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:
   - **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.


   The **Approval Process Datetime** field lists the date and time that the reported time was approved.

10. **End of Procedure**.