

9.2 ESS Payable Time (Fluid)

Purpose: Use this document as a reference for viewing Payable Time for employees in ctLink.

Audience: Employees

ESS Payable Time

Navigation: HCM Employee Self Service (homepage) > Time (tile/homepage) > Payable Time (tile)

1. The **Time** homepage displays.
2. Select the **Payable Time** tile.
3. The **Payable Time** page displays.
4. The **From** and **Through** dates will default to the current pay period. Select a new date to see the range of time desired.
5. There is a **Summary** tab and a **Detail** tab. **Summary** provides the following:
 - **Time Reporting Code:** These are the different codes recorded in Payable Time that are associated with the employee.
 - **Quantity:** Any hours or differentials associated with Time Reporting Codes are represented here.
 - **Estimated Gross:** If this displays, this does not represent actual pay. This is an estimated value based on hour quantity, compensation, and other pay factors.
6. The **Detail** tab provides the following:
 - **Date:** This is the date for which all the information in the row is recorded against (TRC, Quantity, etc.).
 - **Time Reporting Code:** These are the different codes recorded in Payable Time that are associated with the employee.
 - **Quantity:** Any hours or differentials associated with Time Reporting Codes are represented here.
 - **Payable Status:** This is the status of the time. If it has moved through payroll normally it will typically say "Closed." If it is awaiting approval it will say "Needs Approval".
 - **Estimated Gross:** If this displays, this does not represent actual pay. This is an estimated value based on hour quantity, compensation, and other pay factors.

***From**
06/01/2018

***Through**
06/15/2019

Payable Time Summary

Summary Detail

Time Reporting Code	Quantity	Estimated Gross
Vacation	72.75 Hours	\$1156.03
Personal Leave Paid	16.00 Hours	\$254.89
Leave Without Pay	608.75 Hours	\$9757.58
Shift Differential - Overtime	17.25 Amount	\$17.25 USD
Unpaid Sick Leave	1.50 Hours	\$23.43

7. The process to view payable time is now complete.
8. End of procedure.