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. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)

2. Click the dropdown list in the upper left corner and select **Manager Self Service**.

3. Click the **Manager Time and Absence** Tile.

4. Click **Payable Time** in the left side bar.

5. Click **Get Employees** button.
   
   **NOTE**: To set up or change which employees are returned, click the **Filter** button.

6. Click the name of the employee to review.

7. Update the **From** and **Through** dates to see a specific time period.

8. **Summary** is selected by default, showing payable time for the selected period.

9. Click **Details**, to see a report of hours by date.

10. To navigate between employees, use the **Next** and **Previous** button in the top right.

11. To return to the employee search list, click the **Return to Select Employee** hyperlink.