



HUMAN RESOURCES

Illinois State University

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:

The screenshot shows a timesheet interface for the period from Sunday 03/01/2015 to Sunday 03/15/2015. At the top, there is a calendar grid with time entries for each day. Below the grid, there is a 'Submit' button and a 'Reported Time Status' tab, which is highlighted with a red circle and the number '1'. A callout box with a yellow background and a red arrow points to the 'Approved' status in the 'Reported Time Status' table. The table has columns for Date, Reported Status, Description, and Comments. The 'Reported Status' column shows 'Approved' for all dates from 03/03/2015 to 03/13/2015. The 'Description' column shows various time reporting codes and their corresponding descriptions, such as 'Regular - Shift 2 - Overtime', 'Sick Pay', and 'Regular - Shift 3 - Overtime'.

Date	Reported Status	Description	Comments
03/03/2015	Approved	Regular - Shift 2 - Overtime	
03/04/2015	Approved	Regular - Shift 2 - Overtime	
03/05/2015	Approved	9.00 2REG Regular - Shift 2 - Overtime	
03/06/2015	Approved	7.50 SIC Sick Pay	
03/07/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/08/2015	Approved	3.00 3REG Regular - Shift 3 - Overtime	
03/10/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/11/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/12/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/13/2015	Approved	0.00 2REG Regular - Shift 2 - Overtime	

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.*

							3.00								3.00	3REG - Regular - Shift 3 - Overtime	▼
														2.00	2.00	OVT - Overtime	▼
												9.50			9.50	RC3 - Regular - Shift 3 - Comp Time	▼
							7.50								7.50	SIC - Sick Pay	▼

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1-13 of 13

Date	Reported Status	Total	TRC	Description	Comments
03/03/2015	Approved	7.50	REG	Regular - Shift 2 - Overtime	
03/04/2015	Approved	7.50	2REG	Regular - Shift 2 - Overtime	
03/05/2015	Approved	9.00	2REG	Regular - Shift 2 - Overtime	
03/06/2015	Approved	7.50	SIC	Sick Pay	

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.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail
 [View Full Detail](#)

Payable Time Personalize | Find | 1-26 of 26

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/03/2015	D02	Shift Differential 0.30	Units	Estimated	7.50		USD
03/03/2015	REG	Regular Pay	Hours	Estimated	7.50		USD
03/04/2015	D02	Shift Differential 0.30	Units	Estimated	7.50		USD
03/04/2015	REG	Regular Pay	Hours	Estimated	7.50		USD
03/05/2015	D02	Shift Differential 0.30	Units	Estimated	7.50		USD
03/05/2015	D05	Shift Differential OT 0.45	Units	Estimated	1.50		USD
03/05/2015	OVT	Overtime	Hours	Estimated	1.50		USD
03/05/2015	REG	Regular Pay	Hours	Estimated	7.50		USD
03/06/2015	SIC	Sick Pay	Hours	Estimated	7.50		USD
03/07/2015	D02	Shift Differential 0.30	Units	Estimated	7.50		USD
03/07/2015	REG	Regular Pay	Hours	Estimated	7.50		USD
03/08/2015	D02	Shift Differential 0.30	Units	Estimated	3.00		USD
03/08/2015	OVT	Overtime	Hours	Estimated	3.00		USD
03/10/2015	D02	Shift Differential 0.30	Units	Estimated	7.50		USD
03/10/2015	REG	Regular Pay	Hours	Estimated	7.50		USD

Use this scroll bar to move up and down the list of payable hours

Leave Balances - click to view

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

iPeople

From Sunday 03/01/2015 to Sunday 03/15/2015

Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Total Time Reporting Code
		7.50	7.50	9.00		7.50			7.50	7.50	7.50	0.00	7.50		61.50 2REG - Regular - Shift 2 - Overtime
							3.00								3.00 3REG - Regular - Shift 3 - Overtime
														2.00	2.00 OVT - Overtime
												9.50			9.50 RC3 - Regular - Shift 3 - Comp Time
				7.50											7.50 SIC - Sick Pay

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Payable Time Viewing Option

- By TRC and Status
- By TRC, Status and Day
- Show In Detail

[View Full Detail](#)

Payable Time Personalize | Find | 1-26 of 26

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/07/2015	D02	Shift Differential	0.30 Units	Estimated	7.50	USD	
03/07/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/08/2015	D02	Shift Differential	0.30 Units	Estimated	3.00	USD	
03/08/2015	OVT	Overtime	Hours	Estimated	3.00	USD	
03/10/2015	D02	Shift Differential	0.30 Units	Estimated	7.50	USD	
03/10/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/11/2015	D02	Shift Differential	0.30 Units	Estimated	7.50	USD	
03/11/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/12/2015	D02	Shift Differential	0.30 Units	Estimated	7.50	USD	
03/12/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/13/2015	CTB	Compensatory Time Banked	Hours	Closed	3.00	USD	
03/13/2015	D02	Shift Differential	0.30 Units	Estimated	7.50	USD	
03/13/2015	D05	Shift Differential OT	0.45 Units	Estimated	2.00	USD	
03/13/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/14/2015	D02	Shift Differential	0.30 Units	Estimated	7.50	USD	

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.