# Viewing a Summary of Employee Payable Time

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

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| 1.   | Begin by navigating to the **Payable Time Summary** page.  
     | Click the **Payable Time Summary** link.  
     | **Note:** The information provided under the Payable Time Detail menu option is also available from within the Payable Time Summary.  
     | [Payable Time Summary](#) |
| 2.   | **Employee Selection Criteria** is an expandable/collapsible group box used to select a group of employees or an individual employee. Different combinations of search criteria can be entered in the fields to return different groups of employees. |
| 3.   | You can search for a single employee or a group of employees.  
     | In this example, you are going to view payable time for a single employee.  
     | To locate the employee and view their payable time, enter the desired information into the **EmplID** field. |
| 4.   | Enter the desired information into the **EmplID** field.  
     | For this training example, enter "12345678". |
| 5.   | Click the **Get Employees** button.  
     | [Get Employees](#) |
| 6.   | The list of employees that meet the search criteria displays in the **Employees For** section.  
     | Each employee’s employee ID, employee record number, job code, job description, department, workgroup, taskgroup, and other attributes are displayed. |
| 7.   | Click the employee name link to view the details of an employee's time records.  
     | For this training example, click **Eric Twinge's Name** link.  
     | [Twinge,Eric](#) |
| 8.   | Use the **Payable Time Summary** display-only page to view an employee's week-by-week summary of payable time by Time Reporting Code. |
| 9.   | Click in the **Start Date** field.  
     | 06/11/2009 |
Step | Action
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10. | Seven days of information display by default. Various values for the **Start Date** can be entered. Seven days from the start date entered will display.

   Enter the desired information into the **Start Date** field. For this training example, enter "05/24/2009".

11. | Click the **Get Rows** button.

12. | The **Payable Time Summary** page displays one week’s payable time. The time is allocated by date, then by TRC, and then by task.

13. | Time that has exceptions does not appear on this page because it is not considered payable time.

14. | Click the **Detail Page** link to access the **Payable Time Details** page where you can view the details of how the time is allocated.

   Click the **Detail Page** link.

15. | Details such as the Task Profile ID, who approved the time, approval date and time, and Combination Code can be viewed using the different tabs on the **Payable Time Detail** page.

   Click the **vertical** scroll bar.

16. | Click the **Summary Page** link to return to the **Payable Time Summary** page.

17. | From this page, you can navigate quickly to other Self Service and time reporting pages.

18. | You have successfully viewed payable time summary information for an employee.

**End of Procedure.**