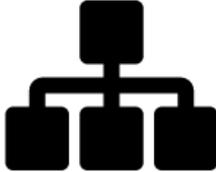


# Payable Time by BU and Date

This report is to view a detailed look of the hours entered by your employees, hourly and contract.

**Click on Manager Dashboard**

 Employee Dashboard	 Manager Dashboard	 Finance Dashboard
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**Click on Manager Self Service**

 <b>Manager Dashboard</b>
 <b>Manager Self Service</b>
 Employee Dashboard
 Manager Dashboard
 Finance Dashboard

# Click on Team Time

<p>Approvals</p>  <p>0</p>	<p>Delegations</p> 	<p>My Team</p> 
<p><b>Team Time</b></p> 	<p>Team Time Direct Reports</p> 	<p>Manage Exceptions</p> 
<p>Manager Search Options</p> 		

## Click on Time and Labor WorkCenter

 <b>Timesheet</b> 
<b>Enter Time</b>
Time Summary
 Report Time
 Payable Time
 Leave / Comp Time
 Manage Exceptions
 <b>Time and Labor WorkCenter</b>

## Click on Time and Labor Queries

	 
▼ <b>My Work</b>	
Approvals	▼
▼ <b>My Approvals</b>	
▼ <b>Links</b>	
Manage Time	▼
▼ <b>Queries</b>	
Position Queries	▼
Employee/Job Data Queries	▼
<b>Time &amp; Labor Queries</b>	▼
Payroll Queries	▼
TB Queries	▼

## Click on Payable Time by BU and Date

	 
▼ <b>My Work</b>	
Approvals	▼
▼ <b>My Approvals</b>	
▼ <b>Links</b>	
Manage Time	▼
▼ <b>Queries</b>	
Position Queries	▼
Employee/Job Data Queries	▼
Time & Labor Queries	▼
Unapproved Payable Time	
Payable Time by Business Unit	
<b>Payable Time by BU and Date</b>	
TRC Descriptions	
<b>Payroll Queries</b>	▼
<b>TB Queries</b>	▼

**Enter the start date, end date, MES01, the letter “H” for Hourly or “S” for Salary, Employee ID and click on View Results**

**X\_TL\_PAYBLE\_TIME\_BY\_DATE\_WC - Payable Time by BU and Date**

Time From Date (REQUIRED)

Time To Date (REQUIRED)

Business Unit (REQUIRED)

S=Salaried or H=Hourly (REQ)

Empl ID

Location

Dept ID

Reports To Pos

Payable Status

TRC

**View Results**

Row	Empl ID	Name	ERN	Bus Unit	Loc	Dept ID	Dept Descr	Job Code	Job Code Descr	Position	Empl Type	TRC	TRC Descr
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