9.2 View Payable Time Summary

Purpose: Use this document to view payable time summary information for a time reporter in ctcLink.

Audience: HR Admin/Employees

The Payable Time Summary page displays one week's payable time. The time is allocated by date, then by TRC, and then by task. You can view the details of how the time is allocated on the Payable Time Details page.

NOTE: Linking to the Payable Time Details page through the Payable Time Summary page will only allow you to see the same one week shown on the summary page as opposed to the 30 days allowable when navigating directly to the Payable Time Detail page.

View Payable Time Summary

Navigation: Manager Self Service > Time Management > View Time > Payable Time Summary

1. The **Payable Time Summary** Select Employee page displays.
2. Enter or look up (magnifying glass icon) **Employee ID** and/or other criteria.
3. Select **Get Employees**.
4. Select the **Last Name** link.
5. Select **Start Date** (or calendar icon).
6. Select **Get Rows** graphic.

NOTE: If an employee has reported time the Time Administration process runs, it is possible that the system still doesn't create payable time. If the system creates exceptions, then it depends on the priority of the exception. Low and medium priority exceptions enable the system to create payable time; however, higher priority exceptions do not.

7. Select **Detail Page** link, located on the bottom left of the screen and review information.

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to **View Payable Time Summary**. This link will open in a new tab/window.