

View Payable Time - Summary

Step	Action
1.	Click the Manager Self Service link. D Manager Self Service
2.	Click the Time Management link. Time Management
3.	Click the View Time link. View Time
4.	Click the Payable Time Summary link. Payable Time Summary
5.	You can search for employees several different ways.
	Click the Look up button next to Group ID .
6.	Click the Look Up button. Look Up
7.	Select the appropriate "B" Group ID.
8.	Click the Get Employees button. Get Employees
9.	Select the appropriate employee.
10.	Enter the desired information into the Start Date field. Note: The Payable Time Summary will display a seven day time span.
11.	Click the Refresh button.
12.	The payable time information is now displayed.
13.	Click the Detail Page link. Detail Page
14.	[Contains Audio] The Detail Page allows you to view Payable Time by total hours per day as well as view the status of each day's hours.
15.	Click the Summary Page link to return to the original view. Summary Page
16.	You can also click the Return to Select Employee link to view any additional employees. Return to Select Employee
17.	End of Procedure.