View Payable Time Detail

Navigation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the HRMS menu, click the <strong>Manager Self Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Time Management</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>View Time</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Payable Time Detail</strong> link.</td>
</tr>
</tbody>
</table>
Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click on an employee's name to select it.</td>
</tr>
</tbody>
</table>
Step | Action
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6. | On the **Payable Time Detail** page, you must first enter the *Start Date* and *End Date*. Be aware that only 31 days can be viewed at one time.

Click the **Get Rows** button when ready.
The **Overview** tab in the **Payable Time** section of the page shows an employee's payable time for any 31 days based on the **Start Date** selected. The following information is provided:

- **Date** lists the dates which time has been reported for the employee
- **Status** lists the status of the time reported. There are 5 different statuses: Needs Approved, Approved, Gone to Payroll, Closed, and Rejected by Payroll.
- **Time Reporting Code** lists the time reporting codes used for the reported time.
- **Type** is the unit of measure of the Quantity. The **Type** will always be “hours.”
- **Quantity** lists the number of hours reported.
- **User ID** is the MaineStreet ID of the user that approved the reported time.

Click the **Time Reporting Elements** tab.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
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| 7.   | The **Overview** tab in the **Payable Time** section of the page shows an employee's payable time for any 31 days based on the **Start Date** selected. The following information is provided:  
- **Date** lists the dates which time has been reported for the employee  
- **Status** lists the status of the time reported. There are 5 different statuses: Needs Approved, Approved, Gone to Payroll, Closed, and Rejected by Payroll.  
- **Time Reporting Code** lists the time reporting codes used for the reported time.  
- **Type** is the unit of measure of the Quantity. The **Type** will always be “hours.”  
- **Quantity** lists the number of hours reported.  
- **User ID** is the MaineStreet ID of the user that approved the reported time.  

Click the **Time Reporting Elements** tab. |
Step | Action
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8. | On the **Time Reporting Elements** tab you can find the **Currency Code**, **Country**, **State**, **Locality**, **Rate Code** and **Override** Rate.

Click the **Task Reporting Elements** tab.
Step | Action
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The **Approval Process Datetime** field lists the date and time that the reported time was approved.

10. | **End of Procedure.**