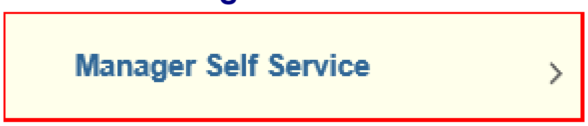
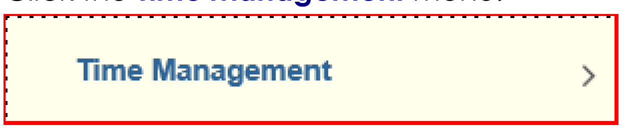
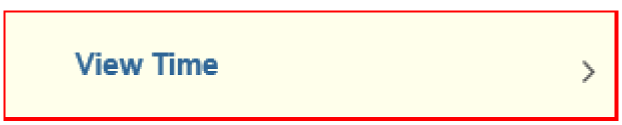
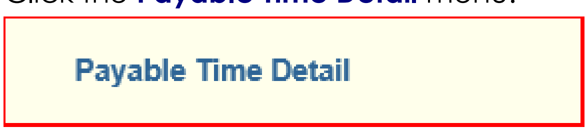
TL018.03: Viewing Payable Time Detail

Step	Action
1.	On the **Manager Self Service** page, click the **NavBar** button. 
2.	Click the **Navigator** button. 
3.	Click the **Manager Self Service** menu. 
4.	Click the **Time Management** menu. 
5.	Click the **View Time** menu. 
6.	Click the **Payable Time Detail** menu. 
7.	Click the **Get Employees** button. 
8.	Click the desired employee's **Last Name** link. 

Step	Action
9.	Validate the **Start** and **End Dates** and make any needed updates. NOTE: If changes are made to the date range, click the **Refresh** icon to update the page display.
10.	After reviewing the information displayed on the **Overview** tab, click the first **Time Reporting Elements** tab. Time Reporting Elements
11.	After reviewing the page information, click the second **Task Reporting Elements** tab. Task Reporting Elements
12.	After reviewing the page information, click the **Cost and Approval** tab. Cost and Approval
13.	After reviewing the page information, click the **Return to Select Employee** link. Return to Select Employee
14.	You have successfully completed the **Viewing Payable Time Detail** topic. **End of Procedure.**