# View Payable Time Summary

| Step | Action |
|---|---|
| 1. | Click the **Manager Self Service** link.<br>▷ Manager Self Service |
| 2. | Click the **Time Management** link.<br>Time Management |
| 3. | Click the **View Time** link.<br>View Time |
| 4. | Click the **Payable Time Summary** link.<br>Payable Time Summary |
| 5. | You can search for employees several different ways.<br><br>Click the **Look up** button next to **Group ID**. |
| 6. | Click the **Look Up** button.<br>Look Up |
| 7. | Select the appropriate "**B**" Group ID. |
| 8. | Click the **Get Employees** button.<br>Get Employees |
| 9. | Select the appropriate employee. |
| 10. | Enter the desired information into the **Start Date** field.<br>Note: The Payable Time Summary will display a seven day time span. |
| 11. | Click the **Refresh** button.<br>Refresh |
| 12. | The payable time information is now displayed. |
| 13. | Click the **Detail Page** link.<br>Detail Page |
| 14. | 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.<br>Summary Page |
| 16. | You can also click the **Return to Select Employee** link to view any additional employees.<br>Return to Select Employee |
| 17. | **End of Procedure.** |