How to View Payable Time

Payable Time
To access Payable Time:
Employee Navigation:  Self Service>Time Reporting>View Time>Payable Time Summary or Payable Time Detail
(Manager/Departmental Time Reviewer Navigation: Manager Self Service>Time Management>View Time>Payable Time Summary or Payable Time Detail)

Payable Time is created by the Time Admin process. Time Admin is scheduled to be run twice a day, every day of the week. Additional times are scheduled on Monday following the close of the payroll period. Time Admin takes the time entered on the timesheet, applies the Time and Labor rules, generates exceptions and errors and creates a Worklist item for the Supervisor.

This process also takes the Report Time and turns it into Payable Time. This process also updates the KU TL Heads Up Report that is used by Departmental Time Reviewers and Supervisors.

Time cannot be approved until it has been processed by Time Admin into Payable Time. Approved Payable Time is what is sent to Payroll for payment.

Payable time shows the hours submitted from Time and Labor and the approvals via the Approval Monitor link.

Managers or Time Reviewers
Managers or Time Reviewers may want to select employees using the search boxes below or if they select Get Employees without any search criteria it will bring back all employees in which they have access. For some when the initial page is requested it will bring back all individuals authorized. Time Reviewers will use the same search options as Managers.
**Time Reporter Group**

This is an example of the Time Reporter Group by Position Number, selecting this value will only bring back the employees that report to you as a supervisor – this does not apply to the Time Reviewer Role. For the role of Time Reviewer select likely the only other Time Reporter Group listed which may be by department(s), by area of responsibility or service center.
Employee and Manager/Time Reviewer Payable Time

Employee Navigation: Self Service>Time Reporting>View Time>Payable Time Summary or Payable Time Detail

(Manager/Departmental Time Reviewer Navigation: Manager Self Service>Time Management>View Time>Payable Time Summary or Payable Time Detail)

Payable Time will show the Hourly (non-exempt) and Salaried (Exempt) total hours paid. For Exempt employees, they do not report work time so their Scheduled Hours are shown and will not have an approval.

Payable Time Detail

Name: 
Job Title: Program Assistant
Start Date: 10/15/2012  End Date: 10/21/2012

Enter in Start and End dates of the payroll period and select Get Rows to update view

The Payable Statuses for Non-Exempt (hourly) employees are:

- Needs Approval – Awaiting Supervisor
- Approved - Supervisor has Approved
- Push Back or Denied – Supervisor did not approve and is sent back to the employee’s Worklist
- Taken by Payroll – Has been submitted to be Paid

Click on link to see approvals.
**Payable Time Detail Example**

The hourly example below is not an everyday one but shows the approval monitor and also shows the Comp Time Earnings and Comp Time payout created by the Time and Labor rules (over 90). The reason for the 72.01 hours is that the prior system paid for the over 90 on the next payroll period, the new system pays for over 90 including the current period so the conversion will be all hours over 90 so it may contain the hours earned over 90 under the last payroll calculation of the prior system and then picks up the new process for the new system. This is just a one-time deal. From this point forward all hours earned over the balance of 90 will be paid on the current cycle earned.

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Reason Code</th>
<th>Approval Monitor</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>TRC Type</th>
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<tr>
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<td>Approval Monitor</td>
<td>CMTPO</td>
<td>72.01</td>
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</tbody>
</table>

System generated compensatory time pay out over 90 hours.

CME is created using the hours and TRC entered and the Time and Labor rules during the Time Admin process.
Payable time Details for Exempt (salaried) employees. As we don’t pay by the hour for salaried employees, the reason Code will show Not Sent to Payroll and the Time Reporting Code is SCHED for scheduled hours for exempts. This data is not sent to Payroll and only Absences are sent to Payroll for processing. It also displays an leave submitted as that is used by Payroll.

Payable Time Summary does not reflect the status but does show the hours in a horizontal view. Only 7 days can be displayed.

Enter in Start and End dates and click on the green arrows to refresh the data.
Other example of **Payable Time Summaries**

This is a summary of the previous Payable Time Detail example showing the system generated Comp Time Earned and Comp Time Payout.

![Payable Time Summary Table]

Example of a Salaried Employee – only Absences are sent to Payroll. Scheduled hours are not sent to Payroll – Display here only.

![Salaried Employee Table]

Example of a Salaried Employee with a Leave Request

Only Absences are sent to Payroll. Scheduled hours are not sent to Payroll – Display here only.

![Salaried Employee with Leave Request Table]