View Payable Time Detail

1.	From the HRMS menu, click the **Manager Self Service** link. ▷ Manager Self Service
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. Get Rows
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 statues; 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. Time Reporting Elements
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. Task Reporting Elements
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