RIAS Self Service, Payable Time Summary – Instructions for NE Employees

The Self Service area of RIAS provides eligible Non-Exempt (NE) employees with an electronic way to view Overtime (OT) as well as earned and used Compensatory Time (CT) for particular weeks.

**Background:**
You should review this information to ensure it is accurate. Any concerns with the data should be reported to your supervisor immediately.

*Important Note:* Whether or not NE employees are eligible for CT in lieu of OT is dependent on many factors. Please consult the UHR web page dedicated to OT and CT for additional information, including a link to Policy 60.3.14 – Overtime for Regularly Appointed Staff:

[http://uhr.rutgers.edu/otct](http://uhr.rutgers.edu/otct)

**Step-by-Step Instructions to View Payable Time Summary:**

**Navigation:**
Main Menu > Self Service > Time Reporting > View Time

**Step 1:** Click on the “Payable Time Summary” link.

**Step 2:** By default, the “Payable Time Summary” screen shows data for a week from today’s date.
Step 3: To view data for a different week, enter a date into the “Start Date” field and click on the “ ” icon to refresh the data. You can also click on the “Previous Week” or “Next Week” links to move forward or back one week at a time.

Step 4: Click on one of the links in the “Go To” area of the screen to dismiss the summary or sign out to exit the system.