How Do I View a Summary 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 Summary** in the menu listing.

Select an Employee to Review

5. The **Payable Time Summary** 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 Summary** 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 Summary

15. The **Employee Time Summary** section of the page displays **Total Payable Hours** and **Hours Worked** for each team member.
16. Review the summary information, paying close attention to employees with no time reported or with totals exceeding a “normal” schedule.

Review Time Entry Details

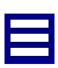
17. Click the **Detail Page** link to review the **Payable Time Detail** page for the employee.
18. Click the **Summary Page** link to return to the **Payable Time Summary** page for the employee.

Select Another Employee to Review

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

Complete the Task/Sign Out of the Application

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



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