

How to view payable time for a salary non-exempt employee:

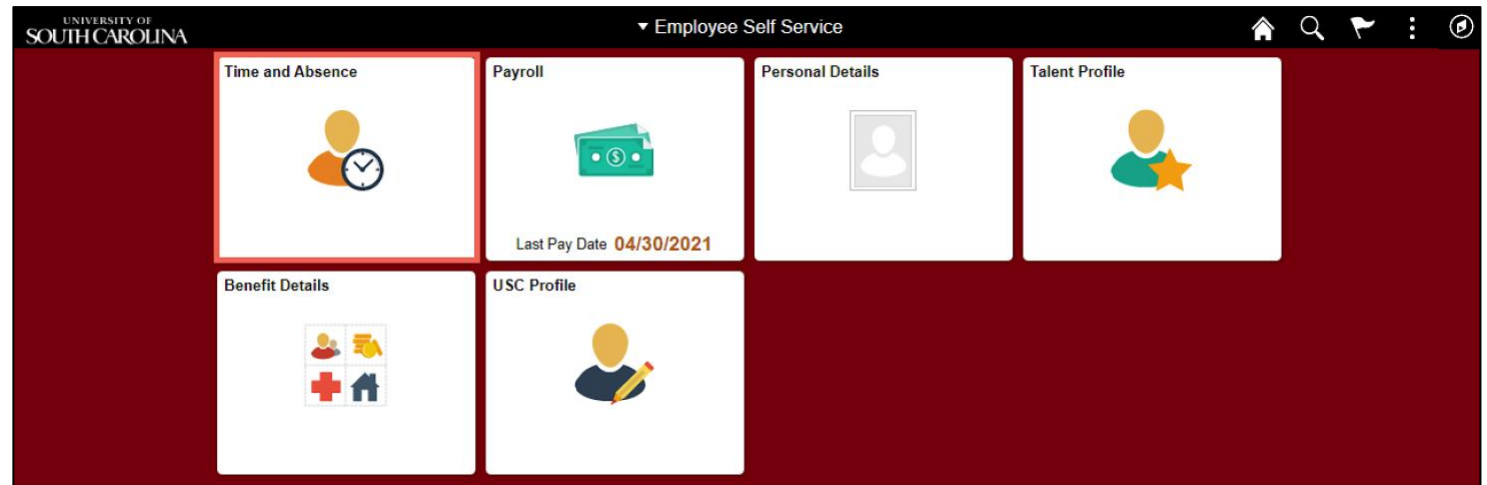
This job aid outlines how a salary non-exempt employee can view payable time.

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

Processing Steps

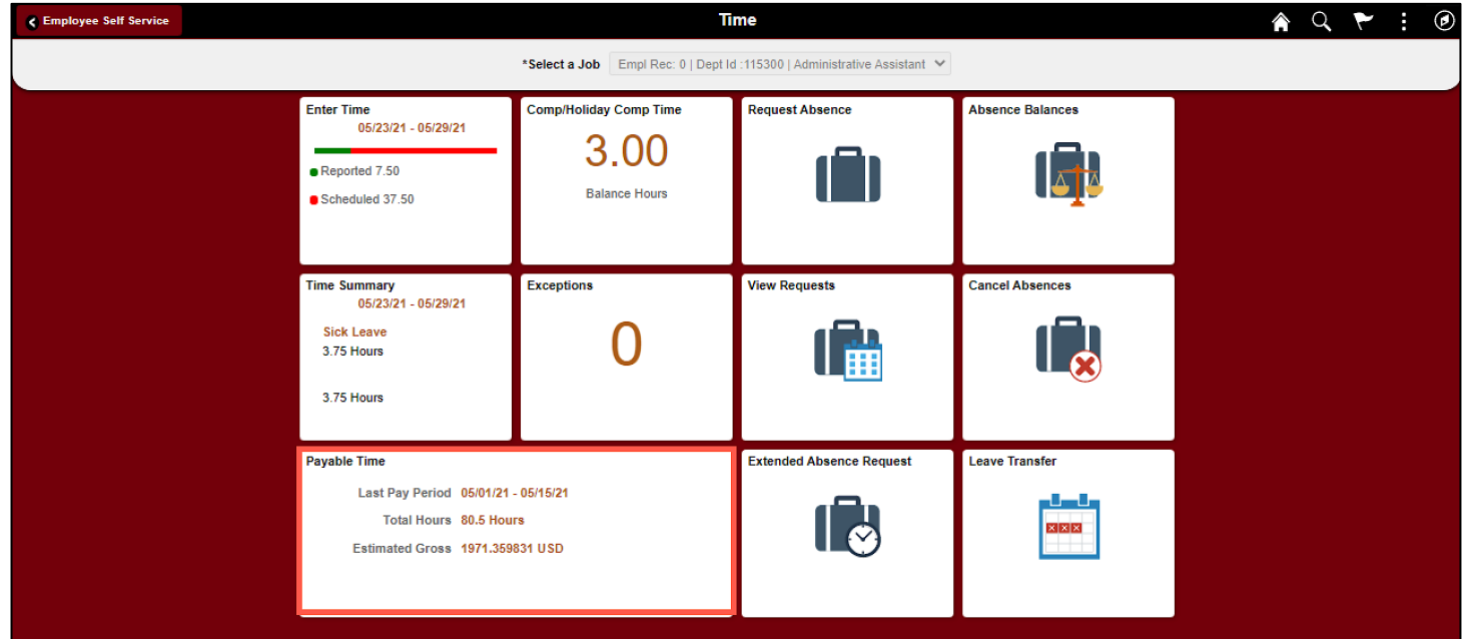
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



University of South Carolina
Time and Labor - ESS
View Payable Time – Salary Non-Exempt

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



The screenshot shows the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as an Administrative Assistant. The interface features a grid of tiles for time management:

- 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.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red X.
- Payable Time (highlighted):** 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 with a red X.

University of South Carolina
Time and Labor - ESS
View Payable Time – Salary Non-Exempt

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.

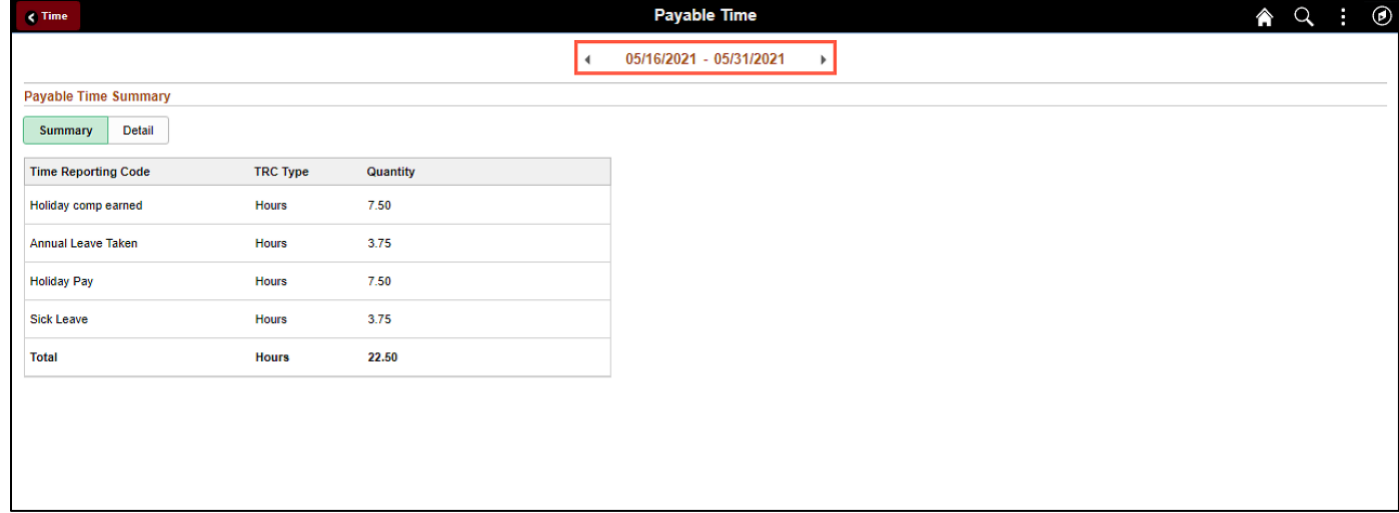
Use the **Arrows** to navigate to the timesheet you would like to view.

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.

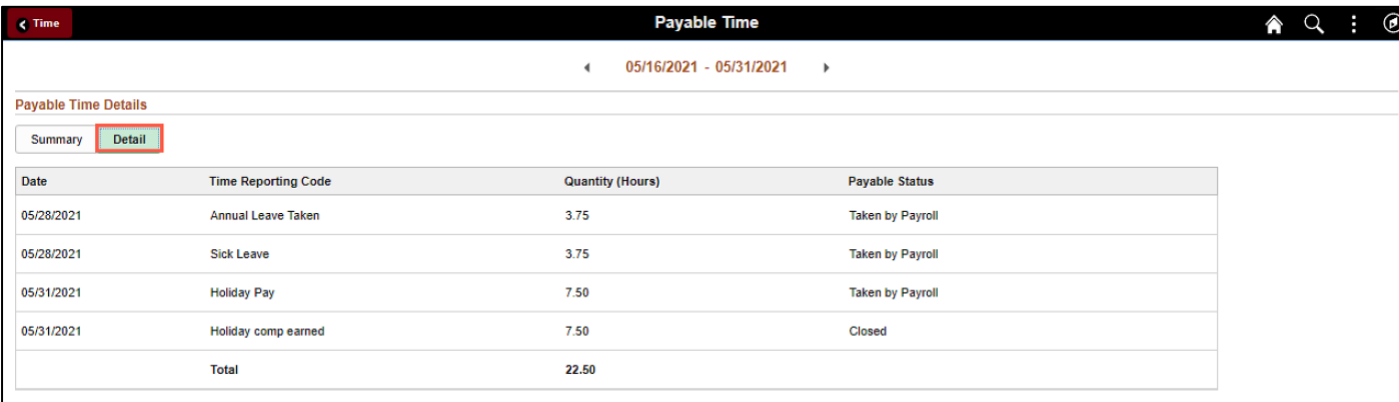
The Payable Status types that can be seen here are:

- 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 breakdown of payable time by TRC Type and Quantity.

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 breakdown of payable time by Date, TRC, Quantity, and Payable Status.

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	

University of South Carolina
Time and Labor - ESS
View Payable Time – Salary Non-Exempt

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 as a salary non-exempt employee.

Payable Time

◀ 05/16/2021 - 05/31/2021 ▶

Payable Time Details

Summary **Detail**

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	

Time

*Select a Job Empl Rec: 0 | Dept Id : 115300 | Administrative Assistant

Enter Time
05/23/21 - 05/29/21


Reported 7.50
Scheduled 37.50

Compl/Holiday Comp Time


3.00

Balance Hours

Request Absence



Absence Balances



Time Summary
05/23/21 - 05/29/21


Sick Leave
3.75 Hours

3.75 Hours


Exceptions

0

View Requests




Cancel Absences



Payable Time

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

Extended Absence Request



Leave Transfer

