**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.
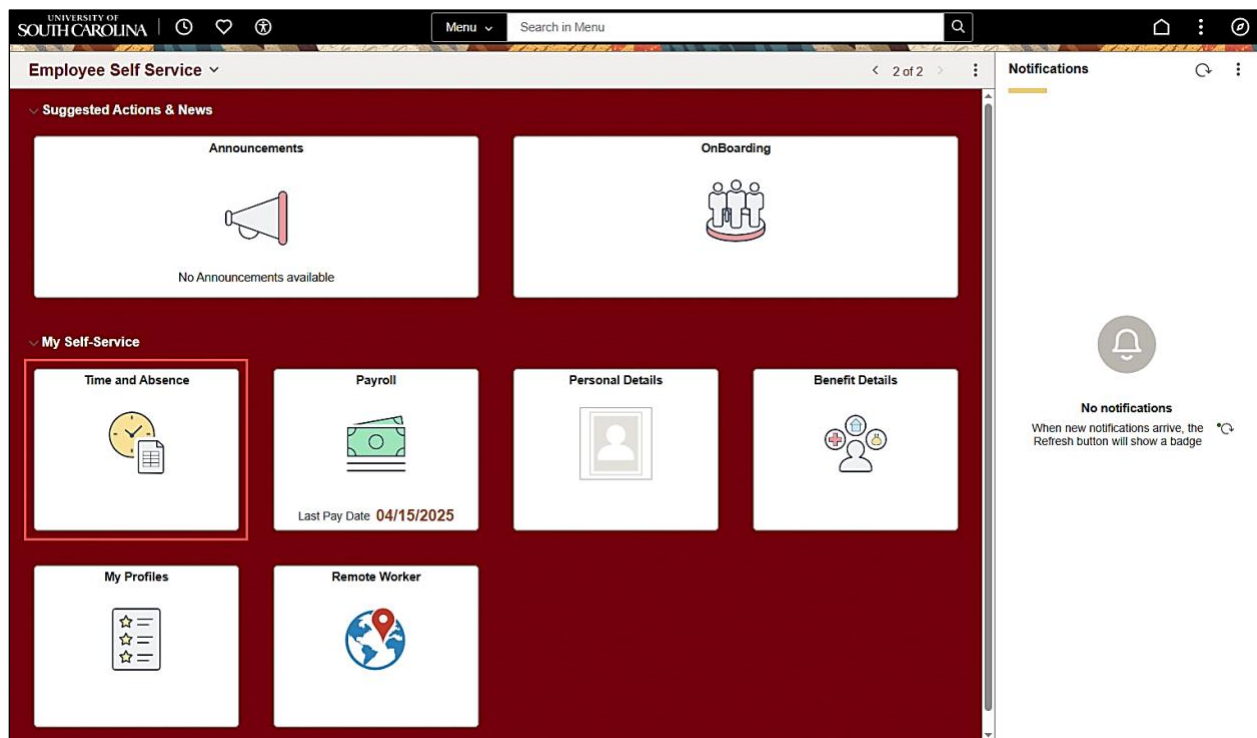
Step 2: Click the **Time Summary** tile, to view balance hours.
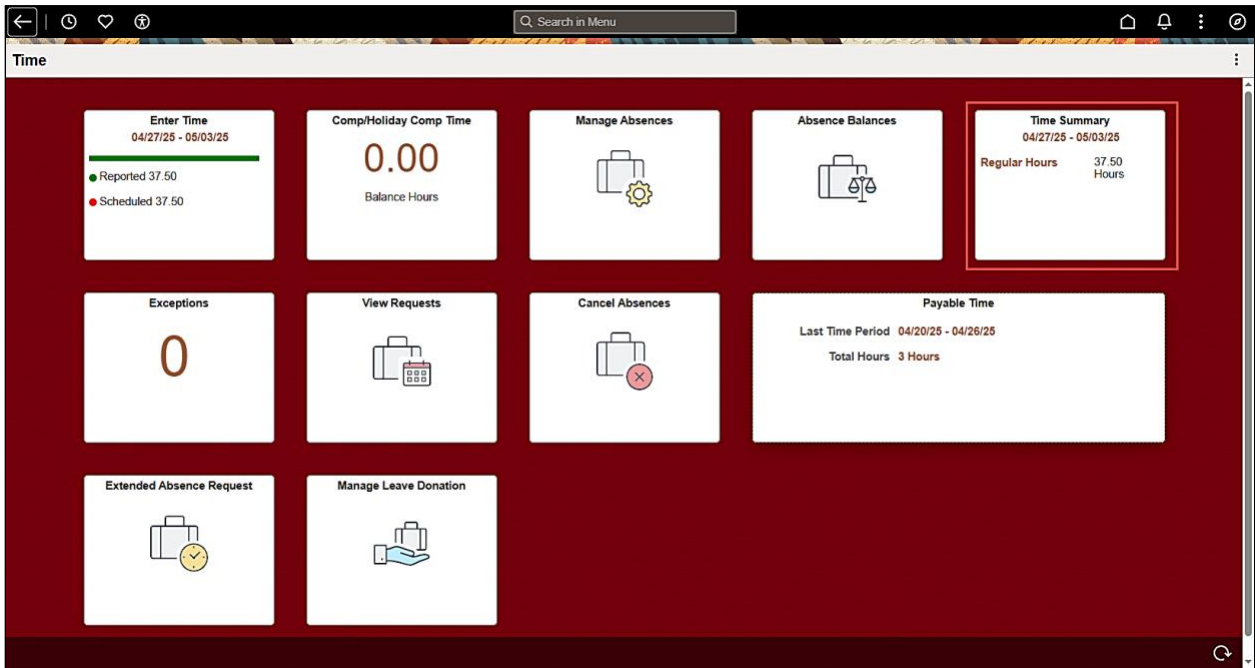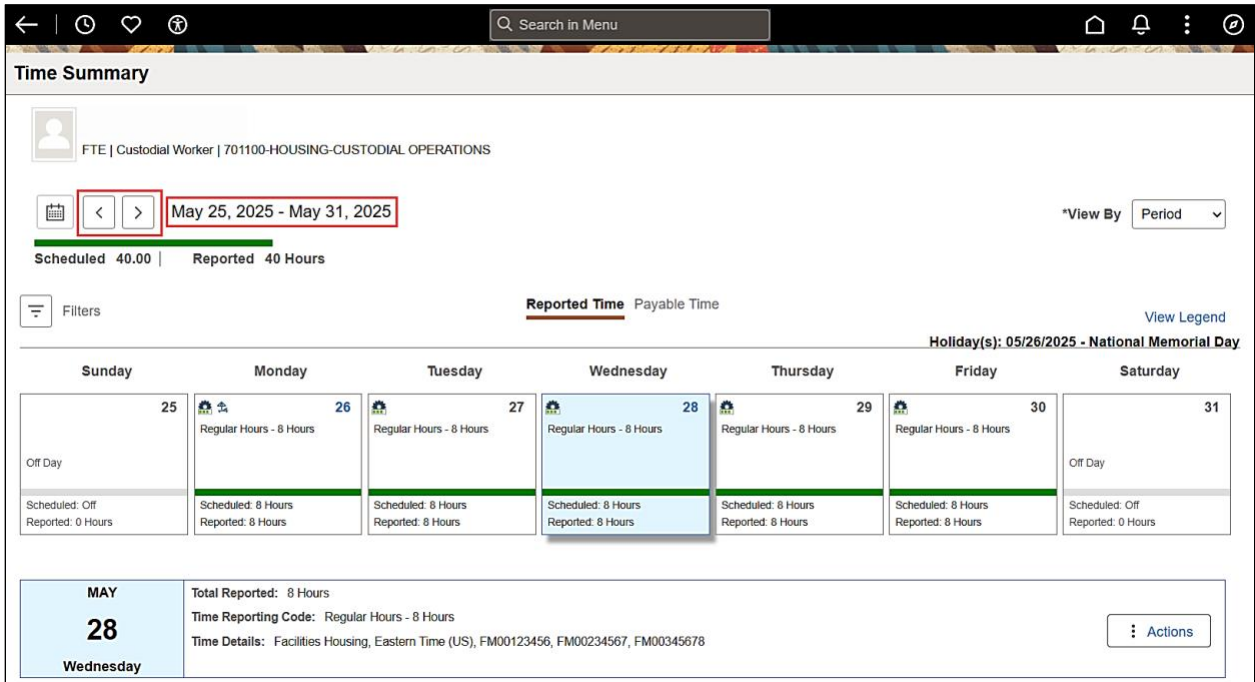

This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries by an employee.

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.

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

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.

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