



DTA - View Reported Time

Step 1 –	Select Time Management > View Employee Reported Time in the Manger tab of the My Employment area of My ASU
Step 2 –	Enter your Group ID and click Get Employees .
Step 3 –	A list of all employees in your department will be returned in a table that displays a Monthly Time Calendar of their reported hours.
Step 4 –	Click Show Symbols to label the types of Reported Time .
Step 5 –	Click the Payable Hours button, then the View Month button if you want to view Payable Time.
Step 6 –	You can also click the individual hours reported to view details.