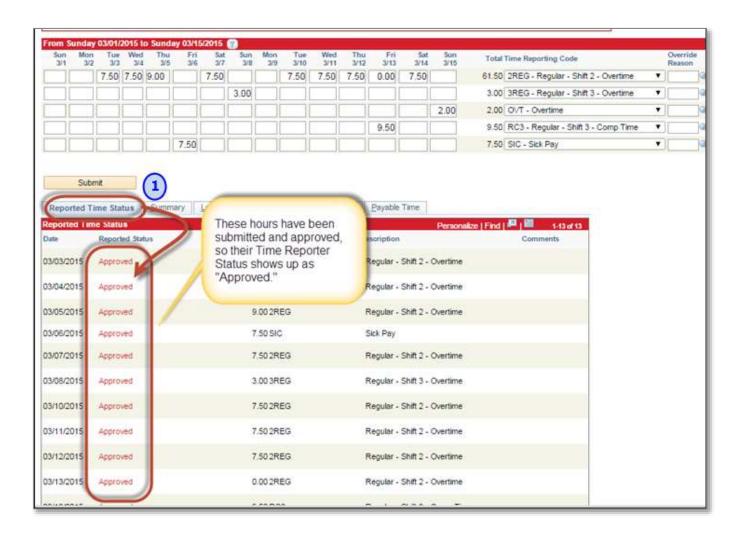


How to View Payable Time on Timesheet

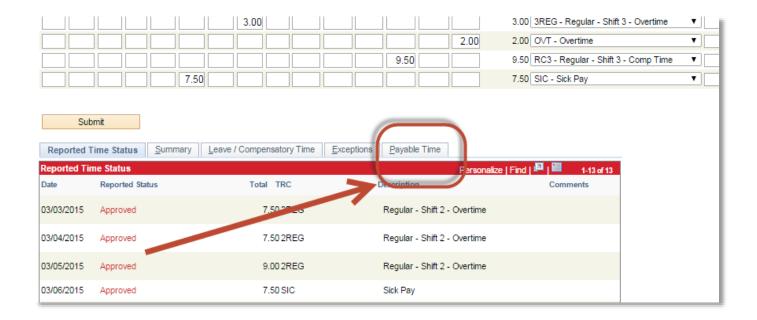
This will be helpful for both employees and managers who wish to review estimated Payable Time on timesheet:

Navigate to Timesheet to view hours, then Find "Reported Time Status" tab. This will show up by default in the lower half of the timesheet screen:

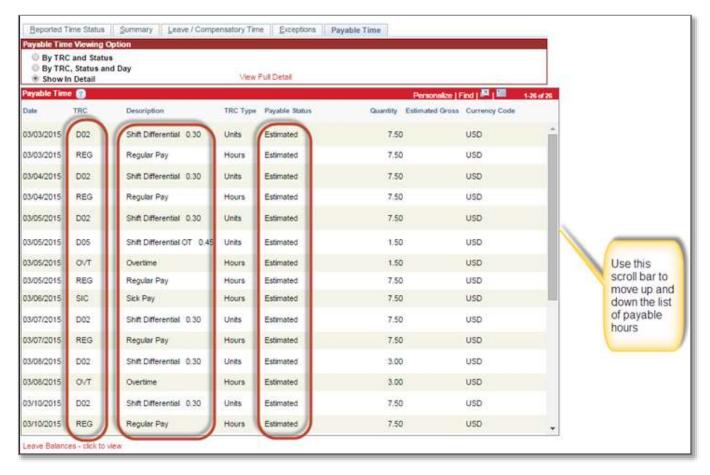


After confirming that all hours have been approved, check to see if Time Administration has processed the hours since manager approval.* Then click on the "Payable Time Tab" to see Estimated Hours.

*If Time Administration has not processed yet, these hours will not accurately appear under the Payable Time tab. Time Administration is scheduled each day for **9 a.m./1 p.m./5 p.m.**

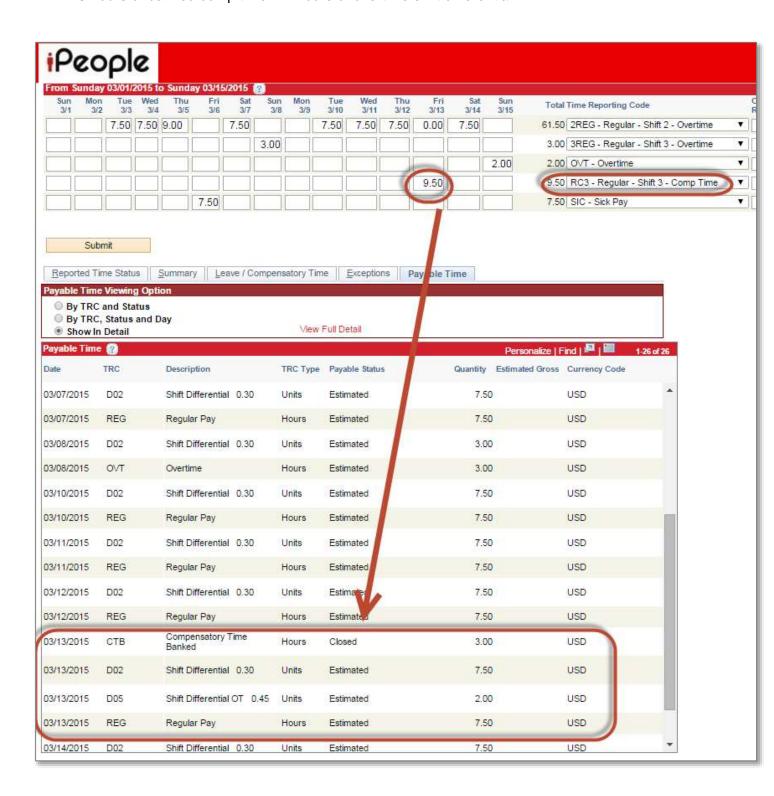


Estimated hours appear on the Payable Time tab once TimeAdministration has processed. They give the employees/managers a snapshot of exactly how the rules operate to pay them different types of pay, such as shift differentials, overtime, compensatory time banked, etc.



For instance, this employee normally works on the First Shift. On 3/13, he worked Third Shift instead. He submitted 9.5 hours of RC3 and his supervisor approved the hours. After Time Administration processed, we look at his Payable Time tab. We see the following estimated hours:

- 7.5 hours of regular pay + 7.5 hours of shift differential
- 3 hours of banked comp time + 2 hours of overtime shift differential



In conclusion, Managers can use the Payable Time tab to review (after Time Administration has processed) how the rules operate to create estimated hours. Managers can continue to submit and approve time until the Final Approval Deadline each pay period.