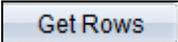
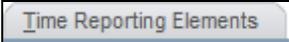
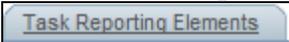
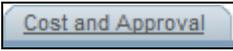


Viewing and Understanding Payable Time

Step	Action
1.	Click the Main Menu button. 
2.	Click the Manager Self Service menu. 
3.	Click the Time Management menu. 
4.	Click the View Time menu. 
5.	Click the Payable Time Detail menu. 
6.	The Employee Selection Criteria section includes Time Reporter Group, Empl ID, Empl Record and Last Name .
7.	Click in the Empl ID field. 
8.	Enter the desired information into the Empl ID field. Enter a valid value e.g. " 020266 ".
9.	Click the Get Employees button. 
10.	Click the Terri L Harrison link. 
11.	The system automatically defaults the current date in the Start Date field. The Start Date can be changed to reflect any day of the week.
12.	Enter the desired information into the Start Date field. Enter a valid value e.g. " 06032012 ".
13.	Payable Time Detail page allows users to view payable time for up to 31 days.



Step	Action
14.	Enter the desired information into the End Date field. Enter a valid value e.g. " 06162012 ".
15.	Click the Get Rows button. 
16.	The Payable Time Detail page displays payable time converted from reported and scheduled time by the Time Admin process. Payable Time is the basis for calculating a paycheck.
17.	The Overview tab is the default tab displayed when the Payable Time Detail page is opened.
18.	Payable Status can show: Estimated - Ready for Payroll: Time Admin has run. Payable time is ready for Payroll - Paysheets not built. Taken - Used by Payroll: Payable Time sent to Payroll - Paysheets built. Rejected by Payroll: Reported Time could not be processed and must be corrected.
19.	Click the Time Reporting Elements tab. 
20.	The Time Reporting Elements tab provides additional information when Wilmington Wage Tax is reported on the Timesheet.
21.	Click the scrollbar. 
22.	Country, State, and Locality fields populate if the Wilmington Wage Tax checkbox is checked on the Timesheet with the values of USA, DE, and 77580 . In this example, Wilmington Wage Tax was not reported.
23.	Click the scrollbar. 
24.	Click the Task Reporting Elements tab. 
25.	The Task Reporting Elements tab provides additional information.
26.	Click the scrollbar. 
27.	The Combination Code only displays when entered in Reported Time. The ChartFields link displays the Combination Code and ChartField link with the ChartField string details.

Step	Action
28.	Click the scrollbar. 
29.	Click the Cost and Approval tab. 
30.	The Cost and Approval tab provides additional information.
31.	Navigate to the Payable Time Summary page to view the same employee information in summary form.
32.	Click the View Time menu. 
33.	Click the Payable Time Summary menu. 
34.	Click in the Empl ID field. 
35.	Enter the desired information into the Empl ID field. Enter a valid value e.g. " 020266 ".
36.	Click the Get Employees button. 
37.	Click the Terri L Harrison link. 
38.	The system automatically populates the End Date with the current date. The Start Date populates seven days prior to the End Date . The Start Date can be changed to any date, and the End Date automatically calculates out seven days.
39.	Enter the desired information into the Start Date field. Enter a valid value e.g. " 06032012 ".
40.	Click the Refresh icon. 
41.	The Payable Time Summary page reflects all reported time successfully converted into payable time.
42.	To return to the Payable Time Detail page, click on the Detail Page link. Click the Detail Page link. 
43.	The system automatically populates the End Date with the current date.
44.	Use the Previous Week and Next Week links to view the previous or next reporting week.



Step	Action
45.	To return to the Payable Time Summary , click on the Summary Page link. Click the Summary Page link. Summary Page
46.	Use the Previous Week and Next Week links to view the previous or next reporting week. Click the Next Week link. Next Week
47.	The Start Date and End Date reflects the payable time for the next week.
48.	Congratulations! You are now able to: - Understand the Payable Time Detail page - Understand the Payable Time Summary page End of Procedure.