## What do I do?

The unprocessed reported time view will allow you to review any time that has been reported that has not been processed to payable time. This can be due to a number of factors including: the request time administrative process has not been run to process reported time to payable time, reported time is not approved, a high exception exists for the day, etc. The process begins at the CSS sign on page:

1. Log into CSS system
2. Navigate to the Time and Labor folder
3. Navigate to View Unprocessed Time folder
4. Navigate to Unprocessed Reported Time page
5. Look Up Group ID or Employee
6. Enter Start and End Date for pay cycle
7. Search employee(s) – Get Employees
8. View employee by hyperlink
9. Review each employee for “Needs Approval” status
10. Contact Supervisor for Approval

## Where do I go?

**Time and Labor > View Unprocessed Time > Unprocessed Time**

### SECTION I NAVIGATION

**Step 1:** Log into the CSS system

![CSS Sign-in](image)

**Step 2:** Click “Time and Labor”

From the main menu, select Time and Labor

![Menu](image)
Step 3: Click the “View Unprocessed Time” folder to view all pages. Navigating through Time and Labor component search for View Unprocessed Time folder.

Step 4: Click “Unprocessed Reportable Time” link. The Unprocessed Reportable Time page allows you to view time that did not get to Payable Time or Payable Time that did not get to Payroll.

SECTION II 
EMPLOYEE SEARCH CRITERIA

Step 5a: Click

- Right arrow

To open the Employee Selection Criteria window, click the right arrow.
**Step 5b: Look Up**
- Group ID

The criteria you enter will be used to search groups or employees that you need to review for any exceptions.

Choose your Department Group

You can monitor employee time by selecting employees who are paid monthly.

**Step 5c: Enter**
- Position Number

You can further define the Employee Selection Criteria by adding a Position Number to the Report To Position Number field.

When you search by Group ID and Position Number the results will provide only the employees that meet the specified search criterion.

**Step 5d: Enter**
- Start Date
- End Date

Monthly reporting time pay cycle begins the FIRST day of the paycycle. The End Date is the LAST day of the paycycle.

**Step 5e: Check**
- Include Exception Reporters

By checking the Include Exception Reporters the results will include any exceptions pending for the employee.
Step 6: Click
- Get Employees

The employees that meet the search criteria will appear in the search results.

SECTION III
EMPLOYEES WITH UNPROCESSED TIME

Step 7a: View
- Needs Approval column

The Needs Approval column provides you with the number of hours that need to be approved for each employee.

Step 7b: View
- Exception Exists column

The Exception Exists column informs you of any exceptions exist for the employee.

This view is important. If there are exceptions that exist for an employee you must Resolve Exceptions. To resolve exceptions see the “Resolve Exceptions” process document.
Step 8: Click
- Employee Name

The “Employee Name” hyperlink takes you to the Employees with Unprocessed Time.

Step 9: View
- Reported Status

The Reported Status column to verify what date(s) and number of hours that need approval.

Step 9a: Click
- Return to Select Employees

After you finish reviewing the Reported Time Details for the employee, Return to Select Employee page to continue viewing the Unprocessed Reported Time results.