How Do I View My Payable Time?

**Navigation**

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click the Payable Time Summary link to see a summary of your payable time.
   a. Your Payable Time is listed by Time Reporting Code, including the total for the week.
   b. Use the Previous Week or Next Week links to navigate to different weeks. You can also enter or use the Calendar icon to select a different Start Date to view; click the Refresh icon.
4. To see Payable Time Detail, click the Detail page link. You can also select Payable Time Detail from the Time page.
   a. In the Overview tab, the Detail page lists each Date, its Status, Time Reporting Code, Quantity and Estimated Gross.
   b. Click the Expand icon for Payable Status Filter to filter for only particular types of status, such as Approved or Needs Approval. Click the Refresh icon next to the End Date field.
5. **NOTE:** Payable Time is your Reported Time that has been processed. This is the time you report on your timesheet, or record via the Web Clock or Kaba Time Clock. For hourly employees, rounding rules are applied when Reported Time is processed into Payable Time.