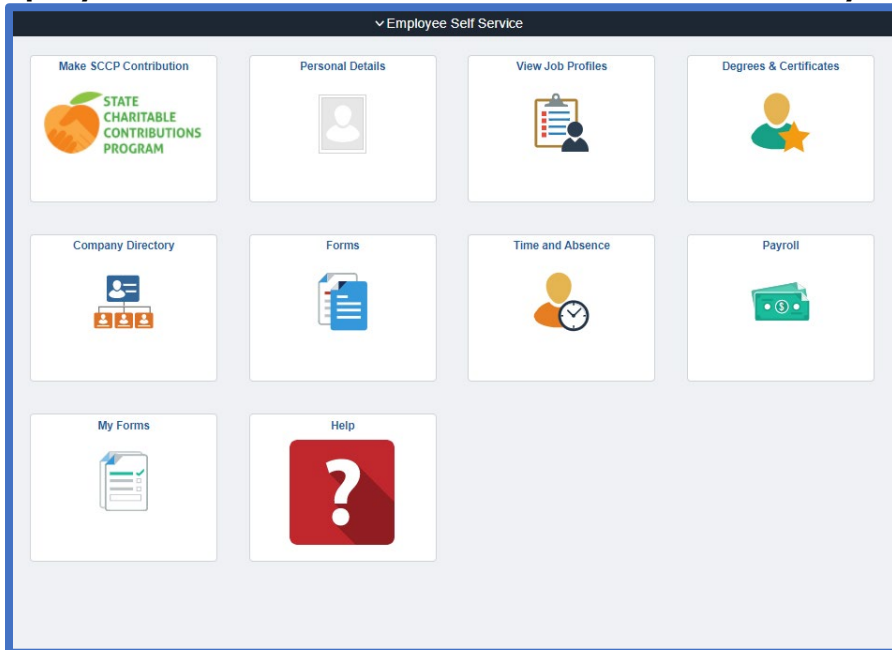



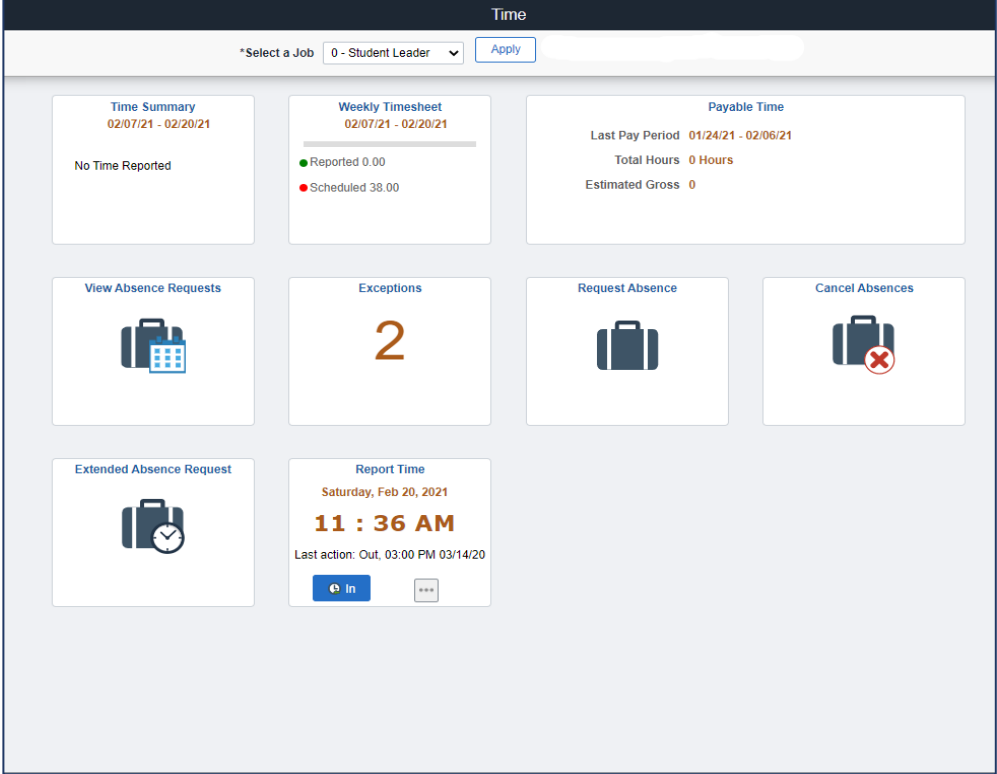

# How Do I Evaluate Reported Time vs Payable Time as an Employee

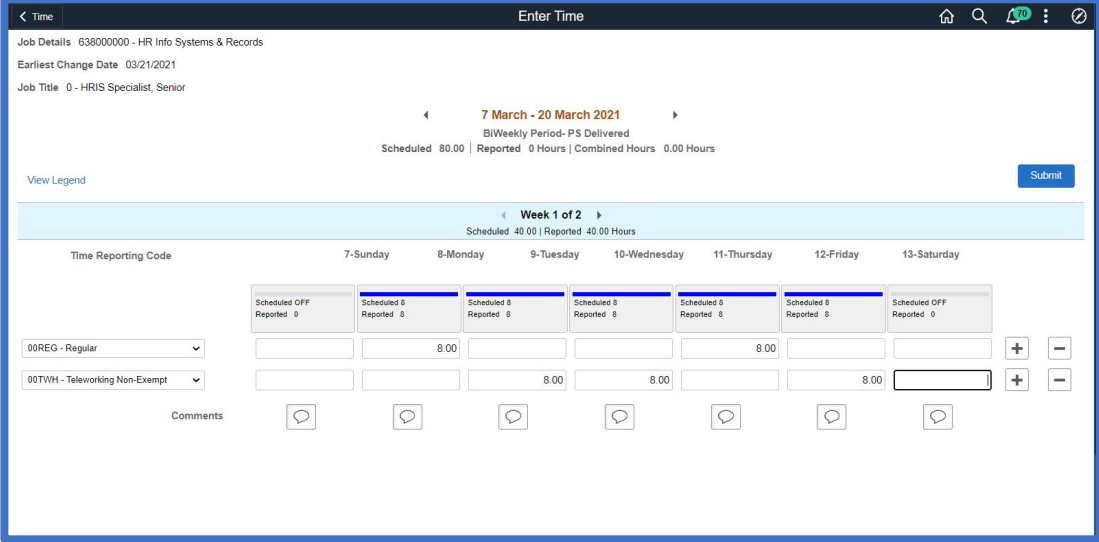



## Navigation

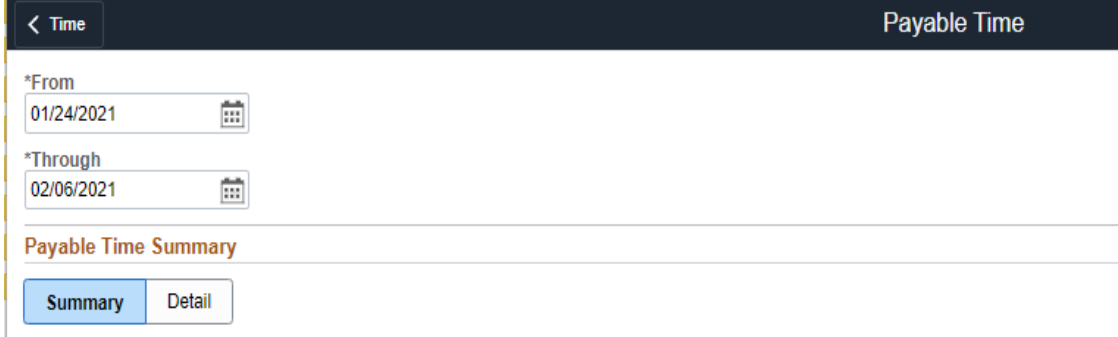
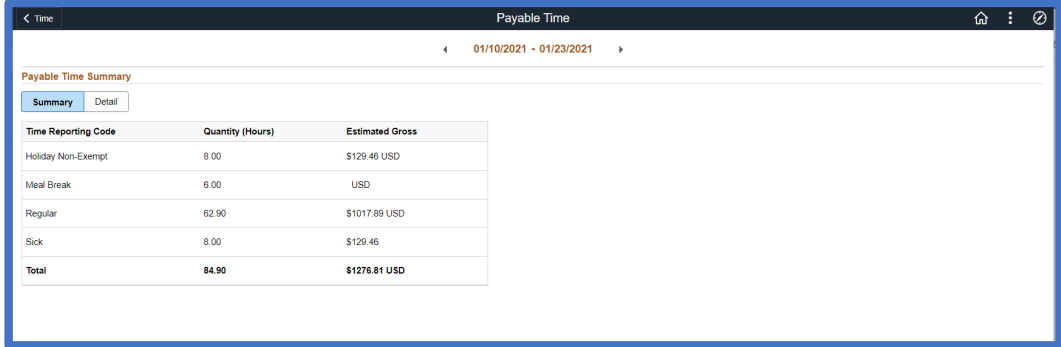

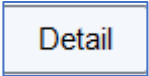
### Employee Self Service > Time and Absence > Weekly Timesheet

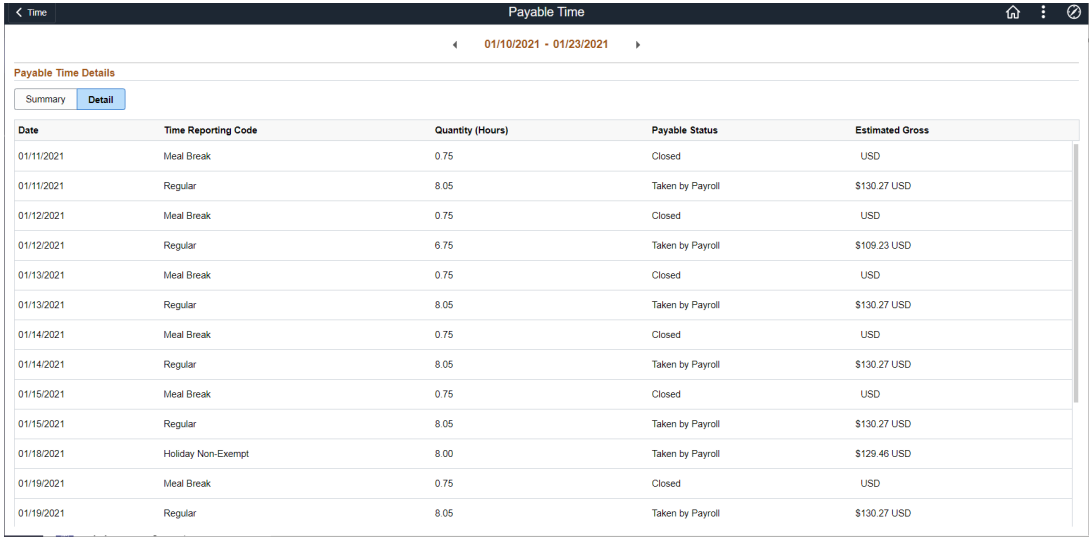


Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> file. <div data-bbox="289 1451 605 1709" style="border: 2px solid blue; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Time page is displayed.</p>  <p>To view your Reported time, click the <b>Weekly Timesheet</b> file.</p> 

Step	Action
3.	<p>The Weekly Timesheet is displayed.</p>  <p>Use the arrows on either side of the pay period dates to select the appropriate period.</p> 
4.	<p>The Reported hours for the selected period are displayed. If necessary, scroll to view the additional information.</p>
5.	<p>To return to the Time page, click the [<b>&lt;</b>] <b>Time</b> button.</p> 
6.	<p>The Time page is displayed.</p> <p>To view your Payable Time, click the <b>Payable Time</b> tile.</p> 

Step	Action
7.	<p>The Payable Time page is displayed.</p>  <p>You can enter or use the Calendar icon to select a different From and Through Dates.</p>
8.	<p>The Payable Time Summary for the selected dates is displayed.</p>  <p>Use the arrows on either side of the pay period dates to select the appropriate period.</p>  <p>To expand the Time Summary, click the <b>Detail</b> button.</p> 

Step	Action
9.	<p>The expanded Payable Time Details are displayed. If necessary, scroll to view the entire page.</p>  <p><b>Note:</b> Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the <b>Needs Approval</b> status. This status is changed to <b>Approved</b> before Payroll runs. When the time is included in your paycheck, the status is changed to <b>Taken by Payroll</b>.</p>
10.	<p>You have completed the steps to evaluate your reported time versus your payable time in OneUSG Connect.</p>