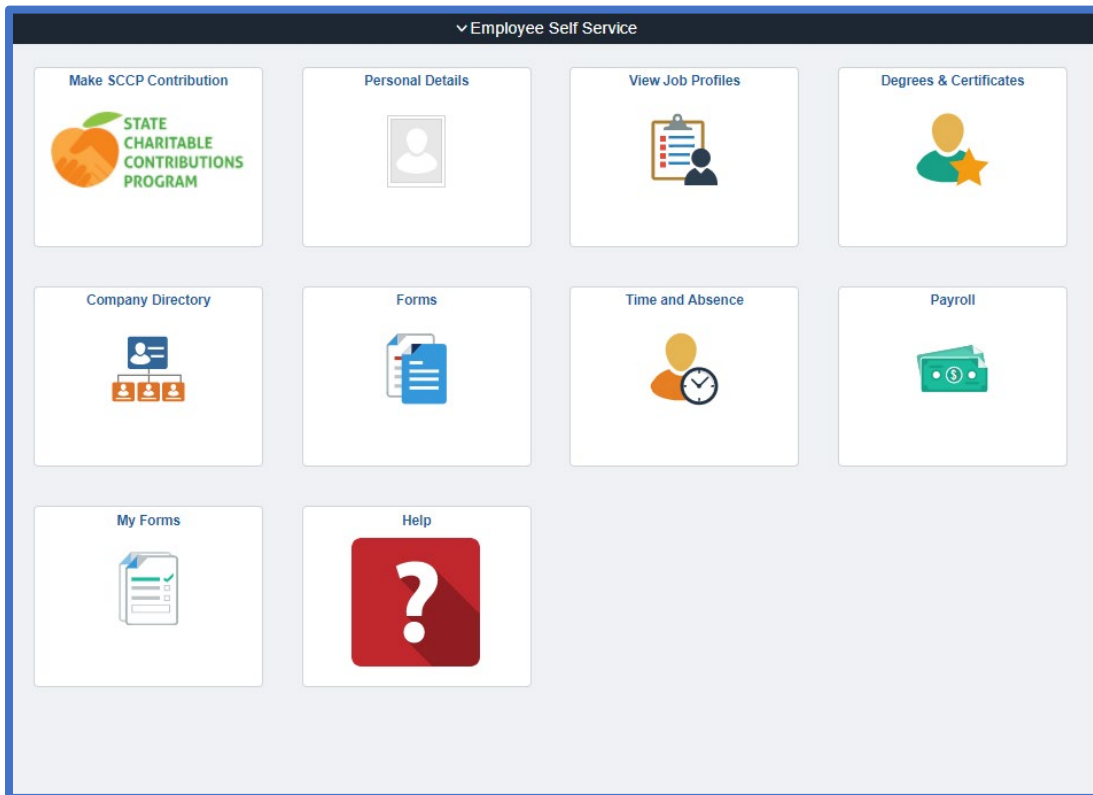



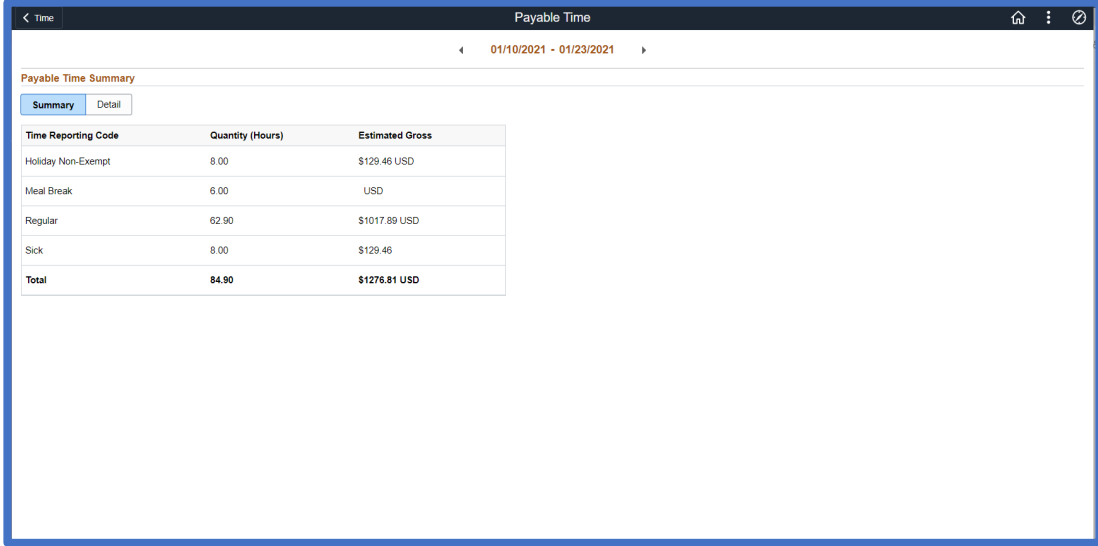
How Do I View Payable Time as an Employee

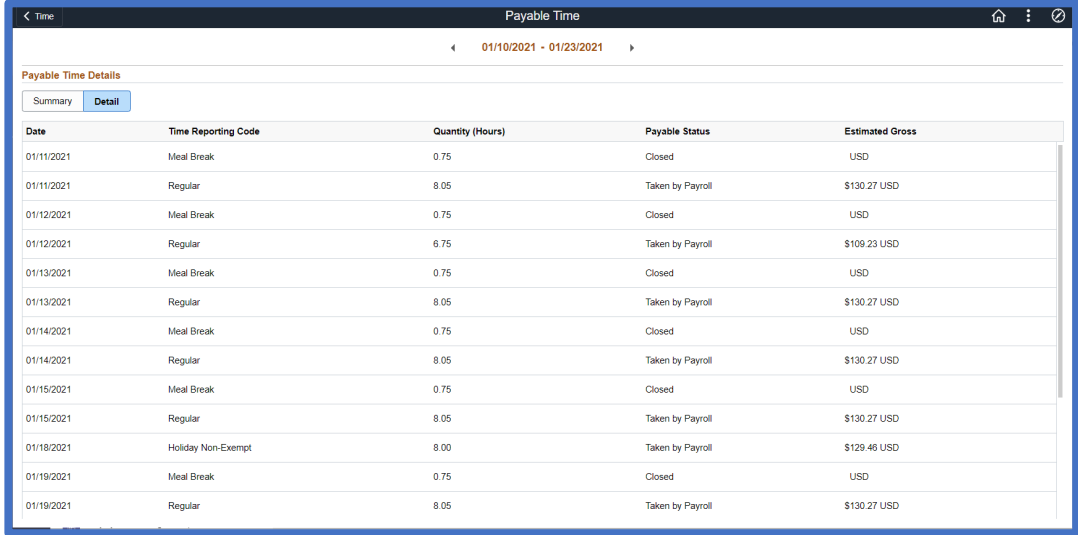
Navigation

Employee Self Service >Time an Absence Tile>Payable Time Summary



Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile. <div data-bbox="305 1598 620 1860" style="border: 2px solid blue; padding: 5px; margin: 10px 0;">  </div>

Step	Action																		
2.	<p>The Time page is displayed.</p> <p>Click the Payable Time Summary file to view a summary of your payable time.</p> <div data-bbox="306 497 1284 884" style="border: 2px solid #0070C0; padding: 10px; text-align: center;"> <p>Payable Time</p> <p>Last Pay Period 01/24/21 - 02/06/21</p> <p>Total Hours 0 Hours</p> <p>Estimated Gross 0</p> </div>																		
3.	<p>Your Payable Time is listed by the Time Reporting Code, including the total for the week.</p> <div data-bbox="306 1056 1398 1598" style="border: 2px solid #0070C0; padding: 10px;">  <table border="1" data-bbox="321 1178 807 1350"> <thead> <tr> <th>Time Reporting Code</th> <th>Quantity (Hours)</th> <th>Estimated Gross</th> </tr> </thead> <tbody> <tr> <td>Holiday Non-Exempt</td> <td>8.00</td> <td>\$129.46 USD</td> </tr> <tr> <td>Meal Break</td> <td>6.00</td> <td>USD</td> </tr> <tr> <td>Regular</td> <td>62.90</td> <td>\$1017.89 USD</td> </tr> <tr> <td>Sick</td> <td>8.00</td> <td>\$129.46</td> </tr> <tr> <td>Total</td> <td>84.90</td> <td>\$1276.81 USD</td> </tr> </tbody> </table> </div> <p>Use the Previous Week or Next Week links to navigate to different weeks. You can also enter or use the Calendar icon to select a different Start Date to view.</p> <p>Click Detail Page to see Payable Time in detail.</p>	Time Reporting Code	Quantity (Hours)	Estimated Gross	Holiday Non-Exempt	8.00	\$129.46 USD	Meal Break	6.00	USD	Regular	62.90	\$1017.89 USD	Sick	8.00	\$129.46	Total	84.90	\$1276.81 USD
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4.	<p data-bbox="305 321 716 352">Viewing Payable Time Detail.</p> <div data-bbox="305 390 1377 921" style="border: 1px solid #0056b3; padding: 5px;">  <table border="1" data-bbox="321 510 1360 905"> <thead> <tr> <th>Date</th> <th>Time Reporting Code</th> <th>Quantity (Hours)</th> <th>Payable Status</th> <th>Estimated Gross</th> </tr> </thead> <tbody> <tr><td>01/11/2021</td><td>Meal Break</td><td>0.75</td><td>Closed</td><td>USD</td></tr> <tr><td>01/11/2021</td><td>Regular</td><td>8.05</td><td>Taken by Payroll</td><td>\$130.27 USD</td></tr> <tr><td>01/12/2021</td><td>Meal Break</td><td>0.75</td><td>Closed</td><td>USD</td></tr> <tr><td>01/12/2021</td><td>Regular</td><td>6.75</td><td>Taken by Payroll</td><td>\$109.23 USD</td></tr> <tr><td>01/13/2021</td><td>Meal Break</td><td>0.75</td><td>Closed</td><td>USD</td></tr> <tr><td>01/13/2021</td><td>Regular</td><td>8.05</td><td>Taken by Payroll</td><td>\$130.27 USD</td></tr> <tr><td>01/14/2021</td><td>Meal Break</td><td>0.75</td><td>Closed</td><td>USD</td></tr> <tr><td>01/14/2021</td><td>Regular</td><td>8.05</td><td>Taken by Payroll</td><td>\$130.27 USD</td></tr> <tr><td>01/15/2021</td><td>Meal Break</td><td>0.75</td><td>Closed</td><td>USD</td></tr> <tr><td>01/15/2021</td><td>Regular</td><td>8.05</td><td>Taken by Payroll</td><td>\$130.27 USD</td></tr> <tr><td>01/18/2021</td><td>Holiday Non-Exempt</td><td>8.00</td><td>Taken by Payroll</td><td>\$129.46 USD</td></tr> <tr><td>01/19/2021</td><td>Meal Break</td><td>0.75</td><td>Closed</td><td>USD</td></tr> <tr><td>01/19/2021</td><td>Regular</td><td>8.05</td><td>Taken by Payroll</td><td>\$130.27 USD</td></tr> </tbody> </table> <p data-bbox="305 961 1365 1031">The Overview tab lists each Date, its Status, Time Reporting Code, Quantity and Estimated Gross.</p> <p data-bbox="305 1035 1398 1104">Click the Expand icon for Payable Status Filter to filter for only particular types of status, such as "Approved" or "Needs Approval."</p> <p data-bbox="305 1108 743 1140">Click Refresh next to End Date.</p> <p data-bbox="305 1144 1052 1176">Click Summary Page to return to the Summary Page.</p> </div>	Date	Time Reporting Code	Quantity (Hours)	Payable Status	Estimated Gross	01/11/2021	Meal Break	0.75	Closed	USD	01/11/2021	Regular	8.05	Taken by Payroll	\$130.27 USD	01/12/2021	Meal Break	0.75	Closed	USD	01/12/2021	Regular	6.75	Taken by Payroll	\$109.23 USD	01/13/2021	Meal Break	0.75	Closed	USD	01/13/2021	Regular	8.05	Taken by Payroll	\$130.27 USD	01/14/2021	Meal Break	0.75	Closed	USD	01/14/2021	Regular	8.05	Taken by Payroll	\$130.27 USD	01/15/2021	Meal Break	0.75	Closed	USD	01/15/2021	Regular	8.05	Taken by Payroll	\$130.27 USD	01/18/2021	Holiday Non-Exempt	8.00	Taken by Payroll	\$129.46 USD	01/19/2021	Meal Break	0.75	Closed	USD	01/19/2021	Regular	8.05	Taken by Payroll	\$130.27 USD
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