### Evaluating Your Reported vs Payable Time as an Employee

1. From the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** tile.

   ![Time and Absence](image)

2. The Time page is displayed.

   To view your Reported time, click the **Weekly Timesheet** tile.

   ![Weekly Timesheet](image)

   - Reported 0.00
   - Scheduled 60.00

3. The Weekly Timesheet is displayed.

   Use the arrows on either side of the pay period dates to select the appropriate period.
## Step | Action
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4. | The Reported hours for the selected period are displayed. If necessary, scroll to view the additional information.
5. | To return to the Time page, click the [\(<\)] Time button.
6. | The Time page is displayed.
   **Note:** The Payable Time tile displays totals from the previous period. Current period information is displayed on the Payable Time page.
   To view your Payable Time, click the **Payable Time** tile.
7. | The Payable Time page is displayed with the current period populated. Use the **From** and **Through** fields to enter different dates as necessary.
   * **From**
     
     03/01/2021
   * **Through**
     
     03/31/2021
8. | The Payable Time Summary for the selected dates is displayed.
   To expand the Time Summary, click the **Detail** button.
9. | The expanded Payable Time Details are displayed. If necessary, scroll to view the entire page.
   **Note:** Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the **Needs Approval** status. This status is changed to **Approved** before Payroll runs. When the time is included in your paycheck, the status is changed to **Taken by Payroll**.
10. | You have completed the steps to evaluate your reported time versus your payable time in OneUSG Connect.
   **End of Procedure.**