

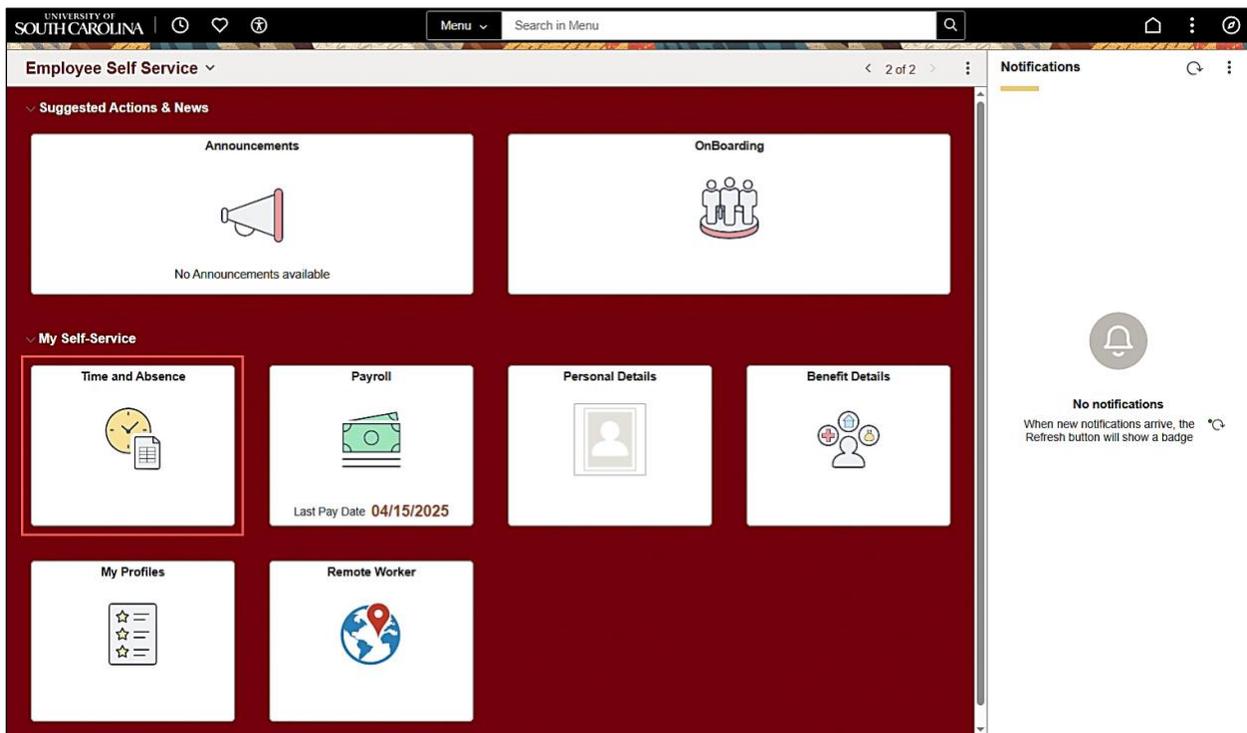


**Office of the Controller
Time and Labor - ESS
View Time Summary – 28 Day Police Employee**

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

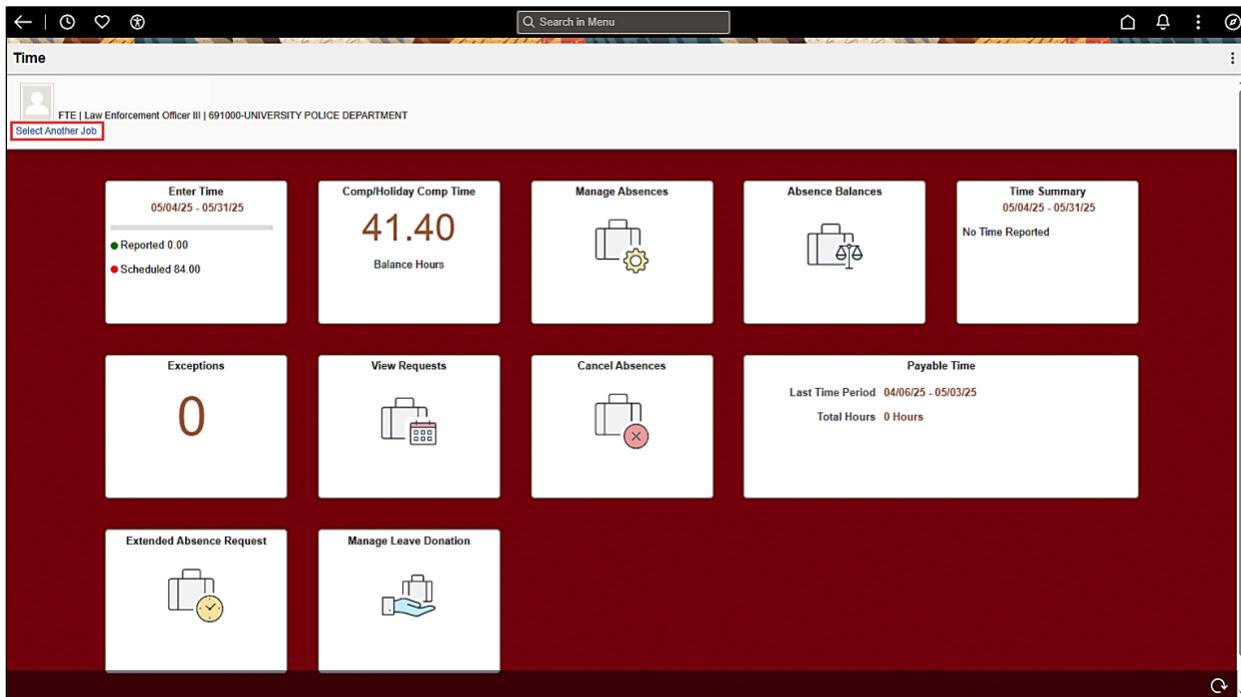
Navigation: Employee Self Service > Time and Absence > Time Summary

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

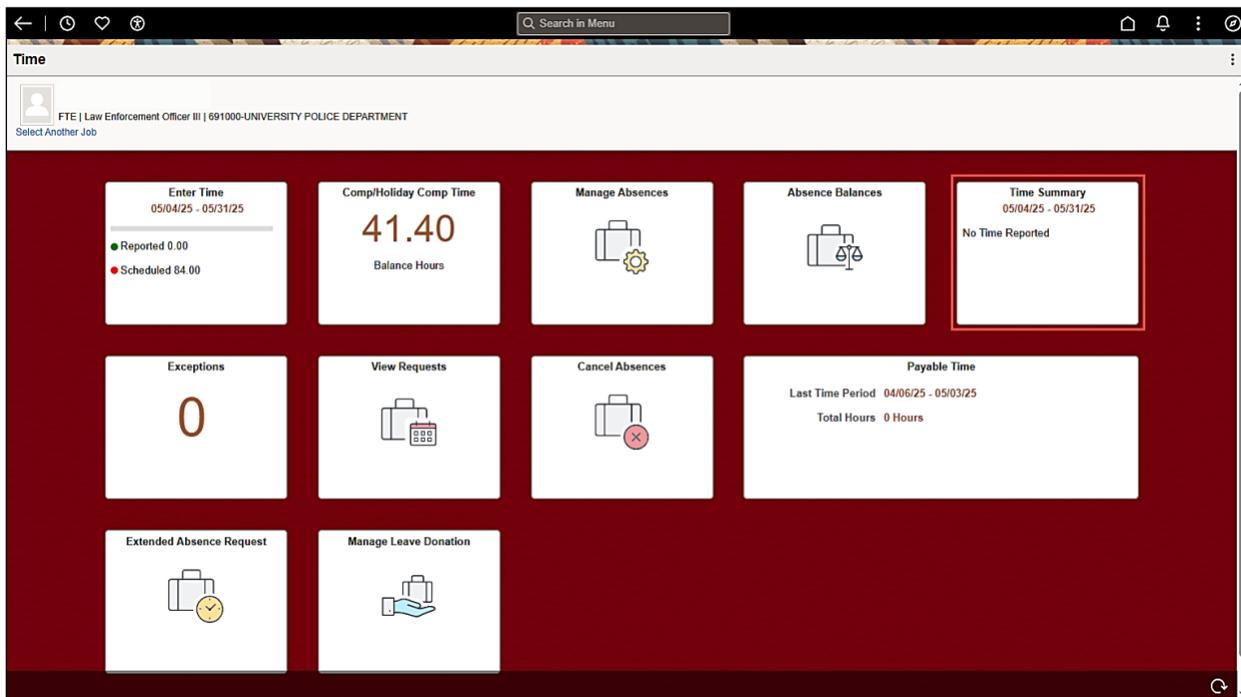


Step 2: Click the **Select a Job** drop-down arrow to select the applicable job for which you need to enter time on a timesheet.

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



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



This **Time Summary** page is used to view your time summary for a particular period, weekly, bi-weekly, and monthly time entries.

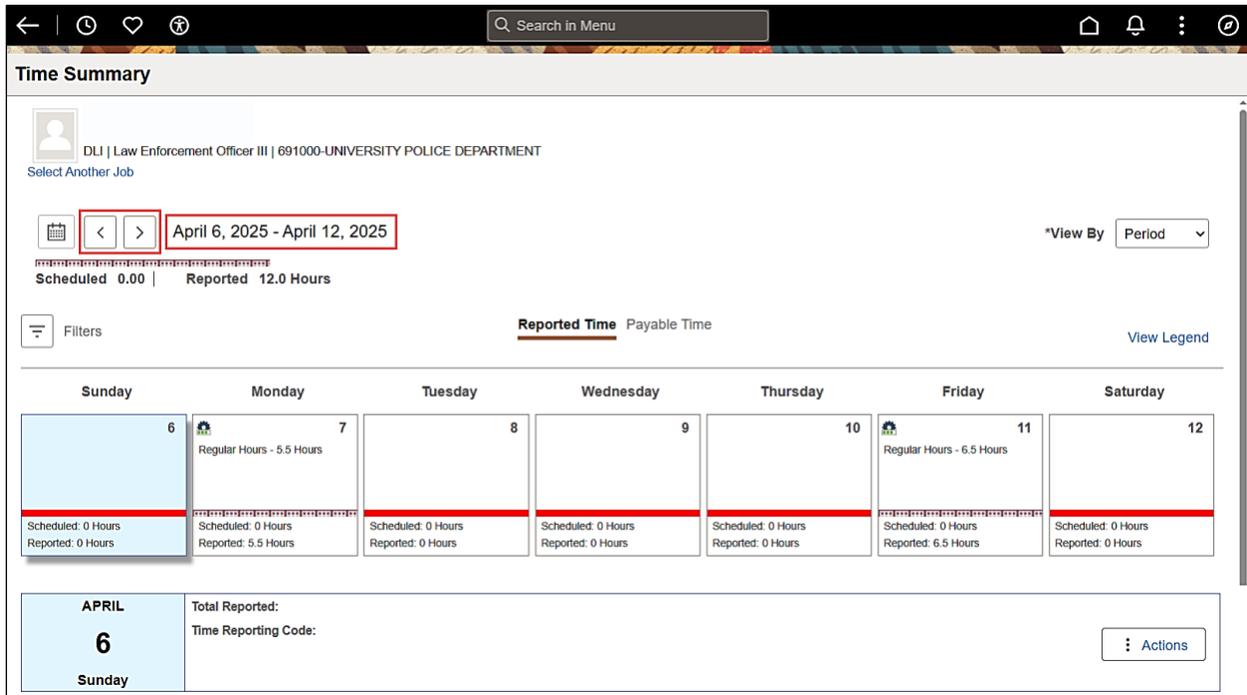
The default view on this page for 28 day police is the current 28 day period.

The current day is highlighted in blue.

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

In this view, you can see:

- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 



Time Summary

DLI | Law Enforcement Officer III | 691000-UNIVERSITY POLICE DEPARTMENT
Select Another Job

April 6, 2025 - April 12, 2025 *View By Period

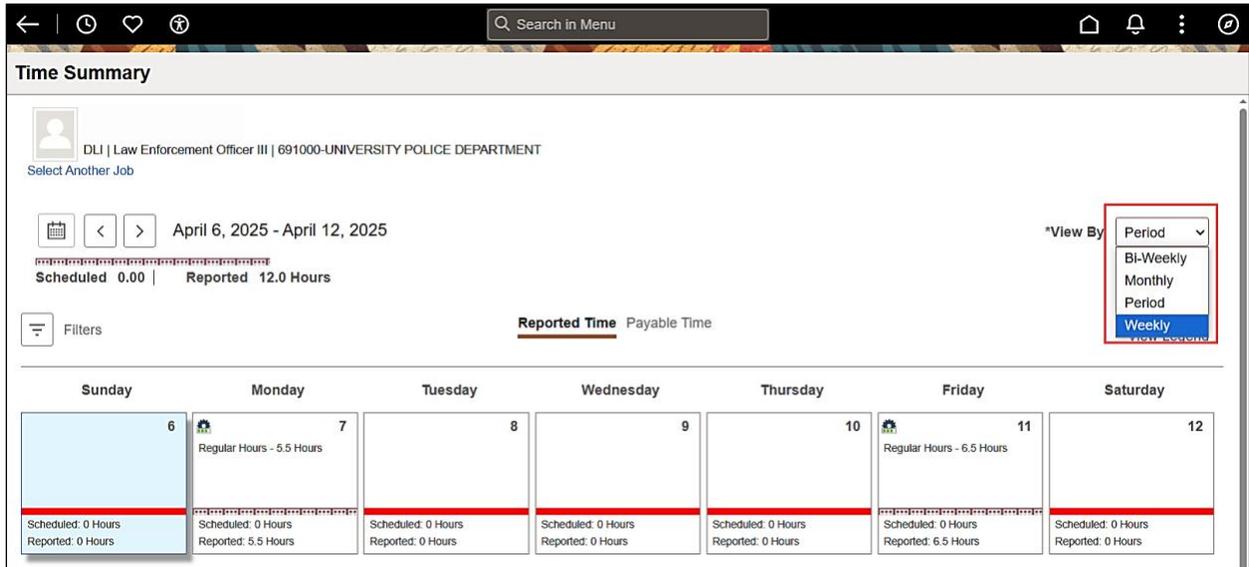
Scheduled 0.00 | Reported 12.0 Hours

Filters **Reported Time** Payable Time View Legend

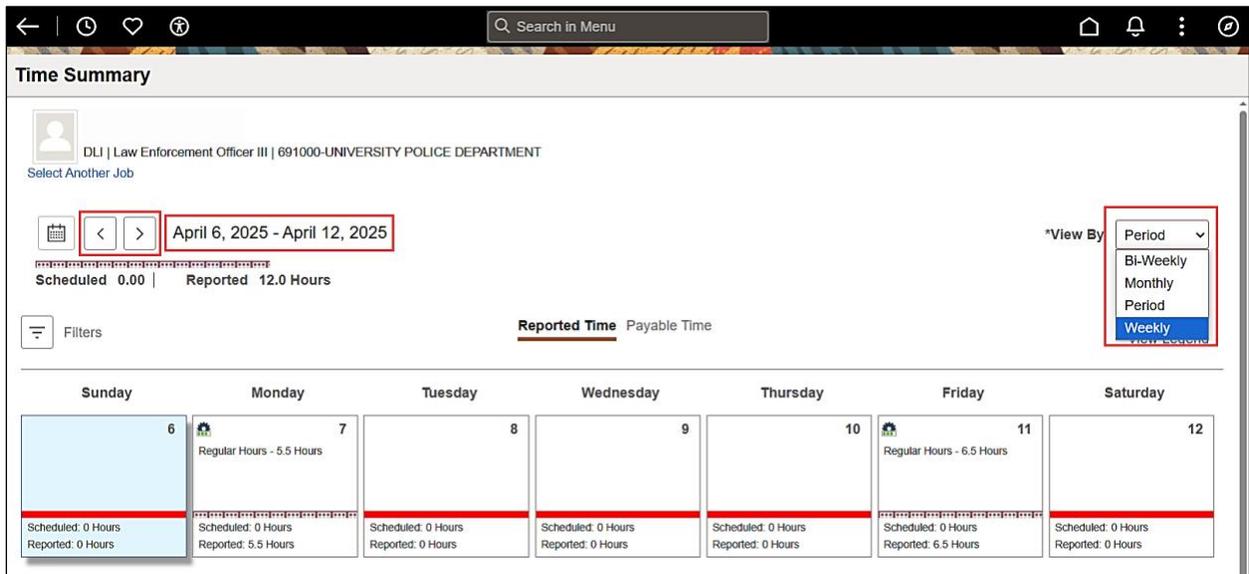
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Regular Hours - 5.5 Hours | Regular Hours - 6.5 Hours | | | | | |
| Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 5.5 Hours | Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 6.5 Hours | Scheduled: 0 Hours Reported: 0 Hours |

APRIL 6 Sunday Total Reported: 6 Time Reporting Code: Actions

Step 4: To see a weekly view of your timesheets, click the **View By** drop-down arrow and select **Weekly** from the list.



Use the **Arrows** to navigate through timesheets by week.



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

The screenshot shows a web application titled "Time Summary". At the top, there is a navigation bar with a search box labeled "Search in Menu" and several icons. Below the navigation bar, the user's profile is displayed: "DLI | Law Enforcement Officer III | 691000-UNIVERSITY POLICE DEPARTMENT". A link "Select Another Job" is visible. The main content area shows the date range "April 6, 2025 - April 12, 2025" and a "View By" dropdown menu set to "Period". Summary statistics are shown: "Scheduled 0.00 | Reported 12.0 Hours". There are tabs for "Reported Time" (selected) and "Payable Time", along with a "View Legend" link. A filter icon is also present. The main display is a grid of days from Sunday to Saturday. Each day cell shows the day name, a number (6-12), and a calendar icon. Below each day cell, there are two rows: "Scheduled: 0 Hours" and "Reported: 0 Hours". The "Reported" row for Monday shows "5.5 Hours" and the "Reported" row for Friday shows "6.5 Hours".

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 5.5 Hours | Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 0 Hours | Scheduled: 0 Hours Reported: 6.5 Hours | Scheduled: 0 Hours Reported: 0 Hours |

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