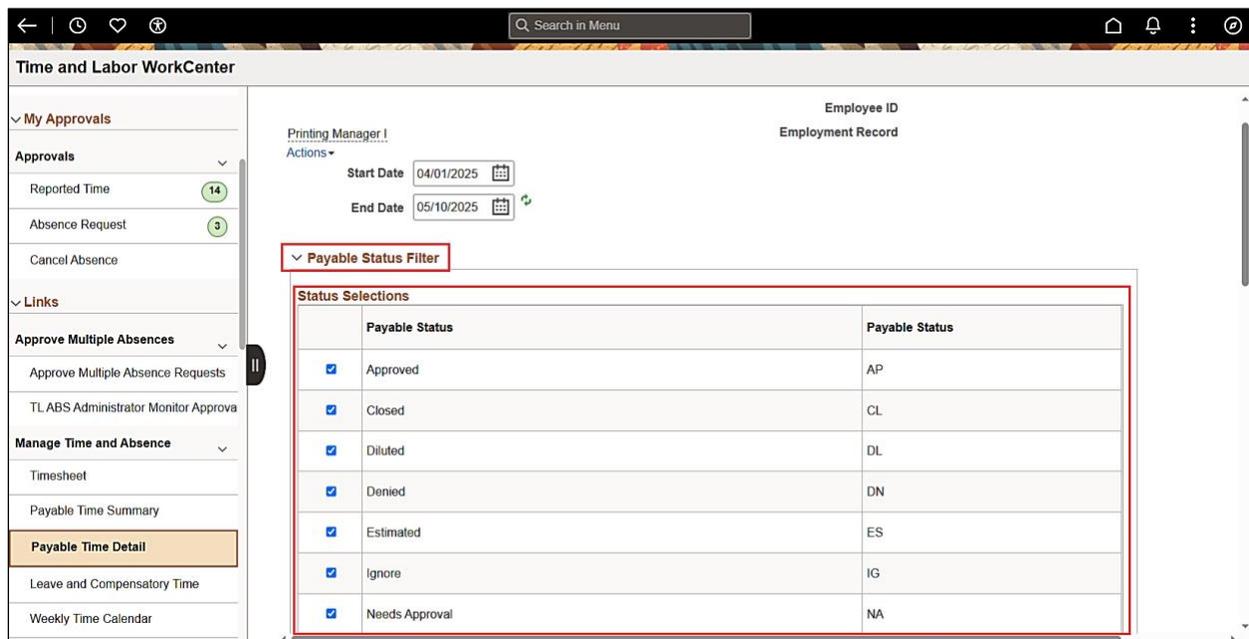
Step 9: Click the **Refresh** button to return the details for the time period selected.



The screenshot shows the 'Time and Labor WorkCenter' interface. The left sidebar contains navigation options like 'My Approvals', 'Approvals', 'Links', 'Approve Multiple Absences', 'Manage Time and Absence', and 'Payable Time Detail'. The main area displays 'Payable Time Detail' for 'Printing Manager I' with 'Employee ID' and 'Employment Record' fields. The 'Start Date' is 04/01/2025 and the 'End Date' is 05/10/2025. Below this is a 'Payable Status Filter' dropdown and a 'Payable Time' table with the following data:

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
04/01/2025	Distributed		SICK	7.50	Hours
04/02/2025	Distributed		SICK	7.50	Hours
04/03/2025	Distributed		REGHR	5.50	Hours
04/03/2025	Distributed		SICK	2.00	Hours

Step 10/Optional: Click the **Payable Status Filter** drop-down arrow to display several filter options. Select one or more filtering status options by clicking the box beside the status, or by clicking Select All or Deselect All. The **Payable Time Detail** screen will automatically be updated with your status selection(s).



The screenshot shows the 'Payable Status Filter' dropdown menu open. The dropdown is titled 'Payable Status Filter' and contains a table of status selections:

	Payable Status	Payable Status
<input checked="" type="checkbox"/>	Approved	AP
<input checked="" type="checkbox"/>	Closed	CL
<input checked="" type="checkbox"/>	Diluted	DL
<input checked="" type="checkbox"/>	Denied	DN
<input checked="" type="checkbox"/>	Estimated	ES
<input checked="" type="checkbox"/>	Ignore	IG
<input checked="" type="checkbox"/>	Needs Approval	NA

Review the employee’s payable time details for the time period selected.

Step 11: Click the **Payable Time Detail** 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 an employee’s payable time detail.

The screenshot displays the 'Time and Labor WorkCenter' interface. On the left is a sidebar with sections: 'My Approvals' (containing 'Approvals' with 14 items and 'Cancel Absence' with 3 items), 'Links' (containing 'Approve Multiple Absences'), and 'Manage Time and Absence' (containing 'Timesheet', 'Payable Time Summary', 'Payable Time Detail' (highlighted), 'Leave and Compensatory Time', and 'Weekly Time Calendar'). The main area is titled 'Payable Time Detail' and shows 'Employee ID' and 'Employment Record'. It includes 'Start Date' (04/01/2025) and 'End Date' (05/10/2025) filters. Below these is a 'Payable Status Filter' and a 'Payable Time' table with tabs for 'Overview', 'Time Reporting Elements', 'Task Reporting Elements', and 'Cost and Approval'. The 'Overview' tab is active, showing a table with the following data:

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
04/01/2025	Distributed		SICK	7.50	Hours
04/02/2025	Distributed		SICK	7.50	Hours
04/03/2025	Distributed		REGHR	5.50	Hours
04/03/2025	Distributed		SICK	2.00	Hours