

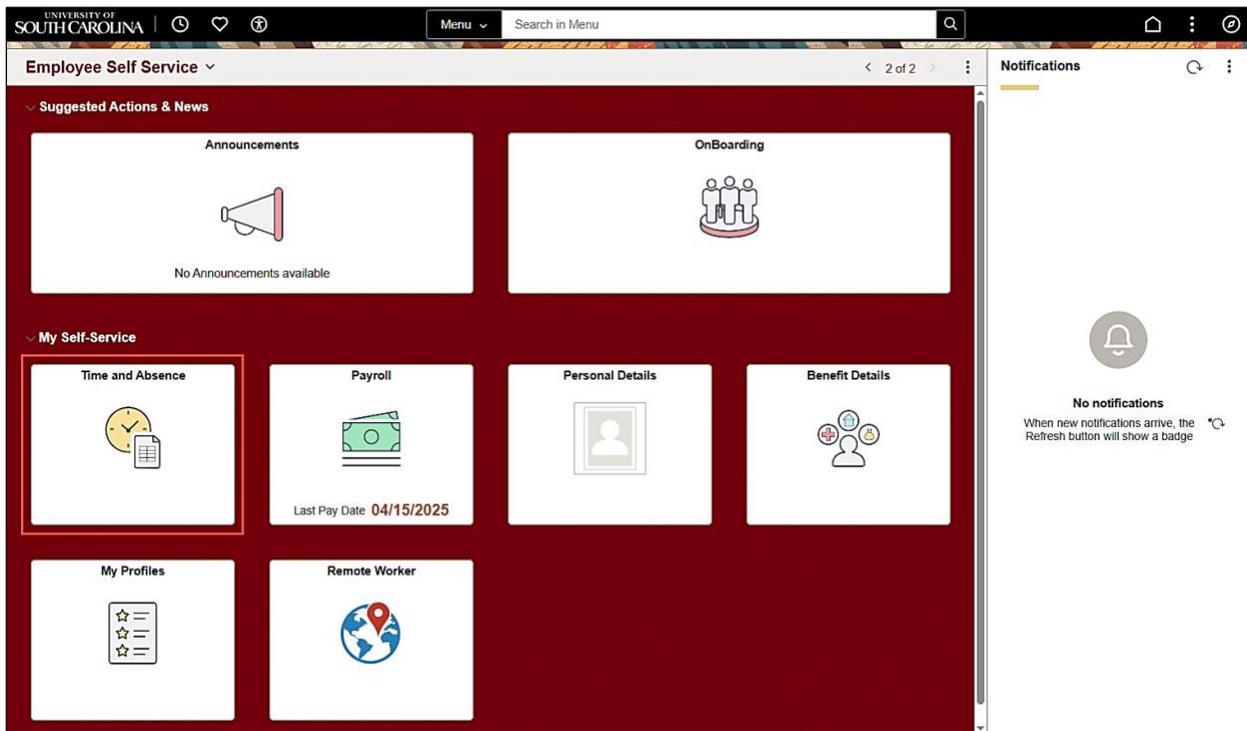


**Office of the Controller  
Time and Labor - ESS  
View Time Summary for Facilities Employees**

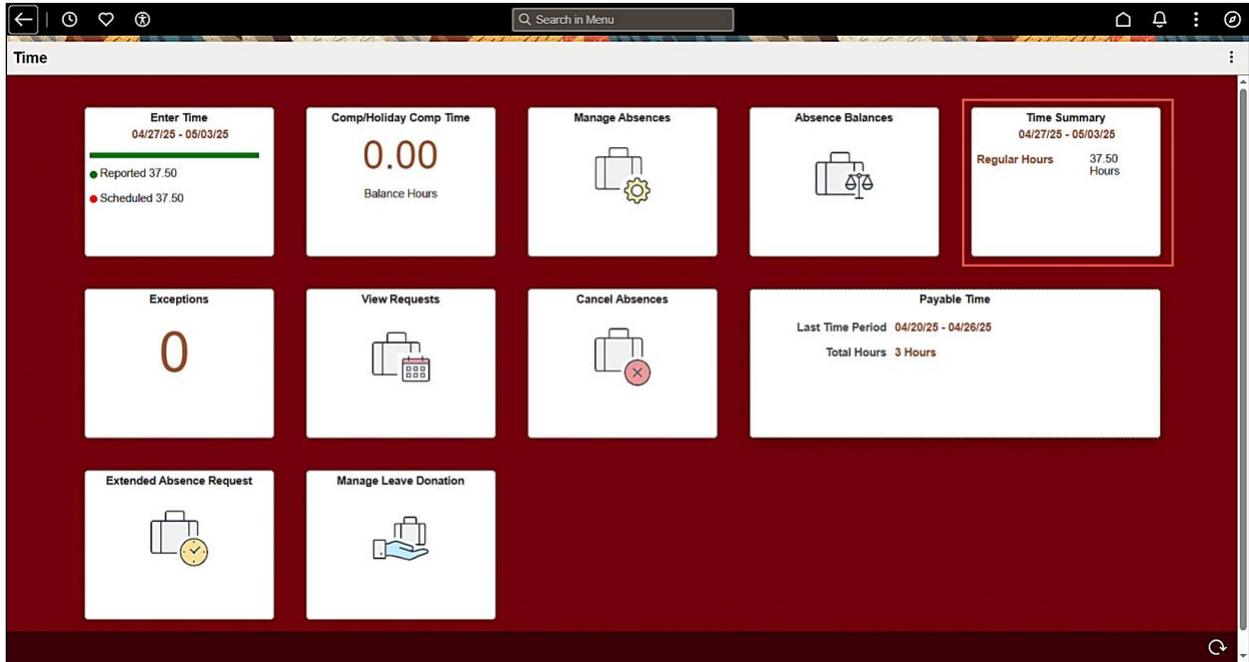
**How to view a time summary for a salary non-exempt employee:** This job aid outlines how a salary non-exempt employee can view a time summary.

**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 view balance hours.

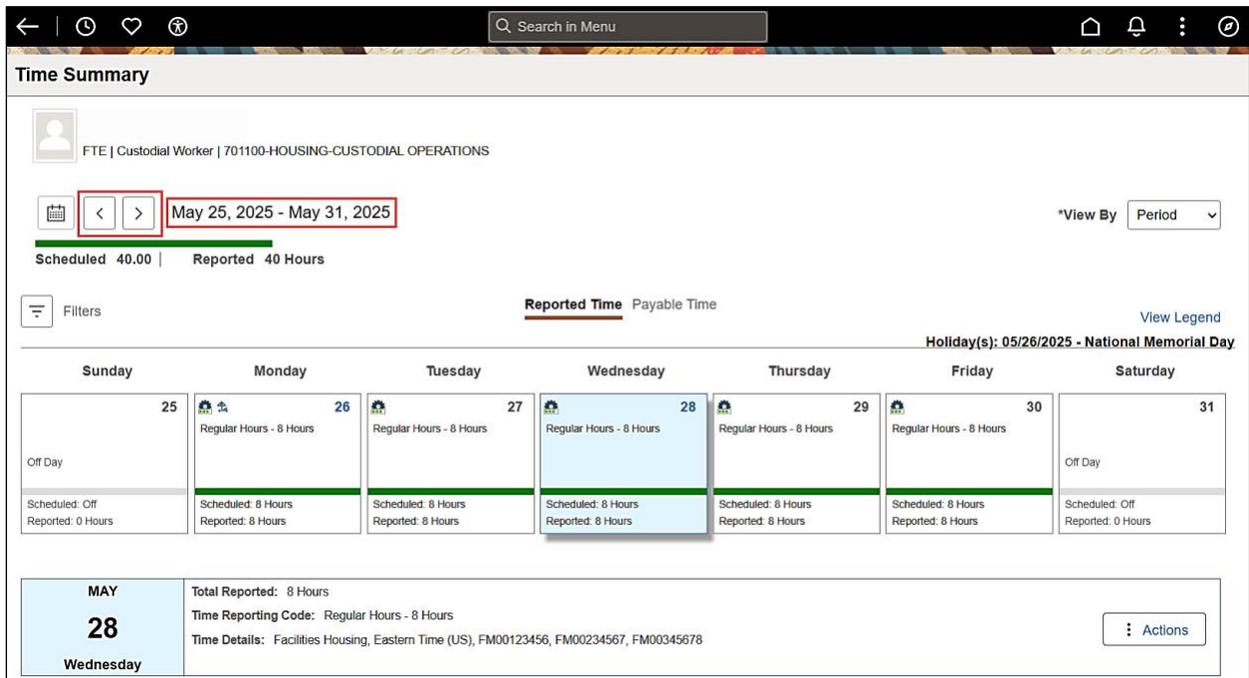


This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

The default view on this page is the current week.

The current day is highlighted in blue.

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



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

The screenshot shows the 'Time Summary' page for a user named 'FTE | Custodial Worker | 701100-HOUSING-CUSTODIAL OPERATIONS'. The date range is 'May 25, 2025 - May 31, 2025'. The 'View By' dropdown menu is open, showing options: 'Period', 'Bi-Weekly', 'Monthly' (highlighted), 'Period', and 'Weekly'. Below the menu, the interface shows a calendar grid for the week of May 25-31, 2025. The grid includes columns for Sunday through Saturday. The 'Reported Time' tab is selected. The grid shows scheduled and reported hours for each day. A summary box at the bottom left shows 'MAY 28 Wednesday' with 'Total Reported: 8 Hours' and 'Time Reporting Code: Regular Hours - 8 Hours'. A 'View Legend' link is visible on the right side of the grid.

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

This screenshot is similar to the one above, but the 'View By' dropdown is set to 'Period'. The calendar grid shows the same data for the week of May 25-31, 2025. The 'Reported Time' tab is still selected. The summary box at the bottom left shows 'MAY 28 Wednesday' with 'Total Reported: 8 Hours' and 'Time Reporting Code: Regular Hours - 8 Hours'. The 'View Legend' link is now visible on the right side of the grid.

**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 | Custodial Worker | 701100-HOUSING-CUSTODIAL OPERATIONS

May 25, 2025 - May 31, 2025 \*View By: Period

Scheduled 40.00 | Reported 40 Hours

Filters Reported Time Payable Time View Legend

Holiday(s): 05/26/2025 - National Memorial Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Off Day	26 Regular Hours - 8 Hours	27 Regular Hours - 8 Hours	28 Regular Hours - 8 Hours	29 Regular Hours - 8 Hours	30 Regular Hours - 8 Hours	31 Off Day
Scheduled: Off Reported: 0 Hours	Scheduled: 8 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours				

**MAY**  
**28**  
Wednesday

Total Reported: 8 Hours  
Time Reporting Code: Regular Hours - 8 Hours  
Time Details: Facilities Housing, Eastern Time (US), FM00123456, FM00234567, FM00345678

Actions

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