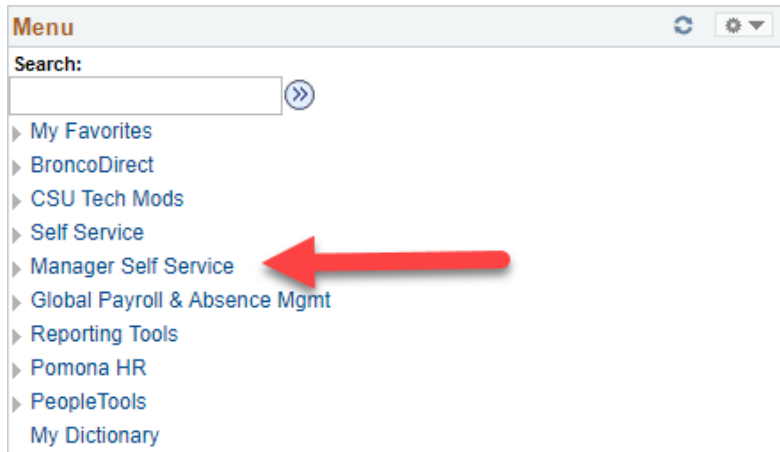


HOW TO VIEW PAYABLE TIME DETAILS:

1) Manager Self Service > Time Management > View Time > Payable Time Detail



Menu

Search:

- ▶ My Favorites
- ▶ BroncoDirect
- ▶ CSU Tech Mods
- ▶ Self Service
- ▶ **Manager Self Service**
- ▶ Global Payroll & Absence Mgmt
- ▶ Reporting Tools
- ▶ Pomona HR
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View Time

View calendars, balances, forecasted and payable time, accumulators and more.

[Payable Time Detail](#)

2) To view payable time details for a specific employee, enter the Empl ID and click Get Employees.

Select Employee

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
Empl ID	015000258
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

Note: If you want to check multiple employees in a department, you can search by Group ID and click Get Employees.

- Group IDs for student employees begin with an “S” and are followed by the first three digits of the department ID. Ex.) The group ID for students in department 33000 is S330.

Payable Time Detail

Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

Look Up Value

Group ID:
Description:

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100
First
1-3 of 3
Last

Group ID	Group Type	Indicator	Description
A330	Dynamic		33000 Absence Mgmt
S330	Dynamic		33000 Student Time
S585	Dynamic		58500 Student Time

3) Click the employee’s name to view their payable time details.

Employees For Kenneth Hurst					
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID
Aberdeen, Luke	015000258	0	1870	Student Asst	16970

Payable Time Detail

Aberdeen, Luke

Employee ID: 015000258

Job Title: Student Asst

Employee Record Number: 0

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

Start Date: 05/01/2021 End Date: 06/01/2021 Refresh

Payable Status Filter

Payable Time

Overview						
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup

Notes:

- The current week will automatically populate. You can change the period by changing the start and end date. If the date range is greater than 31 days, you will receive a pop-up message to adjust the range.
- You will be able to see all entries for the period indicated, including corrections. The status will say "Needs Approval" if the manager has not approved the time yet and "Approved" if the manager has already approved the time.
- Around the 8th day of each pay period, Payroll Services will run a process to transmit payable time to the State Controller's Office (SCO) to generate paychecks. Once this occurs, the status will change from "Approved" to "Transmitted-Sent to PIP."