

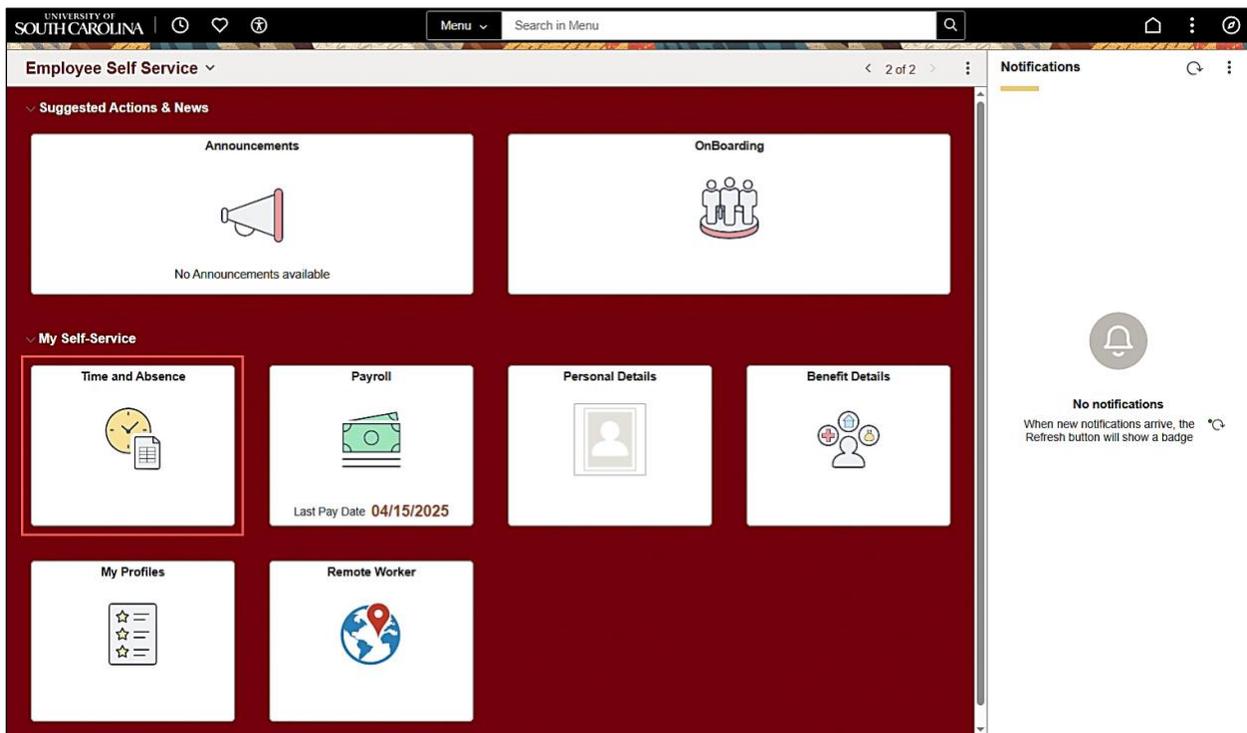


**Office of the Controller  
Time and Labor - ESS  
View Payable Time - Exempt**

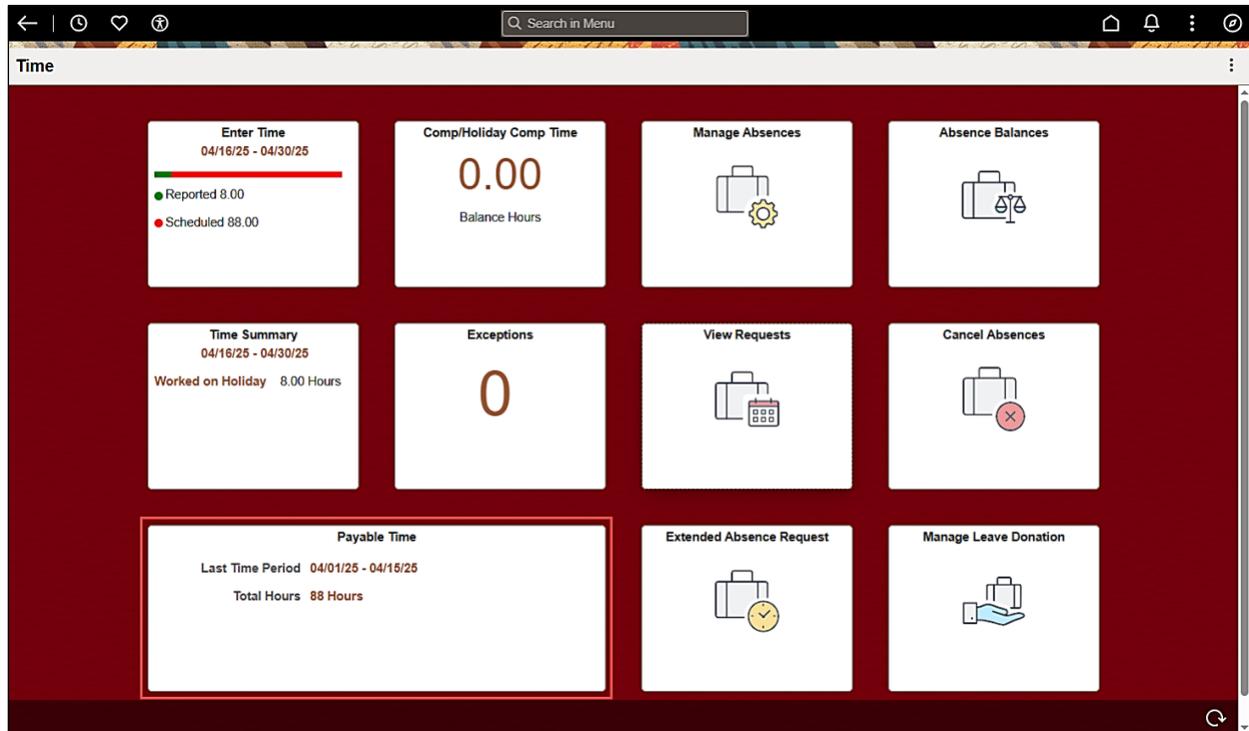
**How to view payable time for an exempt employee:** This job aid outlines how an exempt employee can view their payable time.

**Navigation:** Employee Self Service > Time and Absence > Enter Time

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



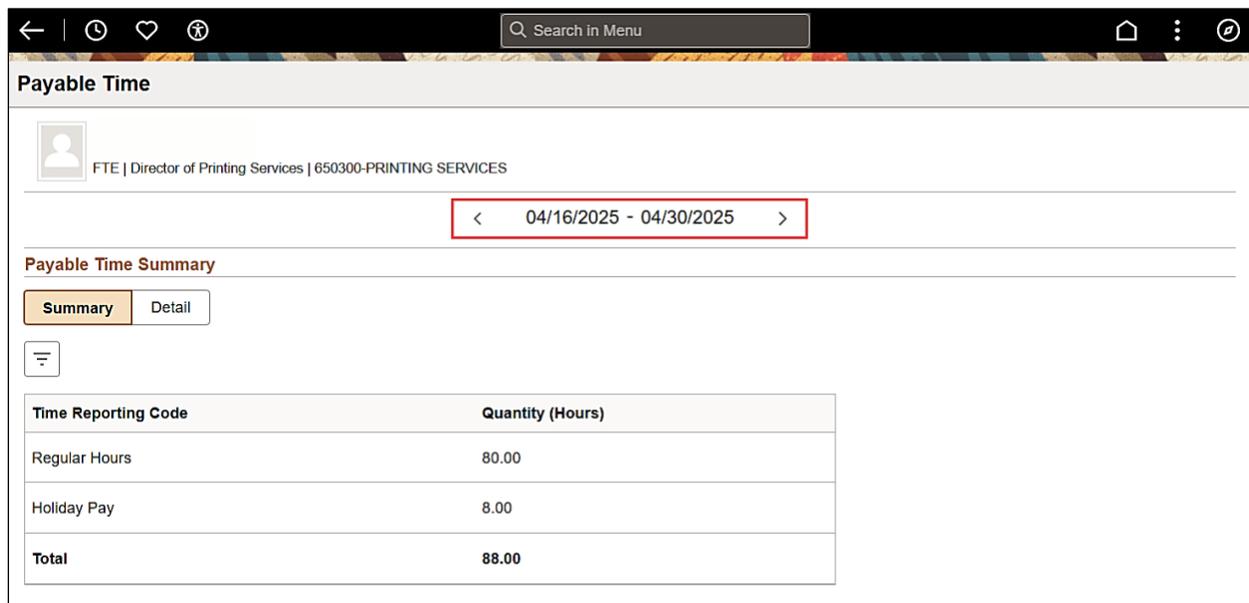
**Step 2:** Click the **Payable Time** tile, to view begin.



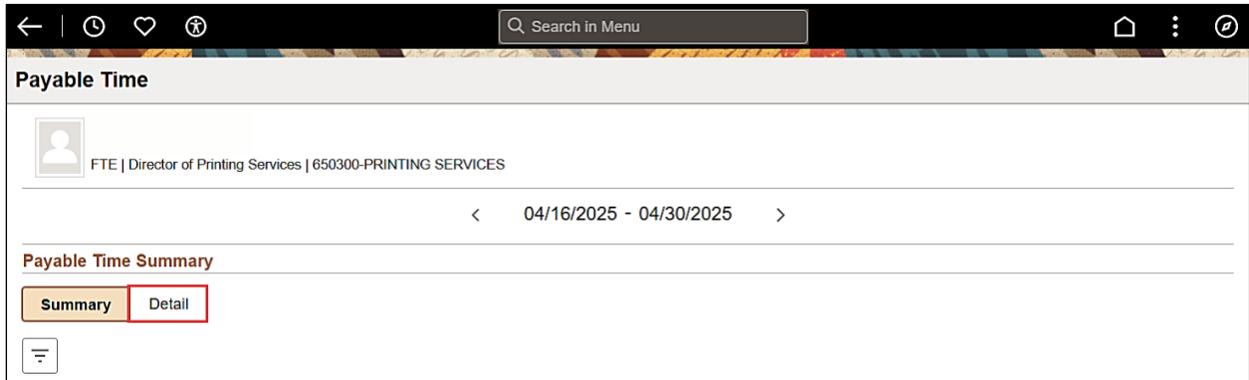
This **Payable Time Summary** page summarizes approved payable time by Time Reporting Code (TRC), TRC Types of Units, and Hours and for a particular pay period. **Payable Time** tab is the final, approved work time that's been processed and is ready to be paid through payroll.

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.



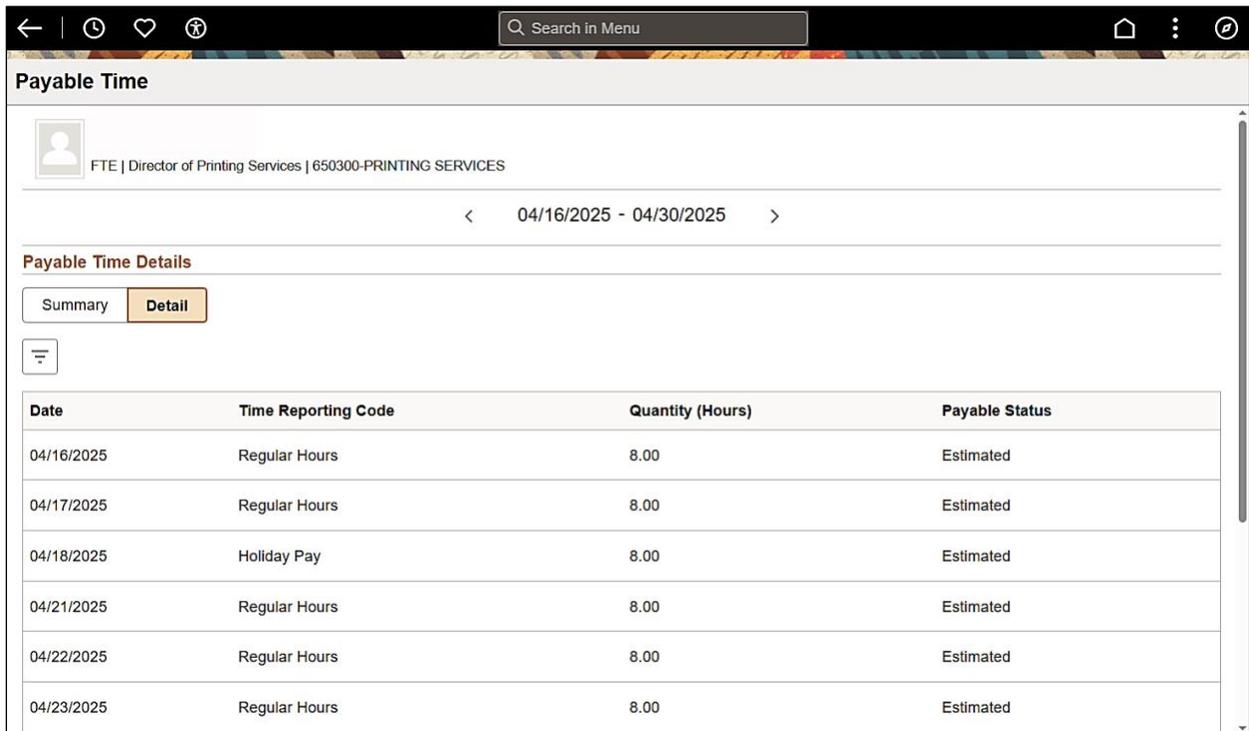
**Step 3:** Click the **Details** tab to see additional information.



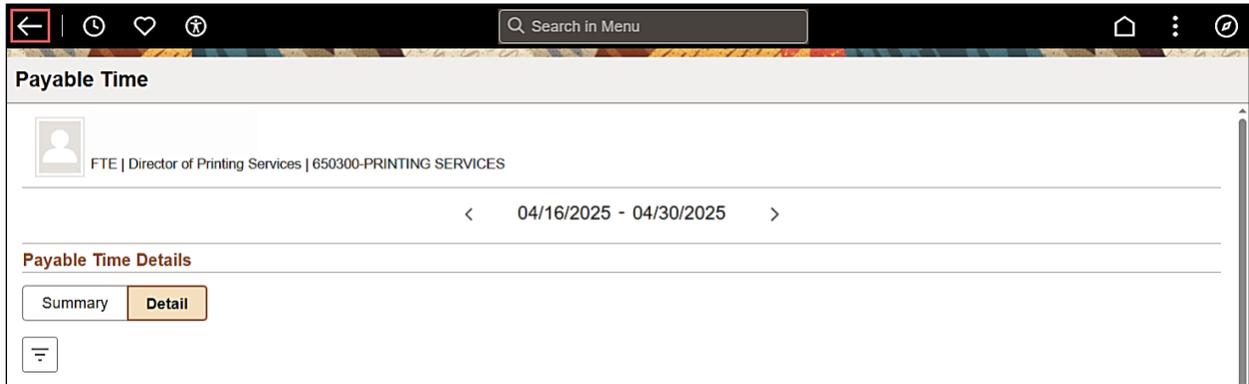
In the detail view, you can see the date, Time Reporting Code, Hours and Payable Status of approved payable time.

The Payable Status types that can be seen here are:

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



**Step 4:** Click the **Arrow icon** to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.



You successfully learned how to view your payable time as an exempt employee.