Report Time

The Timesheet

Employee Self Service > Report Time > Timesheet

- See time exactly as entered.
- Enter time as worked.
Timesheet as student see it...

Select View By “Day” for 1st week of work

Watch for am/pm here

Add/Delete here for break in time worked or if deleting time.
Work study awards monitored here!
Payable Time Detail shows you:

- The status of time entered for each day of a week: *closed* (paid), *approved goes to payroll*, or *needs approval*.
- When it was entered or approved
- Who approved it

This is the best option for time status.
Payable Time Detail

Enter Emplid
Select Job
Check correct record
Payable Time Detail

John Smith

Job Title: USM Student Employee
EmplID: 0375396
Empl Rod Nbr: 0

Payable Time Detail displayed for up to thirty-one days. There is no payable time for the date selected.

Start Date: 07/06/2008  End Date: 07/12/2008

Go To:  
Manager Self Service  
Time Management  
Return to Select Employee
Payable Time Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Time</th>
<th>User ID</th>
<th>Task Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0453:00</td>
<td>Closed</td>
<td>4.0000000000</td>
<td>0035:121</td>
<td>P1DELTA</td>
</tr>
<tr>
<td>0454:00</td>
<td>Closed</td>
<td>2.0000000000</td>
<td>0035:121</td>
<td>P1DELTA</td>
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<tr>
<td>0455:00</td>
<td>Closed</td>
<td>2.0000000000</td>
<td>0035:121</td>
<td>P1DELTA</td>
</tr>
<tr>
<td>0456:00</td>
<td>Closed</td>
<td>2.0000000000</td>
<td>0035:121</td>
<td>P1DELTA</td>
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<tr>
<td>0457:00</td>
<td>Closed</td>
<td>2.0000000000</td>
<td>0035:121</td>
<td>P1DELTA</td>
</tr>
</tbody>
</table>

To: Manager Self Service
Time Summary
Tasks to Be Known

John Smith
EmpID: 0123456
Payable Time Detail displayed for employee up to thirty-one days.