**How Do I View My Payable Time?**

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| Navigation |

1. Log into OneUSG Connect.
2. From **Employee** **Self** **Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Payable Time Summary** link to see a summary of your payable time.
   1. Your **Payable** **Time** is listed by **Time** **Reporting** **Code**, including the total for the week.
   2. Use the **Previous** **Week** or **Next** **Week** links to navigate to different weeks. You can also enter or use the **Calendar** icon to select a different **Start** **Date** to view; click the **Refresh** icon.
4. To see **Payable** **Time** **Detail**, click the **Detail** page link. You can also select **Payable** **Time** **Detail** from the **Time** page.
   1. In the **Overview** tab, the **Detail** page lists each **Date**, its **Status**, **Time** **Reporting** **Code**, **Quantity** and **Estimated** **Gross**.
   2. Click the **Expand** icon for **Payable** **Status** **Filter** to filter for only particular types of status, such as **Approved** or **Needs** **Approval**. Click the **Refresh** icon next to the **End** **Date** field.
5. NOTE: **Payable** **Time** is your **Reported** **Time** that has been processed. This is the time you report on your timesheet, or record via the Web Clock or Kaba Time Clock. For hourly employees, rounding rules are applied when **Reported** **Time** is processed into **Payable** **Time**.