Using the Payable Time Detail Page Created on 10/19/2012 12:07:00 PM

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Payable Time Detail provides detailed information about the different pay types and their pay status. Payable time goes through many stages in the transmission of payable time records from Time and Labor to the payroll system. Payable Status denotes the progress of payable time through these stages. Details of reported time by day for the duration of the time period selected are displayed.

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Core-CT 9.1 contains a new **Employee Selection Criteria** feature is used in this module. There are options to select a group of employees or individual employees, find group of employees by using the time reporter group filter or by using the department filter. Saving the selection criteria enables that criteria to default into this search function the next time this search function is used. Clearing the selection criteria removes any previously entered criteria. Clear the selection criteria and select **Get Employees** to see all the employees available.

Select Employee

✓ Employee Selection Criteria		
Description	Set ID	Value
Time Reporter Group		Q
Empl ID		Q.
Empl Record		Q.
Last Name		Q.
First Name		Q
Department	~	Q
Clear Selection Criteria Save Selection Criteria		Get Employees

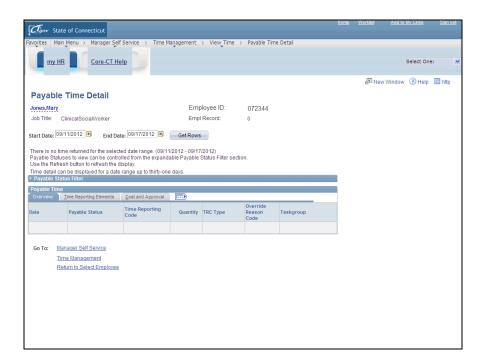
Procedure

Navigation: Manager Self Service > Time Management > View Time > Payable Time Detail

Step	Action
1.	Enter selection criteria in the Employee Selection Criteria group box.
	There are options to select a group of employees or individual employees. Another option is to find a group of employees by using the Time Reporter Group or Department filters. To see all available employees clear the selection criteria and select Get Employees .
	Saving the selection criteria enables that criteria to default the next time the search function is used. Clearing the selection criteria removes any previously entered criteria.
	For security purposes you will only see those employees that you have access to.

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Step	Action
2.	Enter 072344 into the Empl ID field.
3.	Click the Get Employees button. Get Employees
4.	The Employees For group box displays the search results. Click the Jones, Mary link. Jones, Man



Step	Action
5.	Click the Choose a date button to enter a specific date range.
6.	Click Month drop down list. September
7.	Click the May list item. May
8.	Click the desired date.
9.	Click the Choose a date button.
10.	Click the Month drop down list.
11.	Click the June list item. June
12.	Click the desired date.
13.	The Payable Status Filter allows you to select a specific status to review.
	Click the Expand section button.

Step	Action
14.	Payable Time Detail provides detailed information about the different pay types and their pay status.
	The Payable Status Filter allows you to select a specific status to review.
	Payable time goes through many stages in the transmission of payable time records from Time and Labor to the payroll system. Payable Status records the progress of payable time through these stages.
15.	Click the Deselect All link.
16.	Click the TP option.
17.	Click the Get Rows button. Get Rows
18.	The Overview tab displays the details of reported time by day or the duration of the time period selected.
19.	The Filtered Status is displayed in the Payable Status column.

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Step	Action
20.	Click the scroll bar to go back to the top of page and select a different filter.

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Step	Action
21.	Click to deselect the TP option.
22.	Click the PD option.
23.	Click the Get Rows button. Get Rows
24.	The Payable Status has changed to Distributed.
25.	Click the Time Reporting Elements link to review the reporting elements.
26.	Click the Task Reporting Elements link to review the Task elements.

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Step	Action
27.	Click the scroll bar to move to the right of the page.

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Step	Action
28.	Click the ChartFields link.

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Step	Action
29.	Chartfield codes for accounting display here.
	Click the Return button.
30.	The Business Unit and Updated Hourly Rate are detailed on the Task Reporting Elements tab.

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Step	Action
31.	Click the Cost and Approval link.
32.	The date and time of approval display on the Cost and Approval tab.
	The User ID field displays the user ID of the approver.
33.	
	End of Procedure.