

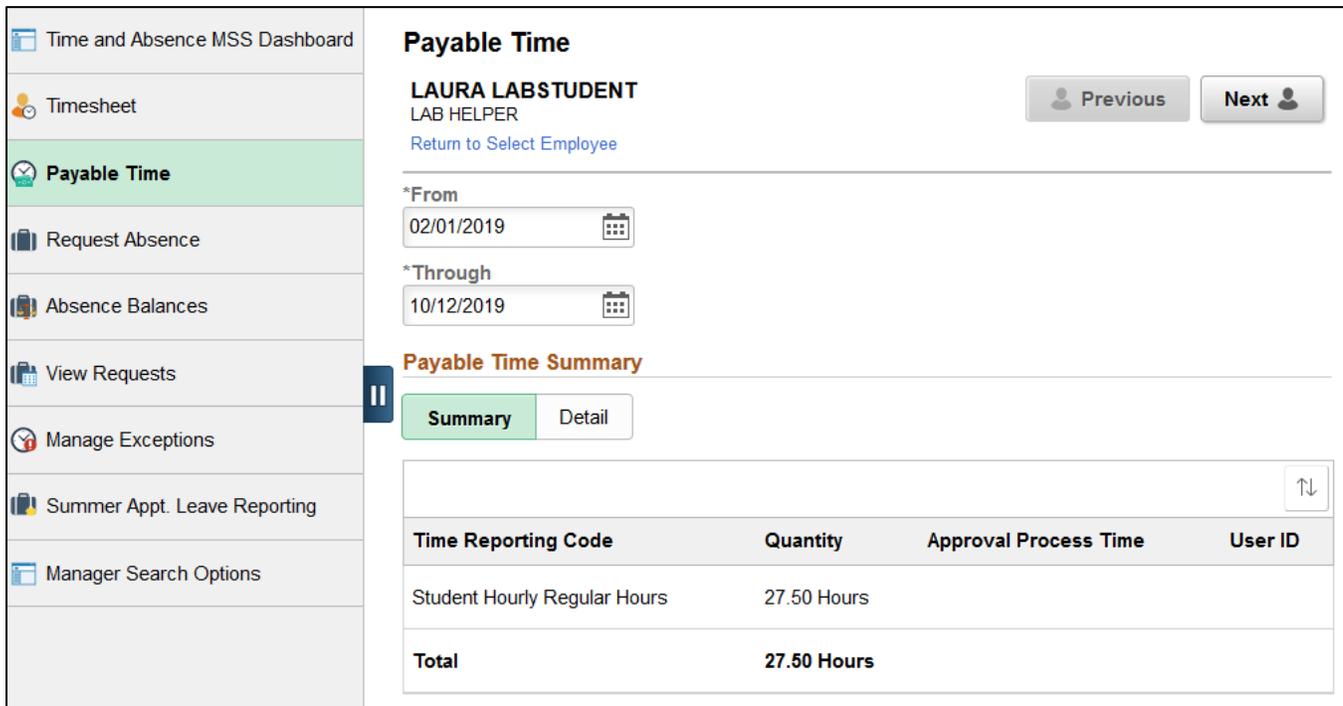
View Payable Time (Manager)

After time is entered and Time Administration has run (4a, 9a, 11a, 1p, 3p and around 8p), the reported time becomes payable time. Payable time is created based on the rules and edits within the Time Administration process and, once approved, will be processed in payroll to compensate the employee.

WARNING: Payable time cannot be approved through this page

Payable Time

1. Access the [Time/Absence Dashboard](#).
2. Click **Payable Time** in the left side bar.
3. Click **Get Employees** button.
NOTE: To set up or change which employees are returned, click the **Filter** button.
2. Click the name of the employee to review.
3. Update the **From** and **Through** dates to see a specific time period.
4. **Summary** is selected by default, showing payable time for the selected period.
5. Click **Details**, to see a report of hours by date.
6. To navigate between employees, use the **Next** and **Previous** button in the top right.
7. To return to the employee search list, click the **Return to Select Employee** hyperlink.



The screenshot shows the 'Payable Time' interface for an employee named LAURA LABSTUDENT, LAB HELPER. The interface includes a left sidebar with navigation options like 'Timesheet', 'Payable Time', 'Request Absence', and 'Absence Balances'. The main content area shows the employee's name, 'Return to Select Employee' link, and date pickers for '*From' (02/01/2019) and '*Through' (10/12/2019). Below this is a 'Payable Time Summary' section with 'Summary' and 'Detail' tabs. A table displays the summary data:

Time Reporting Code	Quantity	Approval Process Time	User ID
Student Hourly Regular Hours	27.50 Hours		
Total	27.50 Hours		