

How to view payable time:

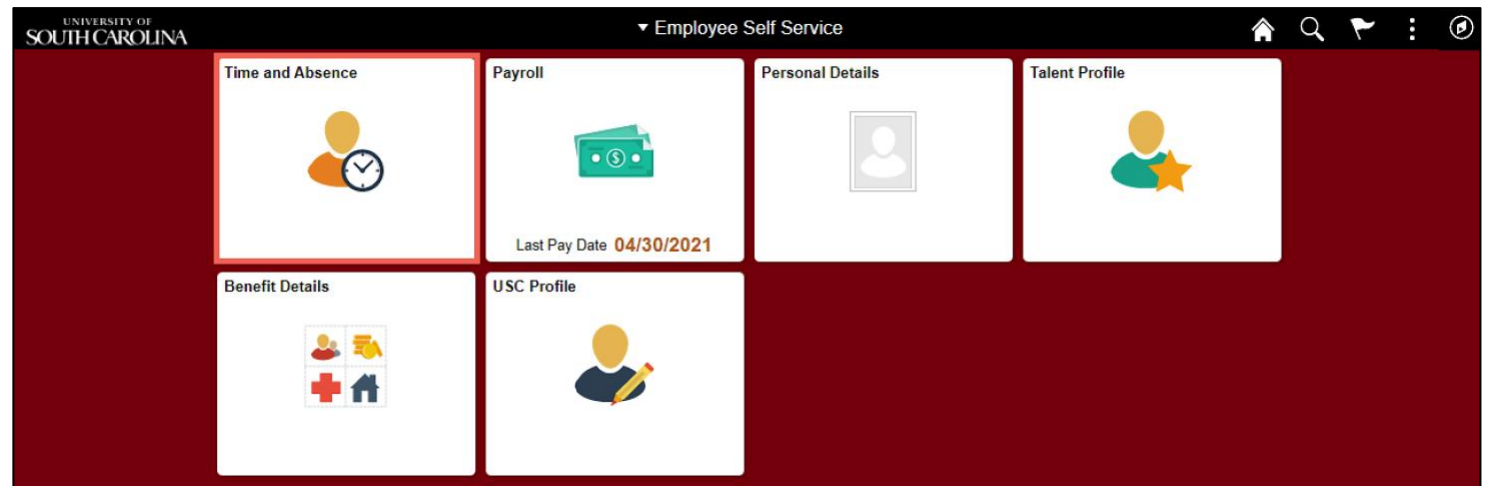
This job aid outlines how an employee can view payable time.

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

Processing Steps

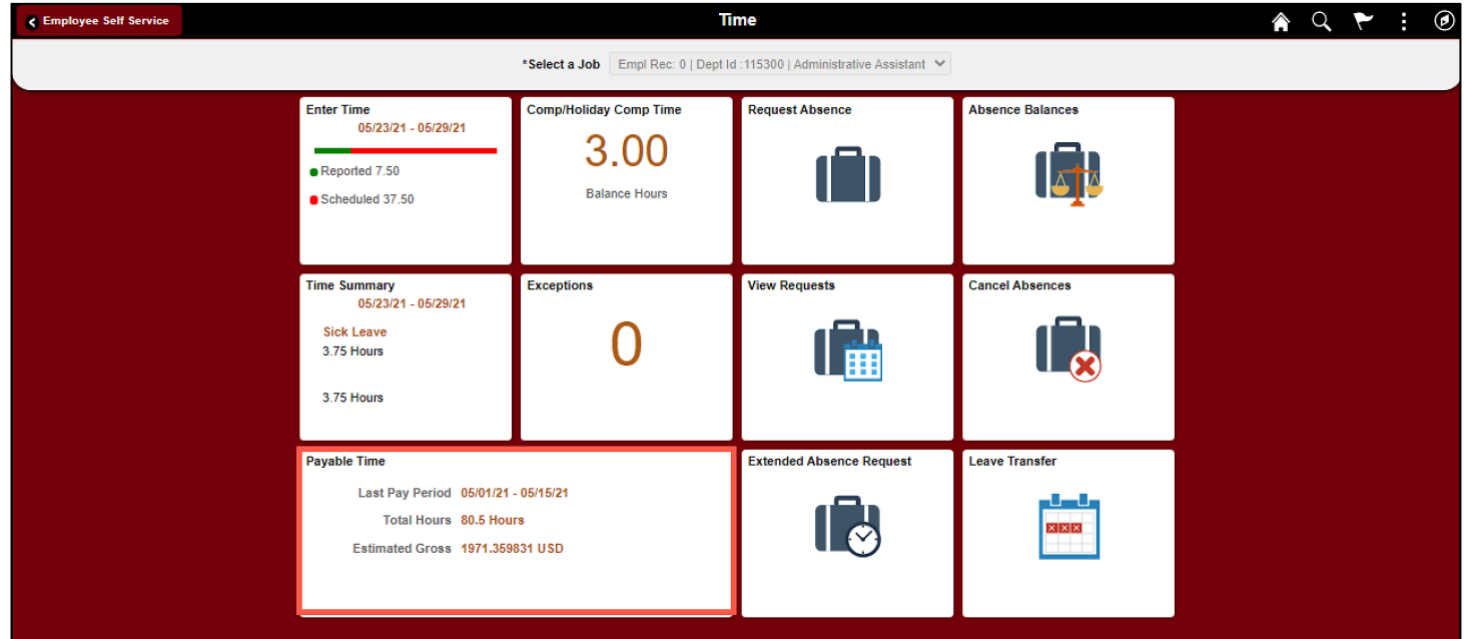
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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



The screenshot shows the 'Time' section of the Employee Self Service portal. The user is logged in as an Administrative Assistant. The 'Payable Time' tile is highlighted with a red border and contains the following information:

| Category | Value |
|-----------------|---------------------|
| Last Pay Period | 05/01/21 - 05/15/21 |
| Total Hours | 80.5 Hours |
| Estimated Gross | 1971.359831 USD |

Other visible tiles include:

- Enter Time:** 05/23/21 - 05/29/21. Reported 7.50, Scheduled 37.50.
- Comp/Holiday Comp Time:** 3.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 05/23/21 - 05/29/21. Sick Leave 3.75 Hours, 3.75 Hours.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red X.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red X's.

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.

The default view on this page is the current week.

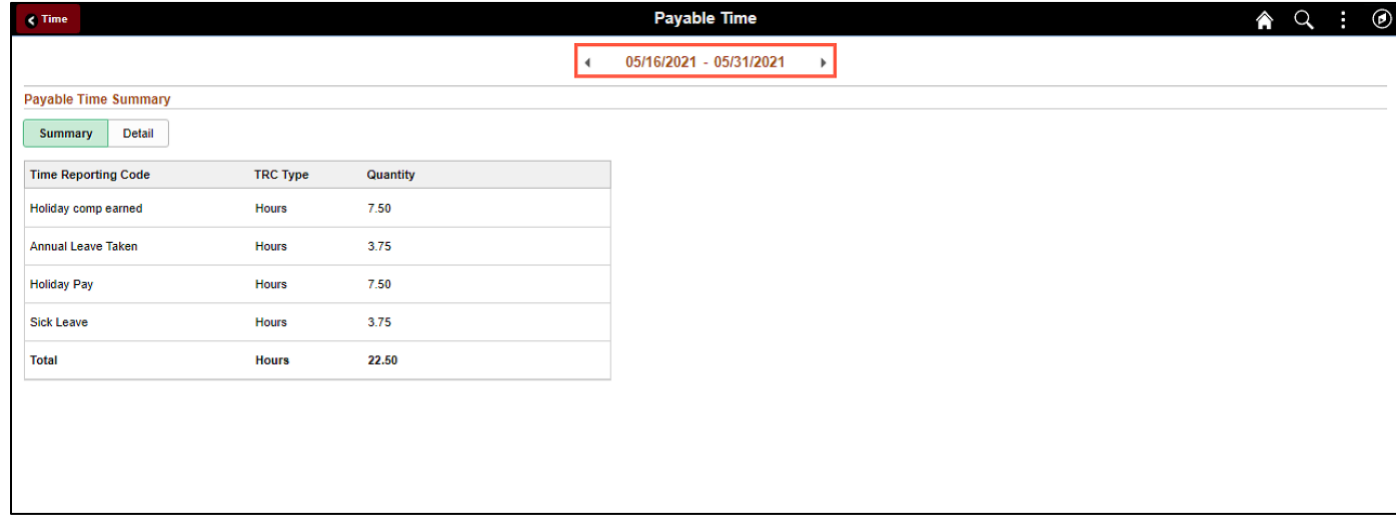
Use the **Arrows** to navigate to the timesheet you would like to view.

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.

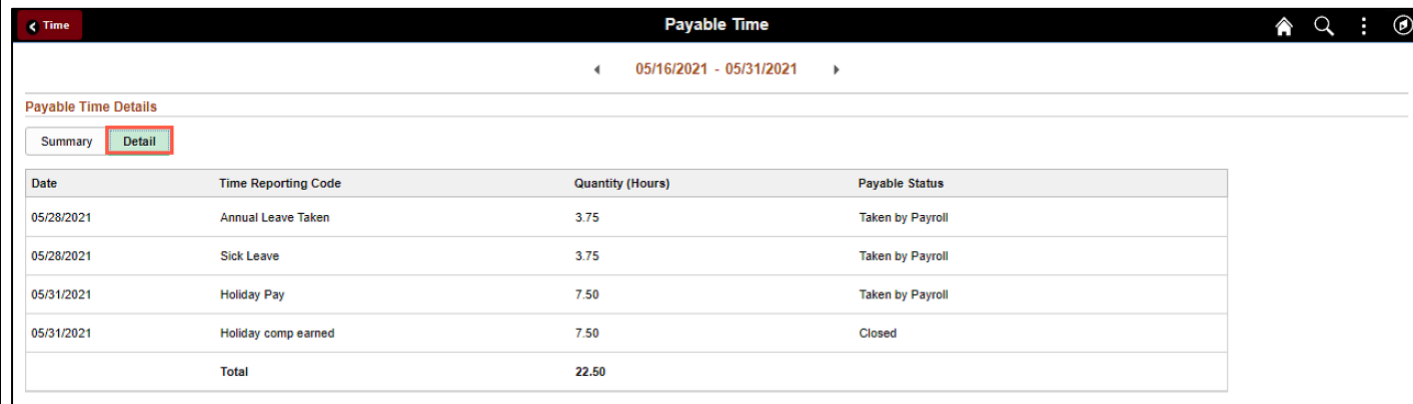
The Payable Status types that can be seen here are:

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



The screenshot shows the 'Payable Time Summary' page for the week of 05/16/2021 - 05/31/2021. The 'Summary' tab is selected. The table below shows the following data:

| Time Reporting Code | TRC Type | Quantity |
|---------------------|--------------|--------------|
| Holiday comp earned | Hours | 7.50 |
| Annual Leave Taken | Hours | 3.75 |
| Holiday Pay | Hours | 7.50 |
| Sick Leave | Hours | 3.75 |
| Total | Hours | 22.50 |



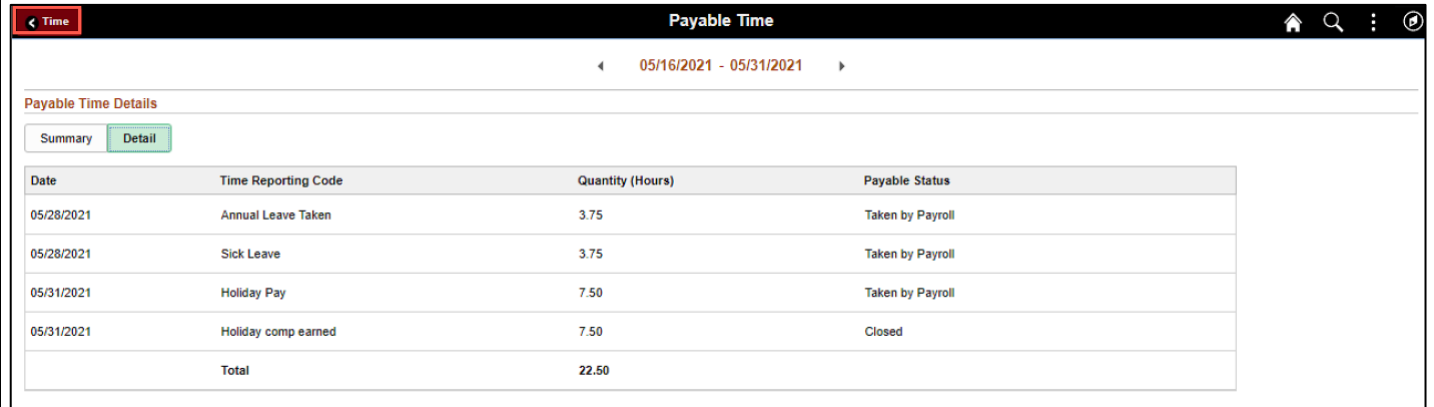
The screenshot shows the 'Payable Time Details' page for the week of 05/16/2021 - 05/31/2021. The 'Detail' tab is selected. The table below shows the following data:

| Date | Time Reporting Code | Quantity (Hours) | Payable Status |
|------------|---------------------|------------------|------------------|
| 05/28/2021 | Annual Leave Taken | 3.75 | Taken by Payroll |
| 05/28/2021 | Sick Leave | 3.75 | Taken by Payroll |
| 05/31/2021 | Holiday Pay | 7.50 | Taken by Payroll |
| 05/31/2021 | Holiday comp earned | 7.50 | Closed |
| | Total | 22.50 | |

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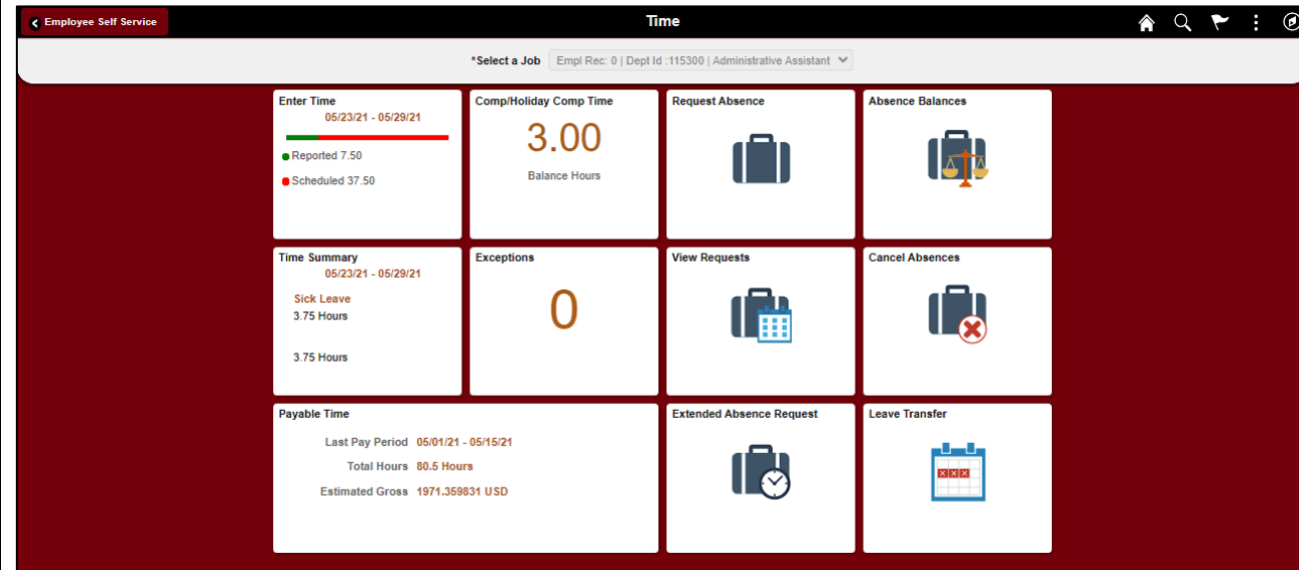
Step 4: Click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

You successfully learned how to view your payable time.



The screenshot shows the 'Payable Time' interface with a date range of 05/16/2021 - 05/31/2021. It features a 'Payable Time Details' section with 'Summary' and 'Detail' tabs. The 'Detail' tab is active, displaying a table of time reporting entries.

| Date | Time Reporting Code | Quantity (Hours) | Payable Status |
|------------|---------------------|------------------|------------------|
| 05/28/2021 | Annual Leave Taken | 3.75 | Taken by Payroll |
| 05/28/2021 | Sick Leave | 3.75 | Taken by Payroll |
| 05/31/2021 | Holiday Pay | 7.50 | Taken by Payroll |
| 05/31/2021 | Holiday comp earned | 7.50 | Closed |
| | Total | 22.50 | |



The screenshot shows the 'Employee Self Service' Time page for an Administrative Assistant. It displays various time management options and summary information.

- Enter Time:** 05/23/21 - 05/29/21. Reported 7.50 hours, Scheduled 37.50 hours.
- Comp/Holiday Comp Time:** 3.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 05/23/21 - 05/29/21. Sick Leave 3.75 Hours, 3.75 Hours.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red X.
- Payable Time:** Last Pay Period 05/01/21 - 05/15/21. Total Hours 80.5 Hours. Estimated Gross 1971.359831 USD.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar.