

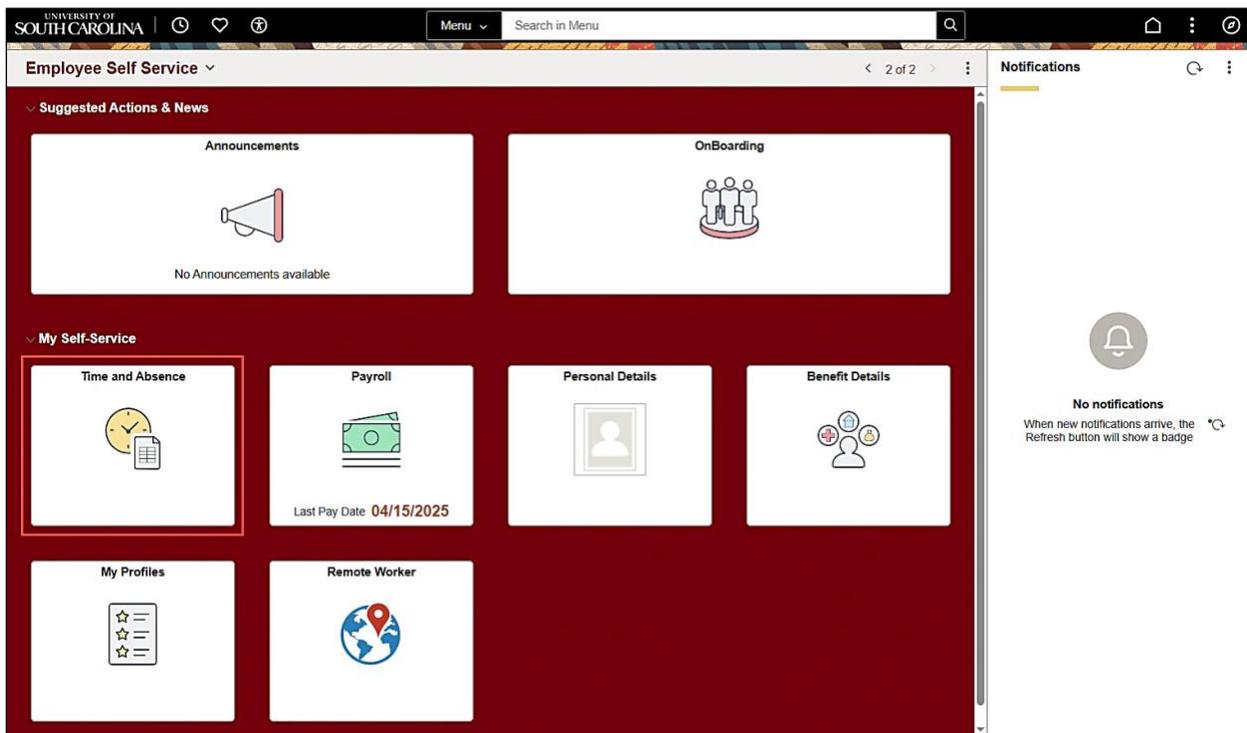


**Office of the Controller  
Time and Labor - ESS  
View Payable Time for Facilities Employees**

**How to view payable time for a salary non-exempt employee:** This job aid outlines how a salary non-exempt employee can view 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 balance hours.

The screenshot shows a dashboard titled "Time" with a search bar and navigation icons. The dashboard contains several tiles:

- Enter Time:** 04/27/25 - 05/03/25. Reported 37.50, Scheduled 37.50.
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Manage Absences:** Icon of a briefcase and gear.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 04/27/25 - 05/03/25. Regular Hours: 37.50 Hours.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase and a red 'X'.
- Payable Time:** Last Time Period: 04/20/25 - 04/26/25. Total Hours: 3 Hours. (This tile is highlighted with a red border).
- Extended Absence Request:** Icon of a briefcase and a checkmark.
- Manage Leave Donation:** Icon of a briefcase and a hand holding a coin.

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

Use the **Arrows** to navigate to the timesheet you would like to view.

The screenshot shows the "Payable Time" page for a user named "FTE | Landscaping Supervisor | 500200-LANDSCAPING SERVICES". The date range "05/11/2025 - 05/17/2025" is highlighted with a red box. Below the date range, there are two tabs: "Summary" (selected) and "Detail".

Time Reporting Code	Quantity (Hours)
Annual Leave Taken	22.50
Sick Leave	7.50
<b>Total</b>	<b>30.00</b>

**Step 3:** Click the **Details** tab to see additional information. In this view, you can see the date, Time Reporting Code, Hours and Payable Status.

The Payable Status types that can be seen here are:

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

The screenshot shows the 'Payable Time' interface for a user named 'FTE | Landscaping Supervisor | 500200-LANDSCAPING SERVICES'. The date range is '05/11/2025 - 05/17/2025'. Under 'Payable Time Details', the 'Detail' tab is selected. A table displays the following data:

Date	Time Reporting Code	Quantity (Hours)	Payable Status
05/12/2025	Sick Leave	7.50	Distributed
05/13/2025	Annual Leave Taken	7.50	Distributed
05/14/2025	Annual Leave Taken	7.50	Distributed
05/15/2025	Annual Leave Taken	7.50	Distributed
	<b>Total</b>	<b>30.00</b>	

**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.

This screenshot is identical to the previous one, but the back arrow icon in the top left corner of the mobile navigation bar is highlighted with a red box, indicating the action to return to the Time Self Service page.

You successfully learned how to view your payable time as a salary non-exempt employee.