

# Using the Payable Time Detail Page

Created on 10/19/2012 12:07:00 PM

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## Using the Payable Time Detail Page



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.

Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

Payable Status	Description
<input type="checkbox"/> AP	Approved
<input type="checkbox"/> CL	Closed
<input type="checkbox"/> ES	Estimated
<input type="checkbox"/> NA	Needs Approval
<input type="checkbox"/> PD	Distributed
<input type="checkbox"/> RP	Rejected by Payroll
<input type="checkbox"/> SP	Sent to Payroll
<input checked="" type="checkbox"/> TP	Taken by Payroll

Select All   Deselect All

Payable Time

Overview   Time Reporting Elements   Task Reporting Elements   Cost and Approval   [Filter]

Date	Payable Status	Time Reporting Code	Quantity	TRC Type	Override Reason Code	Taskgroup
05/18/2012	Taken by Payroll	REG	8.00	Hours		MHA4400G
05/21/2012	Taken by Payroll	HCU	8.00	Hours		MHA4400G
05/22/2012	Taken by Payroll	HCU	1.00	Hours		MHA4400G
05/22/2012	Taken by Payroll	REG	7.00	Hours		MHA4400G
05/23/2012	Taken by Payroll	HCU	8.00	Hours		MHA4400G
05/24/2012	Taken by Payroll	HCU	8.00	Hours		MHA4400G
05/25/2012	Taken by Payroll	HCU	3.50	Hours		MHA4400G

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

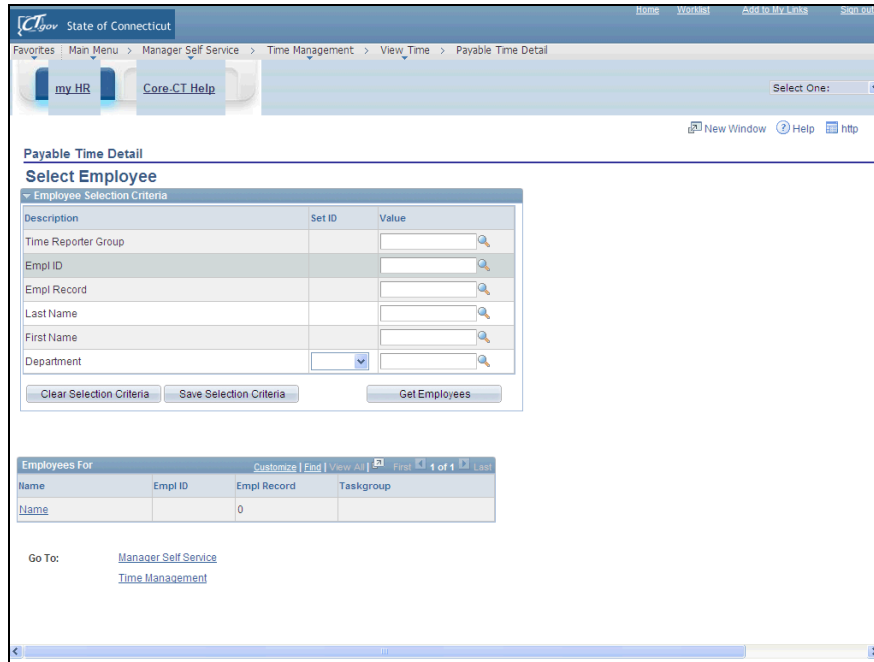
Employee Selection Criteria

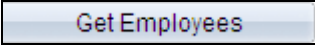

Description	Set ID	Value
Time Reporter Group		<input type="text"/>
Empl ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	<input type="text"/>	<input type="text"/>

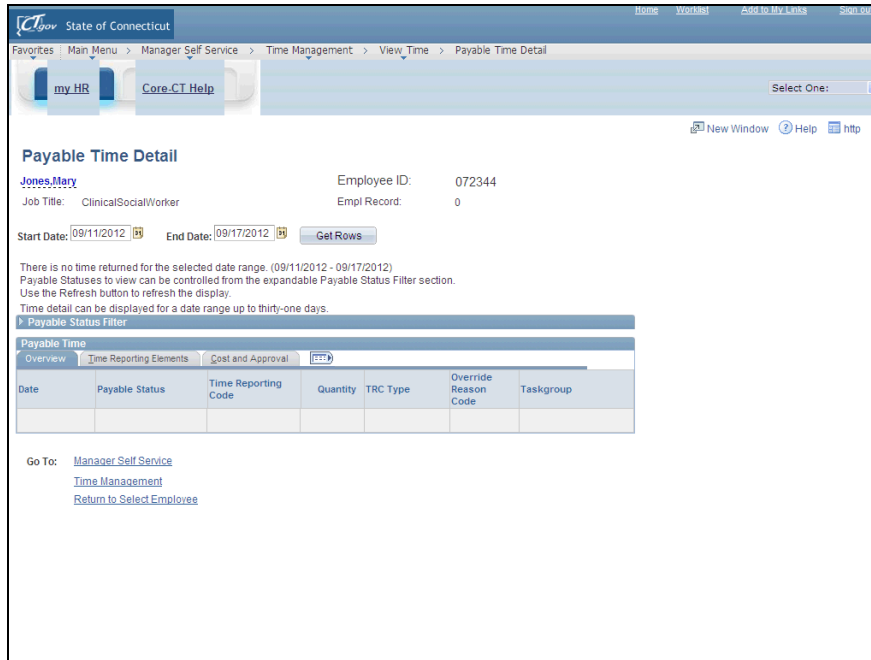
### Procedure


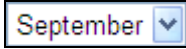



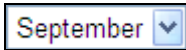



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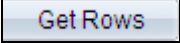
Step	Action
1.	<p>Enter selection criteria in the <b>Employee Selection Criteria</b> group box.</p> <p>There are options to select a group of employees or individual employees. Another option is to find a group of employees by using the <b>Time Reporter Group</b> or <b>Department</b> filters. To see all available employees clear the selection criteria and select <b>Get Employees</b>.</p> <p>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.</p> <p>For security purposes you will only see those employees that you have access to.</p>

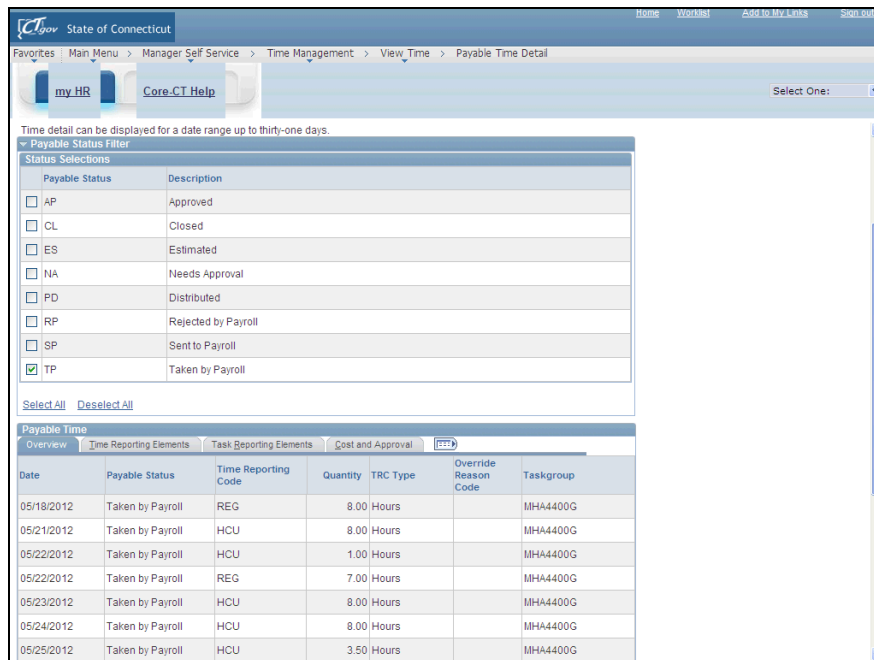


Step	Action
2.	Enter <b>072344</b> into the <b>Empl ID</b> field.
3.	Click the <b>Get Employees</b> button. 
4.	The <b>Employees For</b> group box displays the search results. Click the <b>Jones, Mary</b> link. 

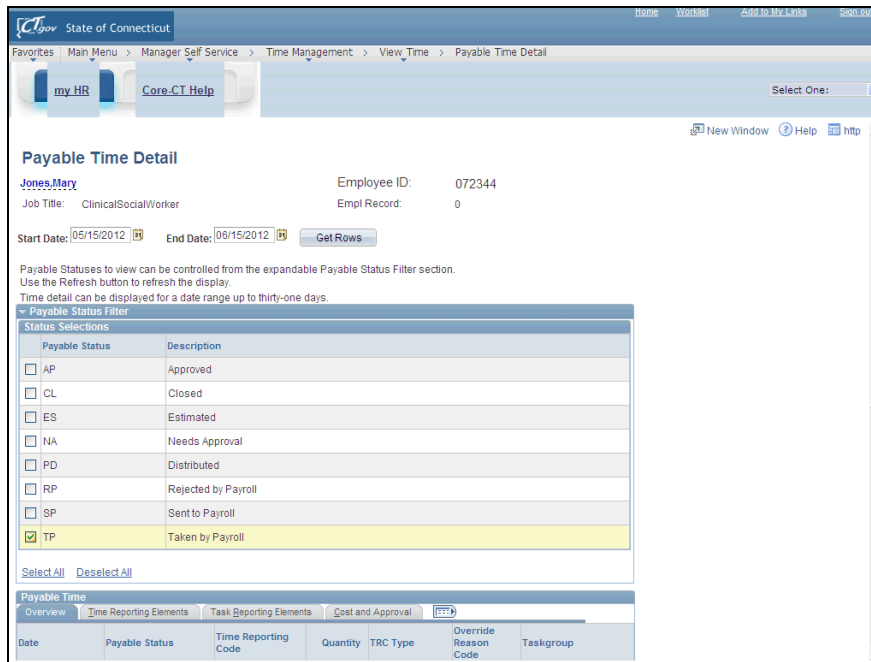




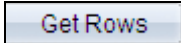
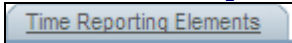
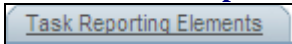
Step	Action
5.	Click the <b>Choose a date</b> button to enter a specific date range. 
6.	Click <b>Month</b> drop down list. 
7.	Click the <b>May</b> list item. 
8.	Click the desired date. 
9.	Click the <b>Choose a date</b> button. 
10.	Click the <b>Month</b> drop down list. 
11.	Click the <b>June</b>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

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



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



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

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Payable Status	Description
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[Select All](#) | [Deselect All](#)

**Payable Time**

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Date	Payable Status	Time Reporting Code	Quantity	Business Unit	Claim Number	Updated Hourly Rate	Combination Code
05/15/2012	Distributed	REG	8.00				
05/16/2012	Distributed	REG	6.00				
05/16/2012	Distributed	SFMS	2.00				
05/17/2012	Distributed	REG	6.00				
05/17/2012	Distributed	SP	2.00				

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

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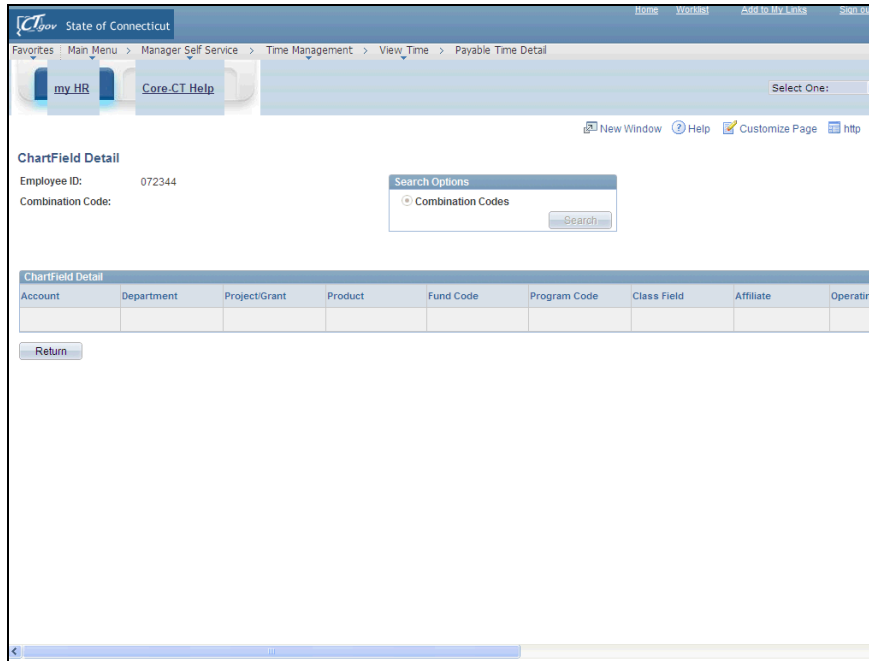
aken by Payroll

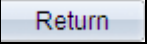
nts | [Task Reporting Elements](#) | [Cost and Approval](#) | [Print](#)

Time Reporting Code	Quantity	Business Unit	Claim Number	Updated Hourly Rate	Combination Code	ChartFields
REG	8.00					<a href="#">ChartFields</a>
REG	6.00					<a href="#">ChartFields</a>
SFMS	2.00					<a href="#">ChartFields</a>
REG	6.00					<a href="#">ChartFields</a>
SP	2.00					<a href="#">ChartFields</a>

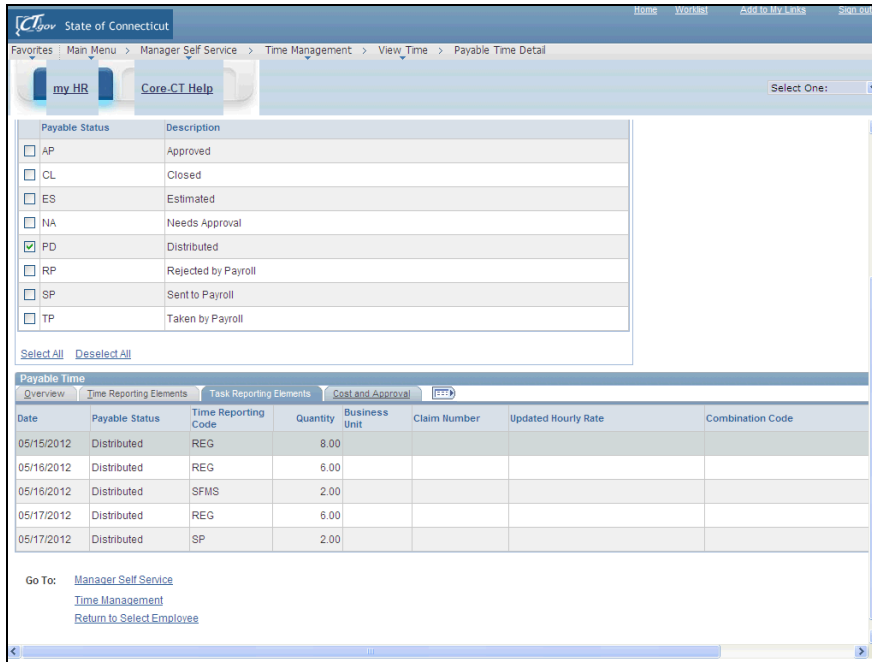
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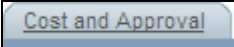
Step	Action
28.	Click the <b>ChartFields</b> link. 



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





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