

Time/Absence MSS Dashboard – Payable Time Summary

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Summary section allows managers to see at a glance if there is pending time to be approved or an employee has not submitted enough time for the pay period. Information is based upon criteria in the Selection Criteria section.

Payable Time Summary

NOTE: If you have approved time and absences on the dashboard, during this visit, click Refresh in Selection Criteria section to see these approvals reflected in the Payable Time Summary section.

- Only bi-weekly employees appear on this summary
- If no time has been entered by an employee, a dash will appear in the total payable time column.
- Entered time will be updated after the time admin process has been run (runs six times daily at 4a, 9a, 11a, 1p, 3p, and between 6p and 8p)

Payable Time Summary										
First Name	Last Name	Employee ID	Empl Record	FTE	Payable Time Needs Approval	Payable Time Approved	Absence Takes Need Approval	Absence Takes Approved	Total Payable Time	
ERICK	LAST	33333333	0	--	--	--	--	--	--	--
ERIN	LAST	33333333	0	1.00	40.00	--	--	8.00	48.00	^
ETHAN	IAST	33333333	1	--	25.00	--	--	--	25.00	
FIONNA	LAST	33333333	0	--	14.25	--	--	--	14.25	
GEORGE	LAST	33333333	0	1.00	--	32.00	--	8.00	40.00	v

ⓘ Only hourly employees are shown