

How Do I View the Details of an Employee's Payable Time?

Navigation

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

Select an Employee to Review

5. The **Payable Time Detail** page displays search criteria used to retrieve **Payable Time** Information for one or more employees.
6. In the **Selection Criterion Value** section of the page, populate one or more of the search fields. NOTE: Typically, users populate the **Employee ID**, **Last Name** and/or **First Name** fields.
7. Click the **Get Employees** button.
8. Review the listing of employee records displayed in the Time Reporters tab of the **Employees for [Manager Name]** section of the page.
9. If desired, click the **Demographics** tab to review additional employee-related information, including: **Employee ID**, **Job Code**, **Location Code**, **Position Number**, **Reports to ID** and **Paygroup**.
10. Click the **Last Name** link of the desired employee to review.

Update the Date Range

11. The **Payable Time Detail** (drill down) page includes start and end date fields, used to specify a date range for payable time activity.
12. To update the date range, click the **Calendar (Choose a date)** icon associated with the **Start Date**; select a date from the calendar.



13. Click the **Calendar (Choose a date)** icon associated with the **End Date**; select a date from the calendar.
14. Click the **Refresh** icon displayed to the right of the **End Date Calendar** icon to update the date range and page display.

Review the Payable Time Details

15. On the **Overview** tab, review the pay date, timesheet status, time reporting code (TRC), payable hours and estimated gross amount.
16. Click the **Status** link to review the workflow routing details related to time entries.
17. Click the **Time Reporting Elements** tab to review location information used for tax purposes, which indicates whether or not the payable time is billable, and lists associated rate codes or pay rates entered as overrides for the rate codes.
18. Click the **Task Reporting Elements** tab to review task group and task reporting information.
19. Click the **Cost and Approval** tab to review information about any approval already made for the payable time and any cost information available. This tab also displays information regarding labor distributed and diluted labor distributed amounts.

Review Other Types of Employee Information

20. Click the **Actions** link displayed at the top left side of the **Payable Time Details** page.
21. Select the desired link from the menu listing.

Select Another Employee to Review

22. Click the **Return to Select Employee** link displayed at the bottom left side of the page.

Complete the Task/Sign Out of the Application

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





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

