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**.

UNIVERSITY SYSTEM
OF GEORGIA