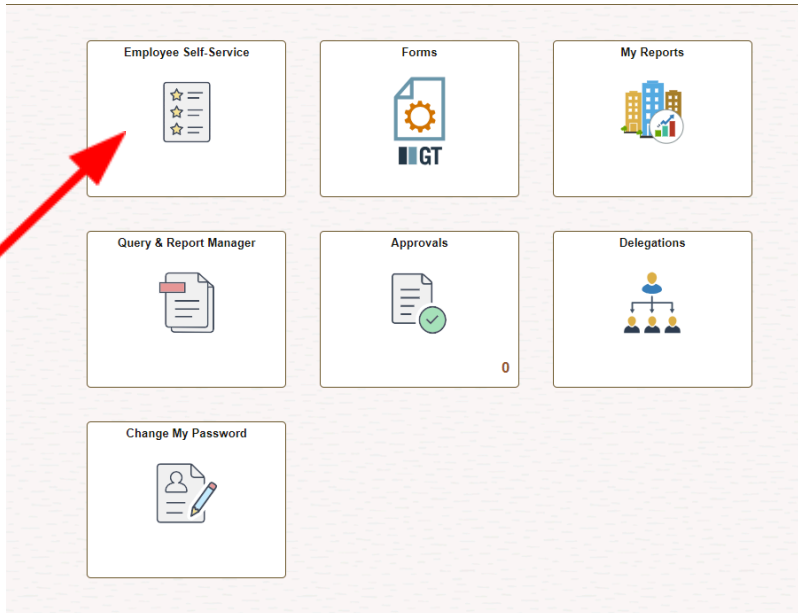
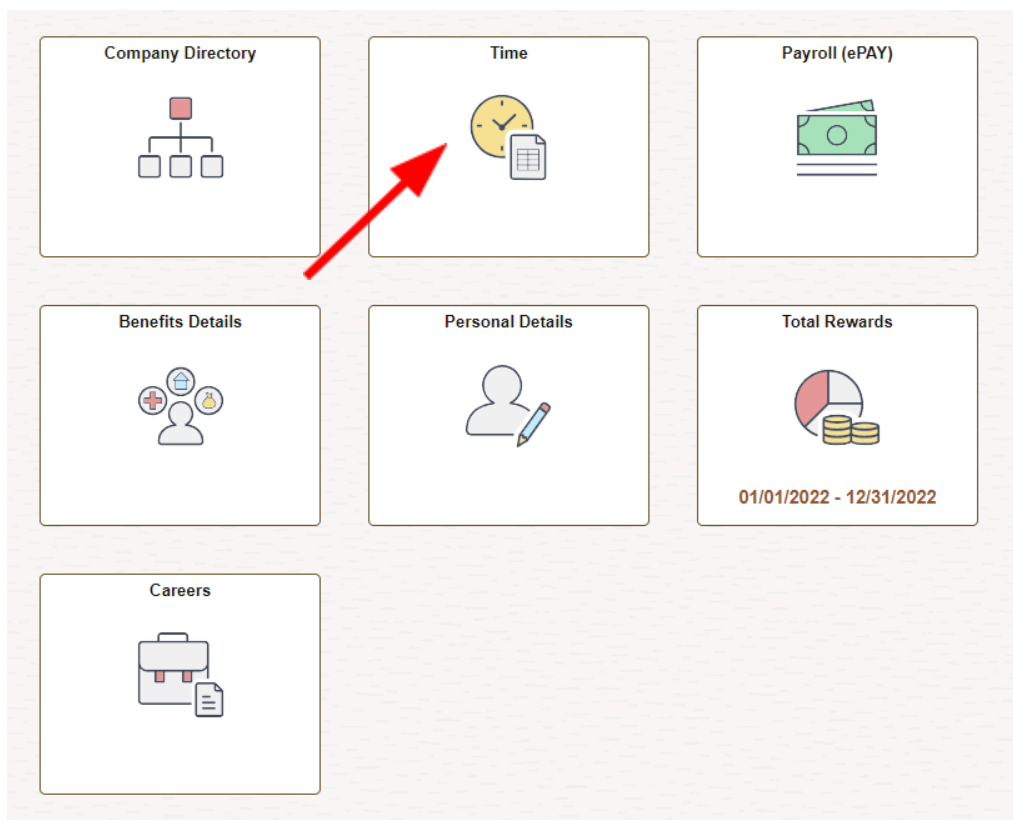



1. Login to Employee Self Service. [Login here](#)
2. Click on the **Employee Self Service** tile.



3. That will bring you to this page. - Click the **Time** tile



4. This page has links to enter your time, see your leave time and on the bottom is Payable Time.



Classroom Staff

Select Another Job

Enter Time Weekly
02/10/24 - 02/23/24

Reported 0.000

Scheduled 80.000

Time Summary
02/10/24 - 02/23/24

No Time Reported

Exceptions


0

Leave / Comp Time

282.500

Balance Hours


Other Time Used



Report Time Daily
Monday, Feb 12, 2024

Reported 0.000

Scheduled 8.000



Payable Time

Last Time Period 01/27/24 - 02/09/24

Total Hours 40 Hours

Estimated Gross 1327.09524 USD

5. **Payable Time** shows your estimated gross for the hours you have submitted. Gross pay is what employees earn before taxes, benefits and other payroll deductions are withheld from their wages.