

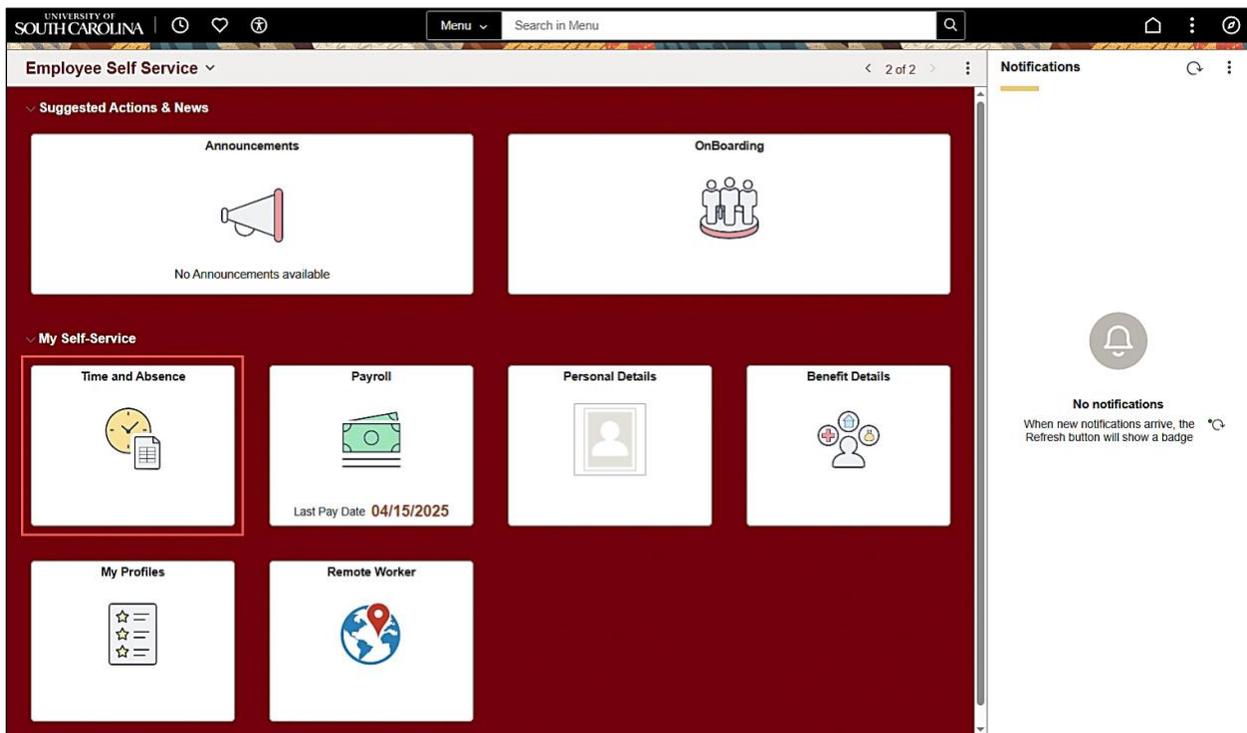


**Office of the Controller  
Time and Labor - ESS  
View Time Summary - Exempt**

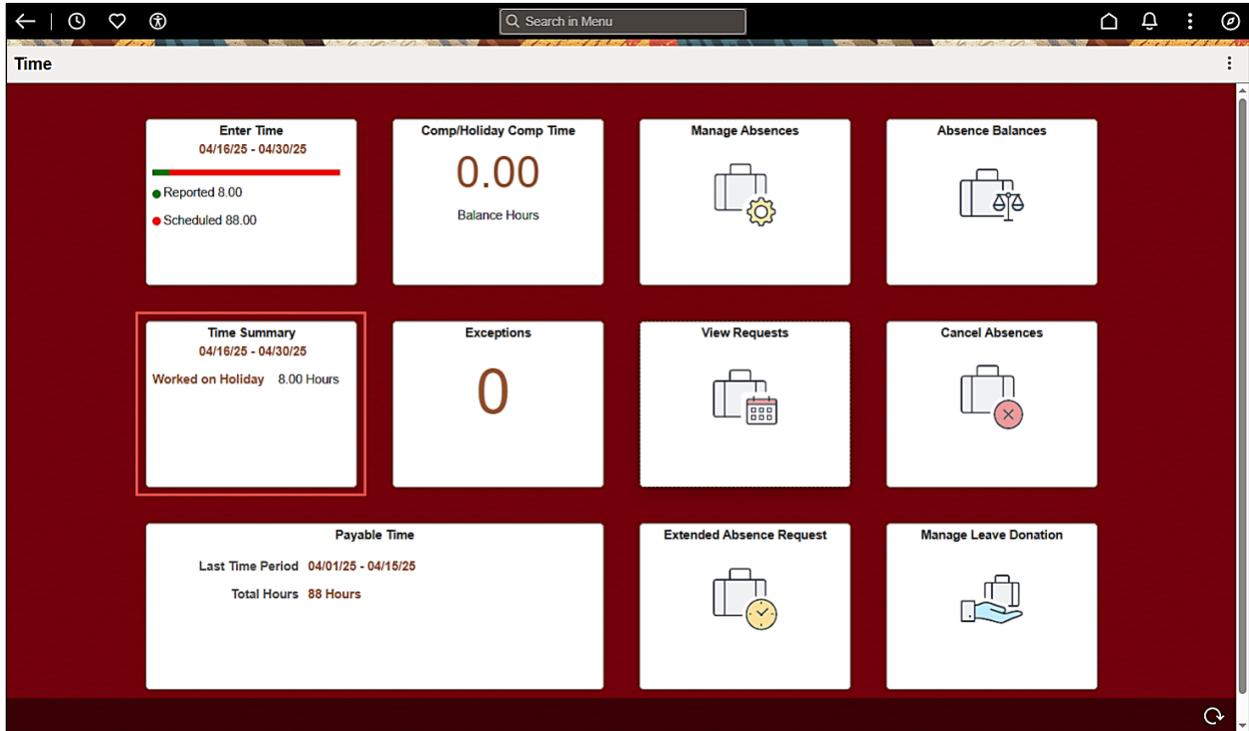
**How to view a time summary for an exempt employee:** This job aid outlines how an exempt employee can view their time summary.

**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 **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 exempt employees is the current pay period week.

The current day is highlighted in blue.

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

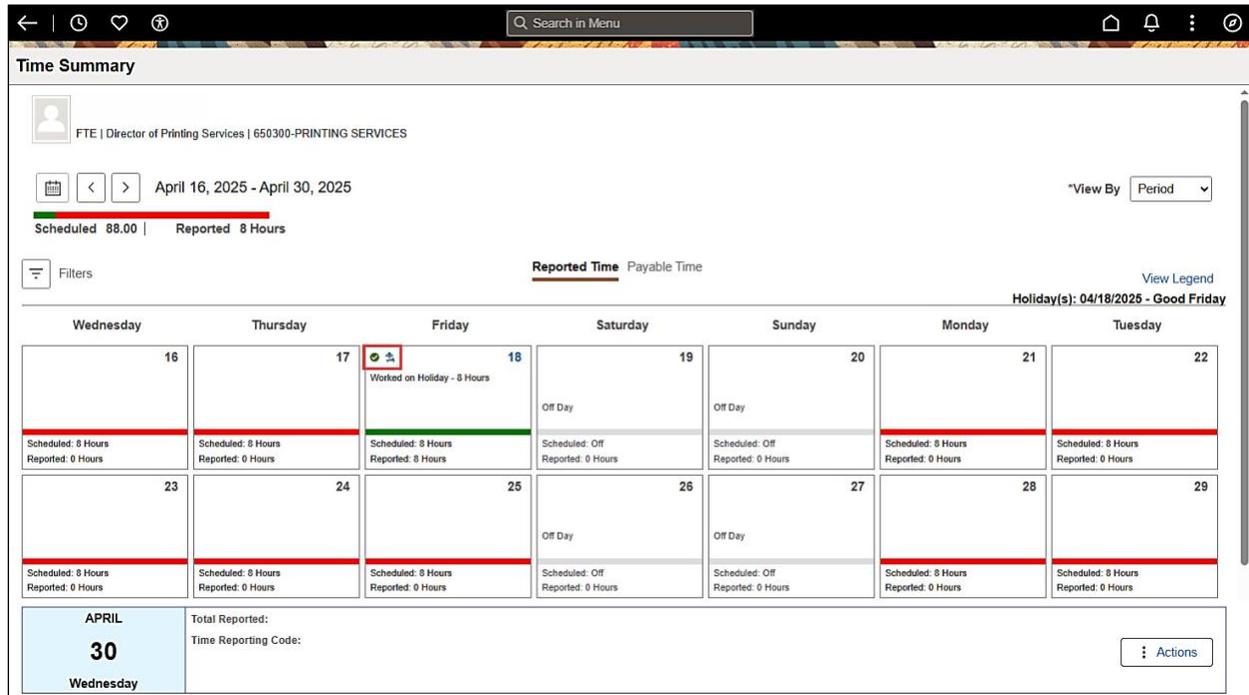
The screenshot shows the 'Time Summary' interface for an employee named 'FTE | Director of Printing Services | 650300-PRINTING SERVICES'. The selected period is 'April 16, 2025 - April 30, 2025'. The 'View By' dropdown is set to 'Period'. The interface displays a grid of days from Wednesday 16 to Tuesday 29. Each day cell shows 'Scheduled' and 'Reported' hours. Friday 18 is marked as 'Worked on Holiday - 8 Hours'. Saturday 19, Sunday 20, Saturday 26, and Sunday 27 are marked as 'Off Day'. A summary for 'APRIL' shows 'Total Reported: 30' and 'Wednesday' is highlighted. A 'Holiday(s): 04/18/2025 - Good Friday' is noted. An 'Actions' button is visible in the bottom right.

**Step 3:** To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

This screenshot is identical to the previous one, but the 'View By' dropdown menu is open. The menu options are 'Period', 'Bi-Weekly', 'Monthly', 'Period', and 'Weekly'. The 'Monthly' option is highlighted in blue, indicating it is the selected 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 
- all requested absences and leave taken by 
- all holidays indicated by 



**Time Summary**

FTE | Director of Printing Services | 650300-PRINTING SERVICES

April 16, 2025 - April 30, 2025 \*View By

Scheduled 88.00 | Reported 8 Hours

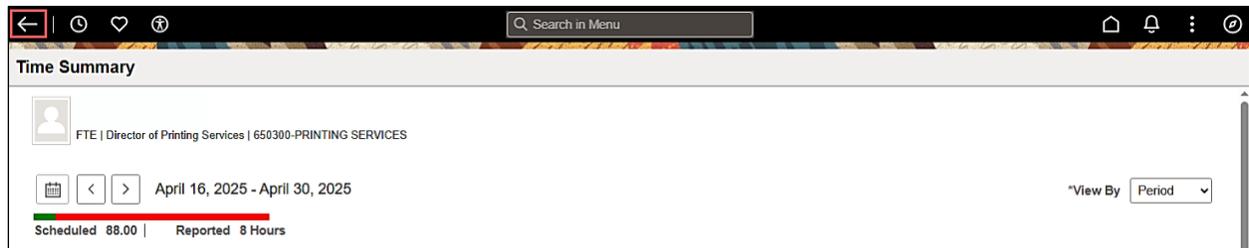
Filters Reported Time Payable Time View Legend

Holiday(s): 04/18/2025 - Good Friday

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
16 Scheduled: 8 Hours Reported: 0 Hours	17 Scheduled: 8 Hours Reported: 0 Hours	18  Worked on Holiday - 8 Hours Scheduled: 8 Hours Reported: 8 Hours	19 Off Day Scheduled: Off Reported: 0 Hours	20 Off Day Scheduled: Off Reported: 0 Hours	21 Scheduled: 8 Hours Reported: 0 Hours	22 Scheduled: 8 Hours Reported: 0 Hours
23 Scheduled: 8 Hours Reported: 0 Hours	24 Scheduled: 8 Hours Reported: 0 Hours	25 Scheduled: 8 Hours Reported: 0 Hours	26 Off Day Scheduled: Off Reported: 0 Hours	27 Off Day Scheduled: Off Reported: 0 Hours	28 Scheduled: 8 Hours Reported: 0 Hours	29 Scheduled: 8 Hours Reported: 0 Hours

APRIL 30 Wednesday Total Reported: 8 Hours  
Time Reporting Code: Actions

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



**Time Summary**

FTE | Director of Printing Services | 650300-PRINTING SERVICES

April 16, 2025 - April 30, 2025 \*View By

Scheduled 88.00 | Reported 8 Hours

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