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.
4. Click the name of the employee to review.
5. Update the From and Through dates to see a specific time period.
6. Summary is selected by default, showing payable time for the selected period.
7. Click Details, to see a report of hours by date.
8. To navigate between employees, use the Next and Previous button in the top right.
9. To return to the employee search list, click the Return to Select Employee hyperlink.