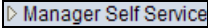

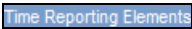



View Payable Time Detail

1.	From the HRMS menu, click the Manager Self Service link. 
2.	Click the Time Management link.
3.	Click the View Time link.
4.	Click the Payable Time Detail link.
5.	Click on an employee's name to select it.
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. 
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: <ul style="list-style-type: none"> - 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. 
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. 
9.	On the Task Reporting Elements tab you can find the Combo Code, Approval Process Datetime, Publish Switch, Publish Date, Estimated Gross, Labor Distribution Amount, and Diluted Labor Distribution Amount. The Approval Process Datetime field lists the date and time that the reported time was approved.
10.	End of Procedure.

Section

