



How to View Payable Time on Timesheet

This will be helpful for both employees and managers who wish to review estimated Payable Time on timesheet:

Navigate to Timesheet to view hours, then Find “Reported Time Status” tab. This will show up by default in the lower half of the timesheet screen:

The screenshot displays a timesheet interface for the period from Sunday 03/01/2015 to Sunday 03/15/2015. The top section shows a grid of hours reported for each day, with a 'Total Time Reporting Code' column on the right. Below this, there are tabs for 'Reported Time Status', 'Summary', and 'Payable Time'. The 'Reported Time Status' tab is active, showing a list of entries with columns for Date, Reported Status, Description, and Comments. A red box highlights the 'Approved' status for multiple entries, and a callout box explains that these hours have been submitted and approved, resulting in a status of 'Approved'.

Date	Reported Status	Description	Comments
03/03/2015	Approved	Regular - Shift 2 - Overtime	
03/04/2015	Approved	Regular - Shift 2 - Overtime	
03/05/2015	Approved	9.00 2REG Regular - Shift 2 - Overtime	
03/06/2015	Approved	7.50 SIC Sick Pay	
03/07/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/08/2015	Approved	3.00 3REG Regular - Shift 3 - Overtime	
03/10/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/11/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/12/2015	Approved	7.50 2REG Regular - Shift 2 - Overtime	
03/13/2015	Approved	0.00 2REG Regular - Shift 2 - Overtime	

After confirming that all hours have been approved, check to see if Time Administration has processed the hours since manager approval.* Then click on the “Payable Time Tab” to see Estimated Hours.

**If Time Administration has not processed yet, these hours will not accurately appear under the Payable Time tab. Time Administration is scheduled each day for 9 a.m./1 p.m./5 p.m.*

3.00	3.00	3REG - Regular - Shift 3 - Overtime
2.00	2.00	OVT - Overtime
9.50	9.50	RC3 - Regular - Shift 3 - Comp Time
7.50	7.50	SIC - Sick Pay

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | **Payable Time**

Reported Time Status

Date	Reported Status	Total	TRC	Description	Comments
03/03/2015	Approved	7.50	REG	Regular - Shift 2 - Overtime	
03/04/2015	Approved	7.50	2REG	Regular - Shift 2 - Overtime	
03/05/2015	Approved	9.00	2REG	Regular - Shift 2 - Overtime	
03/06/2015	Approved	7.50	SIC	Sick Pay	

Estimated hours appear on the Payable Time tab once TimeAdministration has processed. They give the employees/managers a snapshot of exactly how the rules operate to pay them different types of pay, such as shift differentials, overtime, compensatory time banked, etc.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

View Full Detail

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/03/2015	D02	Shift Differential 0.30	Units	Estimated	7.50	USD	
03/03/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/04/2015	D02	Shift Differential 0.30	Units	Estimated	7.50	USD	
03/04/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/05/2015	D02	Shift Differential 0.30	Units	Estimated	7.50	USD	
03/05/2015	D05	Shift Differential OT 0.45	Units	Estimated	1.50	USD	
03/05/2015	O/T	Overtime	Hours	Estimated	1.50	USD	
03/05/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/06/2015	SIC	Sick Pay	Hours	Estimated	7.50	USD	
03/07/2015	D02	Shift Differential 0.30	Units	Estimated	7.50	USD	
03/07/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	
03/08/2015	D02	Shift Differential 0.30	Units	Estimated	3.00	USD	
03/08/2015	O/T	Overtime	Hours	Estimated	3.00	USD	
03/10/2015	D02	Shift Differential 0.30	Units	Estimated	7.50	USD	
03/10/2015	REG	Regular Pay	Hours	Estimated	7.50	USD	

Leave Balances - click to view

Use this scroll bar to move up and down the list of payable hours

For instance, this employee normally works on the First Shift. On 3/13, he worked Third Shift instead. He submitted 9.5 hours of RC3 and his supervisor approved the hours. After Time Administration processed, we look at his Payable Time tab. We see the following estimated hours:

- 7.5 hours of regular pay + 7.5 hours of shift differential
- 3 hours of banked comp time + 2 hours of overtime shift differential

The screenshot shows the iPeople HR system interface. At the top, there is a red header with the iPeople logo. Below it, a date range is set from Sunday 03/01/2015 to Sunday 03/15/2015. A grid displays time reporting data for each day of the week. A red circle highlights the value '9.50' in the grid for Friday, 3/13/2015. A red arrow points from this circle to a circled row in the 'Payable Time' table below. The table has columns for Date, TRC, Description, TRC Type, Payable Status, Quantity, Estimated Gross, and Currency Code. The circled row is for 03/13/2015, TRC CTB, Description 'Compensatory Time Banked', TRC Type 'Hours', Payable Status 'Closed', and Quantity '3.00'. Other rows in the table show regular pay and shift differentials for various dates in March 2015.

In conclusion, **Managers can use the Payable Time tab to review (after Time Administration has processed) how the rules operate to create estimated hours.** Managers can continue to submit and approve time until the Final Approval Deadline each pay period