Payable time is time the employee has previously submitted. It has been validated by the nightly time administration process and has been checked for errors. It may or may not have been approved by the manager.

- Log into PeopleSoft HRMS
- Manager Self-Service
- Time Management
- View Time
- Payable Time Summary

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**Viewing Payable Time Summary & Details**

Payable time is time the employee has previously submitted. It has been validated by the nightly time administration process and has been checked for errors. It may or may not have been approved by the manager.
This page allows you to select an employee. There is no need to add criteria to this page. If you do not add criteria and click on [Get Employees] - you will see only employees assigned to you.

Your employees are returned as shown below. Click on the name of the employee that you want to view.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Job Code</th>
<th>Job Description</th>
<th>Department ID</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline Howell</td>
<td>0 39112</td>
<td>Info Technology Specialist II</td>
<td>152025</td>
<td>PC277</td>
<td></td>
</tr>
<tr>
<td>Jason Williams</td>
<td>0 39112</td>
<td>Info Technology Specialist II</td>
<td>152025</td>
<td>PC277</td>
<td></td>
</tr>
<tr>
<td>Mark Evans</td>
<td>0 39112</td>
<td>Info Technology Specialist II</td>
<td>152025</td>
<td>PC277</td>
<td></td>
</tr>
<tr>
<td>Robert Klass</td>
<td>0 39112</td>
<td>Info Technology Specialist II</td>
<td>152025</td>
<td>PC277</td>
<td></td>
</tr>
<tr>
<td>Russell Powell</td>
<td>0 39112</td>
<td>Info Technology Specialist II</td>
<td>152025</td>
<td>PC277</td>
<td></td>
</tr>
</tbody>
</table>

Go To:  Manager Self Service
        Time Management
If you do not see all of your employees -- scroll to the right until you see the following. The **View 100 link** and the **left and right arrows** can be used to see additional employees.

![Payable Time Summary](image)

After selecting the employee, enter the desired start date into the **Start Date** field. Click the **Get Rows** button.

Your results show that the employee you selected and the hours reported as worked for each day shown.
You can click on the Previous Employee or the Next Employee to navigate to other employees on the list and view their payable time.

To see Payable Time Detail, click on the Detail Page link.

**Note.** Time that has High severity level exceptions associated with it doesn't appear on this page because it is not considered payable time. Time that has Low or Medium severity level exceptions associated with it will create payable time and display on this page.
Payable Time Detail

Jacqueline Howell

Job Title: Info Technology Specialist II
EmpID: 0

Payable Time Detail displayed for up to thirty-one days.

Start Date: 04/01/2011
End Date: 04/20/2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Time Reporting Code</th>
<th>Type</th>
<th>Quantity</th>
<th>User ID</th>
<th>Taskgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/15/2011</td>
<td>Needs Approval</td>
<td>REG Hours</td>
<td>9.000000</td>
<td></td>
<td></td>
<td>PSNONTASK</td>
</tr>
<tr>
<td>04/18/2011</td>
<td>Needs Approval</td>
<td>REG Hours</td>
<td>8.000000</td>
<td></td>
<td></td>
<td>PSNONTASK</td>
</tr>
<tr>
<td>04/19/2011</td>
<td>Needs Approval</td>
<td>REG Hours</td>
<td>10.500000</td>
<td></td>
<td></td>
<td>PSNONTASK</td>
</tr>
</tbody>
</table>

Go To: Manager Self Service
       Time Management
       Summary Page

Click Summary Page to return to the Summary Page