

## How Do I View My Payable Time?

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **Payable Time** link.

#### Select a Job (For Employees with Multiple Positions)

5. On the **Payable Time** page, click the **Drop Down** associated with the **Job** field and select the desired value from the listing.

#### View the Current Period's Payable Time Report

6. On the **Payable Time** page, review the listing of **Time Reporting Code (TRC)** information for the current pay period. NOTE: For salaried employees who use the **Elapsed (E) Timesheet**, the **Payable Time Summary** page only displays leave hours; if no leave was taken during the pay period, no information will be displayed on the **Payable Time** page.
7. Validate the totals for each **Time Reporting Code (TRC)**. NOTE: No drill down or edit capability is available on the **Payable Time** page.

#### View the Payable Time Report for Another Time Period

8. On the **Payable Time** page, click the **Previous** and **Next** icons, to display time summaries for another reporting period.

#### Complete the Task/Sign Out of Application

9. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



10. Click the **Sign Out** option in the listing.

