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<b>Last Changed by</b>	ASDS

## View Payable Time Detail

### Navigation



Step	Action
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3.	Click the <b>View Time</b> link.
4.	Click the <b>Payable Time Detail</b> link.

# Process Document

## View Payable Time Detail



### Procedure

The screenshot shows the 'Payable Time Detail' page in the MaineStreet application. It features a search section for selecting an employee and a table of employees for Robin Sherman.

**Employee Selection Criteria**

Description	Value
Group ID	SASTR
EmplID	
Last Name	
North American Paygroup	

**Employees For Robin Sherman**

Name	Employee ID	Job Code	Job Description	Department ID	Business Unit	Department Description	Location	Workaroup	Taskaroup
Employee One	0099999	7908	Human Resources	SASDS	UMS08	Admin Systems Dev & Support	S00700	PT SALARY	PSNONTASK
Employee Two	0099999	7901	Information Technology	SASDS	UMS08	Admin Systems Dev & Support	S00700	FT SALARY	PSNONTASK

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[Time Management](#)

Step	Action
5.	Click on an employee's name to select it.



Step	Action
6.	<p>On the <b>Payable Time Detail</b> page, you must first enter the <i>Start Date</i> and <i>End Date</i>. Be aware that only 31 days can be viewed at one time.</p> <p>Click the <i>Get Rows</i> button when ready.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">Get Rows</div>

# Process Document

## View Payable Time Detail



**MaineStreet** Home Add to Favorites Sign out

New Window | Customize Page |

### Payable Time Detail

Employee Two      EmplID: 0099999  
 Job Title: Information Technology      Empl Rcd Nbr: 0

Payable Time Detail displayed for up to thirty-one days.

Start Date: 12/02/2007    End Date: 01/02/2008    [Get Rows](#)

**Payable Time**

Overview    Time Reporting Elements    Task Reporting Elements   

Date	Status	Time Reporting Code	Type	Quantity	User ID	Taskgroup
12/04/2007	Closed	ANLV	Hours	4.000000	0015111	PSNONTASK
12/24/2007	Closed	ANLV	Hours	8.000000	0023901	PSNONTASK
12/26/2007	Closed	ANLV	Hours	8.000000	0023901	PSNONTASK
12/27/2007	Closed	ANLV	Hours	8.000000	0023901	PSNONTASK
12/28/2007	Closed	ANLV	Hours	8.000000	0023901	PSNONTASK
12/31/2007	Closed	ANLV	Hours	8.000000	0023901	PSNONTASK

[Next Employee](#)

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[Time Management](#)  
[Return to Select Employee](#)

Done    Internet    100%

Step	Action
7.	<p>The <b>Overview</b> tab in the <b>Payable Time</b> section of the page shows an employee's payable time for any 31 days based on the <b>Start Date</b> selected. The following information is provided:</p> <ul style="list-style-type: none"> <li>- <b>Date</b> lists the dates which time has been reported for the employee</li> <li>- <b>Status</b> lists the status of the time reported. There are 5 different statuses; Needs Approved, Approved, Gone to Payroll, Closed, and Rejected by Payroll.</li> <li>- <b>Time Reporting Code</b> lists the time reporting codes used for the reported time.</li> <li>- <b>Type</b> is the unit of measure of the Quantity. The <b>Type</b> will always be "hours."</li> <li>- <b>Quantity</b> lists the number of hours reported.</li> <li>- <b>User ID</b> is the MaineStreet ID of the user that approved the reported time.</li> </ul> <p>Click the <b>Time Reporting Elements</b> tab.</p> <p><a href="#">Time Reporting Elements</a></p>



**Payable Time Detail**

Employee Two      EmplID: 0099999  
 Job Title: Information Technology      Empl Rcd Nbr: 0

Payable Time Detail displayed for up to thirty-one days.

Start Date: 12/02/2007    End Date: 01/02/2008    [Get Rows](#)

**Payable Time**

Overview    **Time Reporting Elements**    Task Reporting Elements

Date	Status	Time Reporting Code	Type	Quantity	Taskgroup	Currency Code	Country	State	Locality	Billable	Rate Code	Override Rate
12/04/2007	Closed	ANLV	Hours	4.000000	PSNONTASK	USD				<input type="checkbox"/>		
12/24/2007	Closed	ANLV	Hours	8.000000	PSNONTASK	USD				<input type="checkbox"/>		
12/26/2007	Closed	ANLV	Hours	8.000000	PSNONTASK	USD				<input type="checkbox"/>		
12/27/2007	Closed	ANLV	Hours	8.000000	PSNONTASK	USD				<input type="checkbox"/>		
12/28/2007	Closed	ANLV	Hours	8.000000	PSNONTASK	USD				<input type="checkbox"/>		
12/31/2007	Closed	ANLV	Hours	8.000000	PSNONTASK	USD				<input type="checkbox"/>		

[Next Employee](#)

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[Return to Select Employee](#)

Step	Action
8.	<p>On the <i>Time Reporting Elements</i> tab you can find the <i>Currency Code</i>, <i>Country</i>, <i>State</i>, <i>Locality</i>, <i>Rate Code</i> and <i>Override Rate</i>.</p> <p>Click the <i>Task Reporting Elements</i> tab.</p> <p><a href="#">Task Reporting Elements</a></p>

# Process Document

## View Payable Time Detail



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### Payable Time Detail

Employee Two      EmplID: 0099999  
 Job Title: Information Technology      Empl Rcd Nbr: 0

Payable Time Detail displayed for up to thirty-one days.

Start Date: 12/02/2007    End Date: 01/02/2008    [Get Rows](#)

**Payable Time**

Overview    Time Reporting Elements    **Task Reporting Elements**    [Help](#)

Date	Status	Time Reporting Code	Type	Quantity	Approval Process Datetime	Publish Switch	Publish Date	Estimated Gross	Labor Distribution Amount	Diluted Labor Distribution Amt
12/04/2007	Closed	ANLV	Hours	4.000000	12/11/2007 3:14:34PM	N	01/01/1900	67.673240	67.673240	67.673240
12/24/2007	Closed	ANLV	Hours	8.000000	12/26/2007 11:31:05AM	N	01/01/1900	135.346480	135.346480	135.346480
12/26/2007	Closed	ANLV	Hours	8.000000	12/26/2007 11:31:05AM	N	01/01/1900	135.346480	135.346480	135.346480
12/27/2007	Closed	ANLV	Hours	8.000000	12/26/2007 11:31:05AM	N	01/01/1900	135.346480	135.346480	135.346480
12/28/2007	Closed	ANLV	Hours	8.000000	12/26/2007 11:31:05AM	N	01/01/1900	135.346480	135.346480	135.346480
12/31/2007	Closed	ANLV	Hours	8.000000	12/26/2007 11:31:05AM	N	01/01/1900	135.346480	135.346480	135.346480

[Next Employee](#)

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[Time Management](#)  
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Done    Internet    100%

Step	Action
9.	<p>On the <b>Task Reporting Elements</b> tab you can find the <b>Combo Code</b>, <b>Approval Process Datetime</b>, <b>Publish Switch</b>, <b>Publish Date</b>, <b>Estimated Gross</b>, <b>Labor Distribution Amount</b>, and <b>Diluted Labor Distribution Amount</b>.</p> <p>The <b>Approval Process Datetime</b> field lists the date and time that the reported time was approved.</p>
10.	<b>End of Procedure.</b>