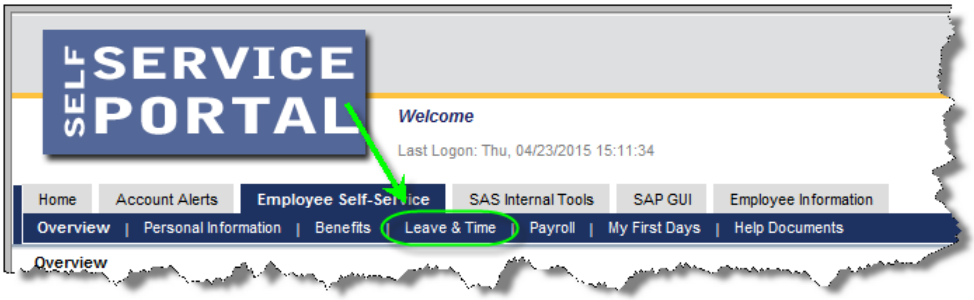
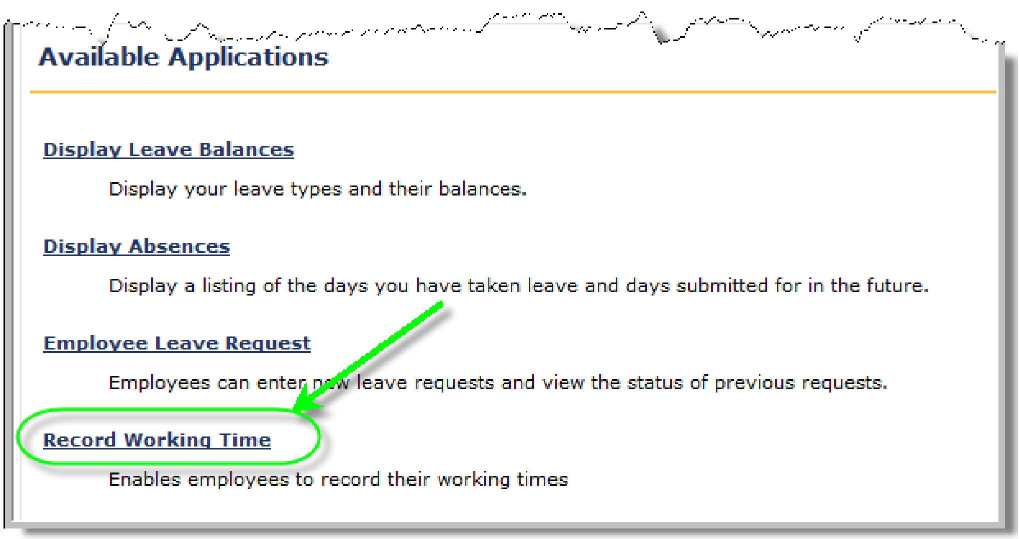
ESS – Leave & Time – Record Working Time

The *Record Working Time* screen under *Leave & Time* allows employees to enter/report overtime. Once time is submitted on the *Record Working Time* screen, it is routed to the employee's superior for review and approval/rejection.

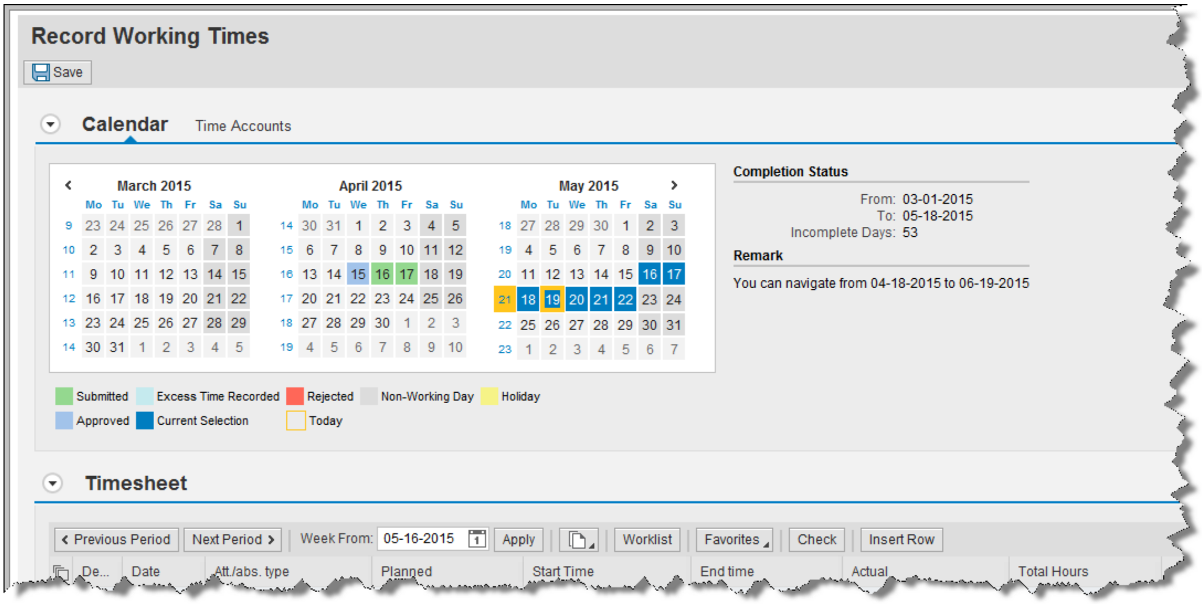
1. Select *Leave & Time* from the *Employee Self-Service* menu.



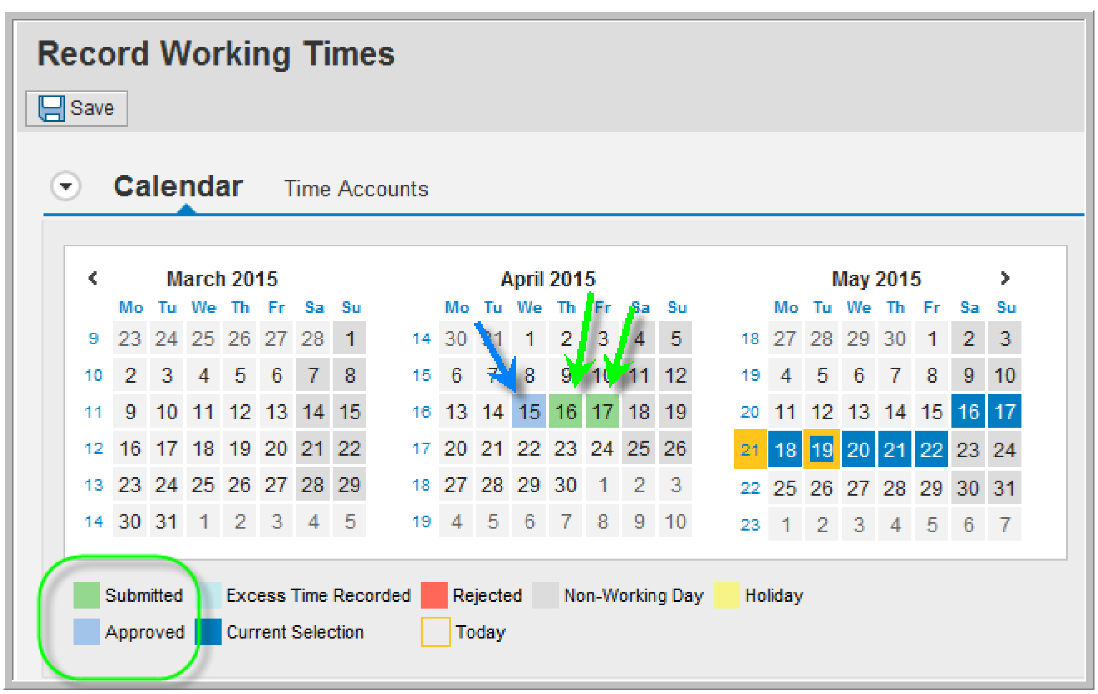
2. Select *Record Working Time.*



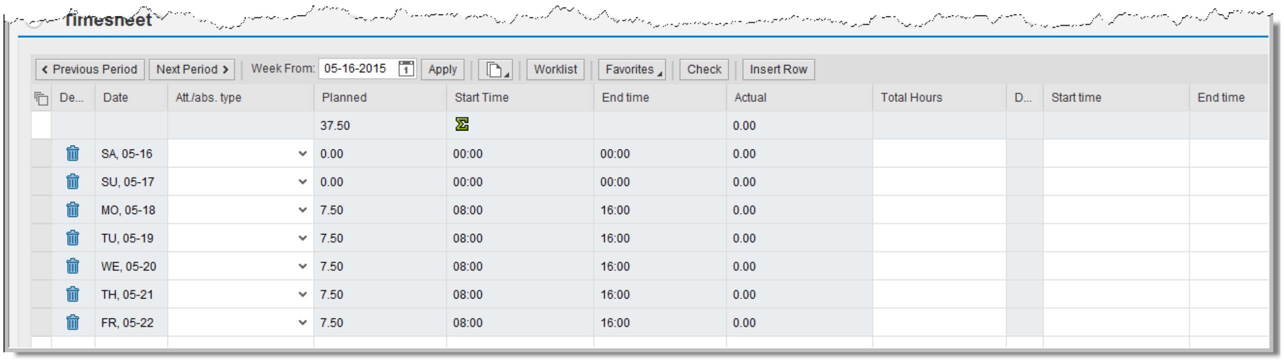
3. The *Record Working Times* screen will appear.



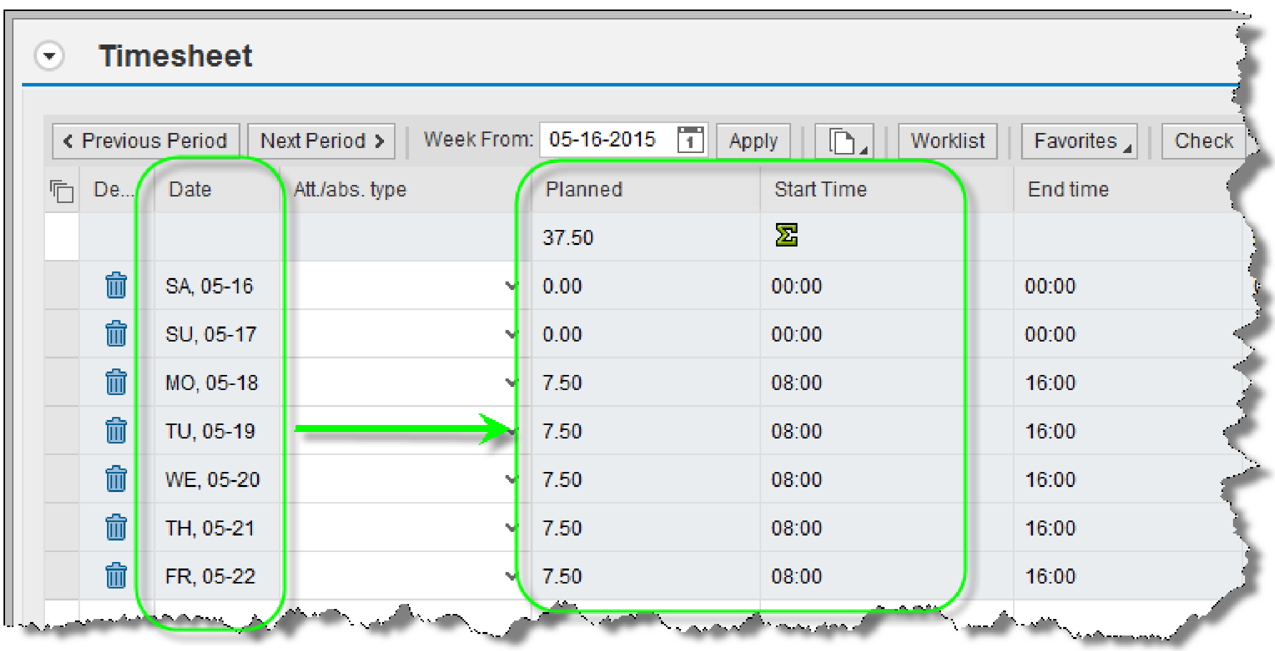
4. The *Calendar* section provides an overview of overtime that has been entered by the employee along with the processing results. In this example, the employee did not have any reported overtime during the months of March or May. However, in April, the employee had overtime *approved* for April 15, 2015 as indicated by the blue highlighted date. Then for April 16 and 17, 2015, the employee *submitted* additional overtime for approval that has yet to be processed by the employee's supervisor as indicated by the green highlighted dates.



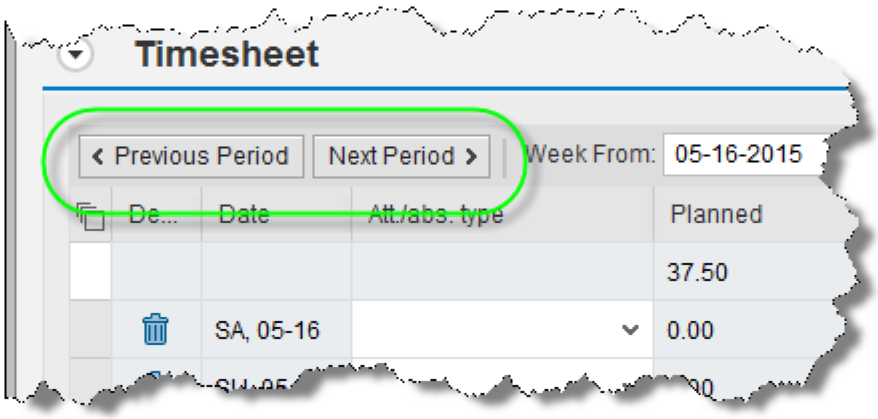
5. The *Timesheet* section is where employees can enter time as necessary.



6. In this example, the current date is 5/19/2015, so the system will display the schedule currently in effect for the employee for that given week.

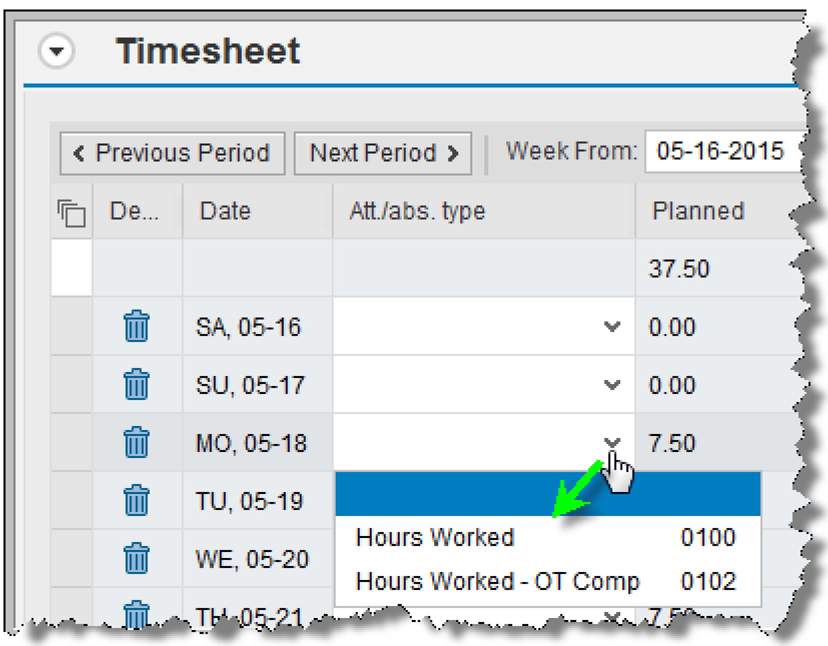


7. If entering time for a prior or future date that is not currently displayed, click the *Previous Period* or *Next Period* button accordingly.

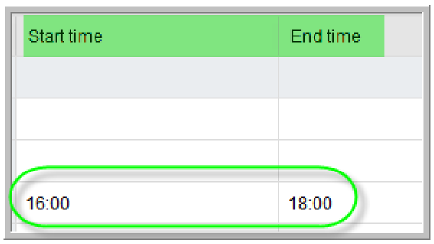


8. Once the correct set of dates is displayed, the following actions should be taken to properly record working time:

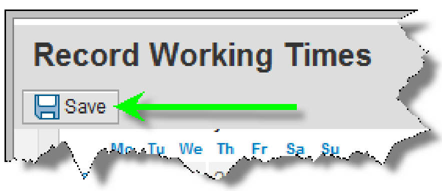
8.1. In the *Att./abs.type* column, select the appropriate type of time. In this example, the employee is choosing Hours Worked (0100). (Note: The time types appearing in the drop-down menu will vary depending on the employee type.)



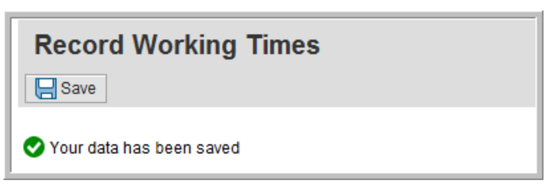
8.2. Next, in the *Start time* and *End time* columns, enter the hours of overtime that were actually worked. Hours must be entered in military time format. In this example, the employee's normal schedule on Monday is from 8:00 until 16:00, but the employee wants to enter two hours of overtime past 16:00. In this example, the employee entered 16:00 to 18:00 to indicate 2 hours of overtime worked. (**NOTE:** If an employee needs to record working time that covers more than one day, please see the section **Entering time that spans more than one day** below.)



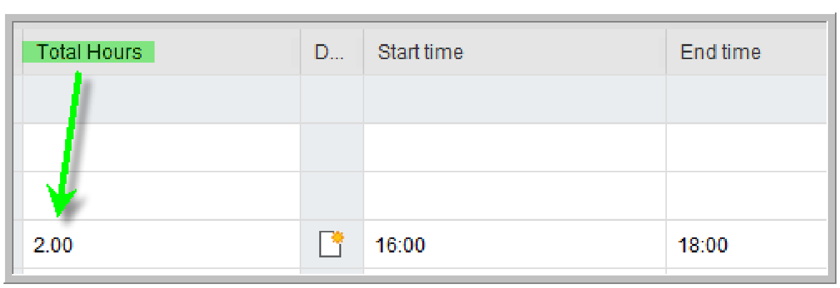
8.3. Once all of the appropriate entries have been made, select the Save icon located at the top of the *Record Working Times* screen.



8.4. A message will be displayed indicating the data has been saved.

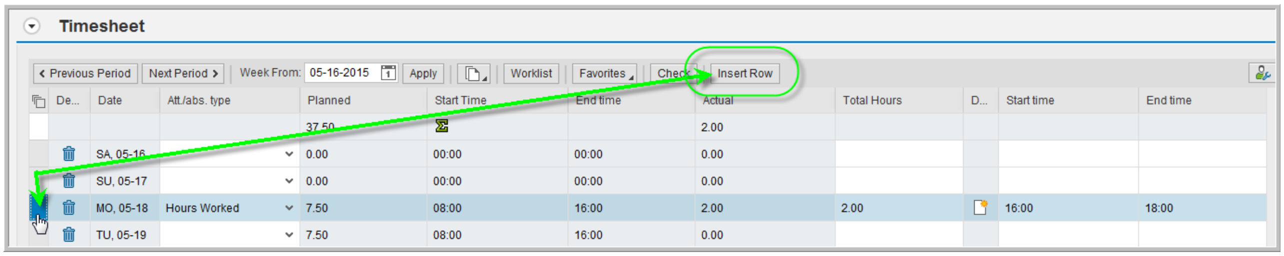


8.4.1. Note that the *Total Hours* column is automatically updated with the number of hours recorded by the employee.

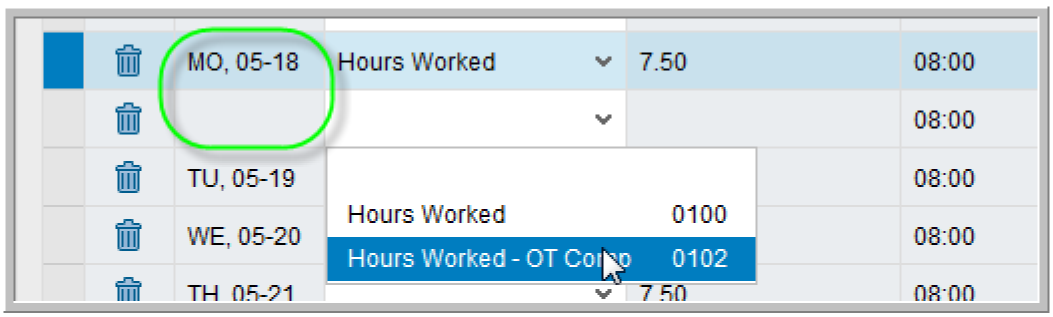


Entering two different time types for a single day:

1. If entering time on a single date that requires more than one time type, click on the button next to the row being maintained. Then select the Insert Row button.



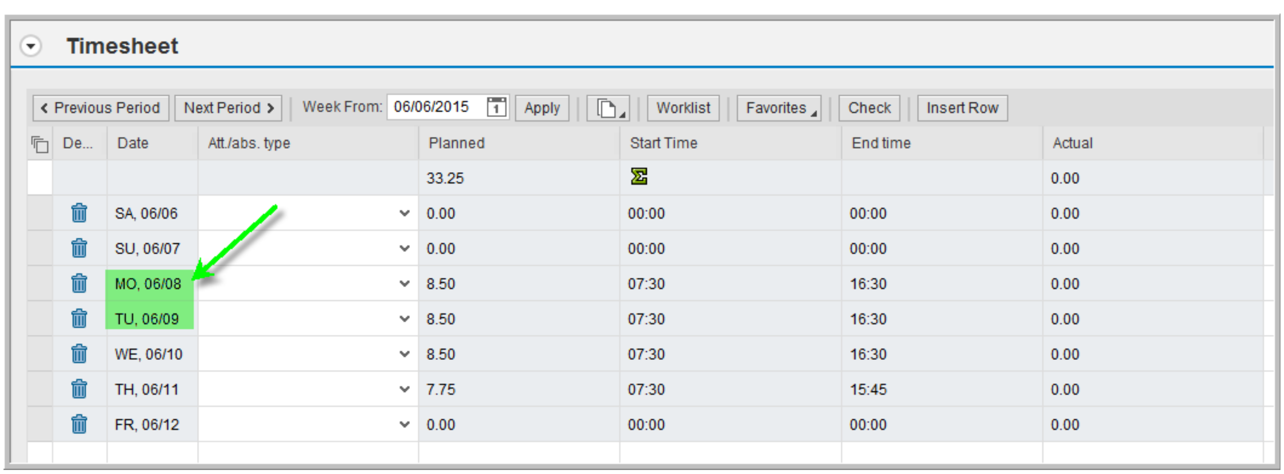
1.1. A new row will be inserted under the date being maintained. From there, select the new time type to process. Then follow steps 8.2 to 8.4 above.



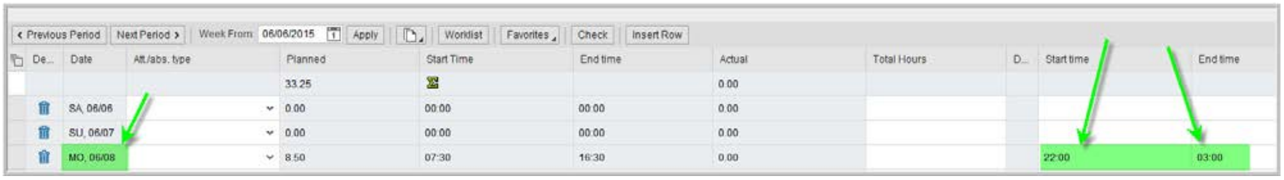
2. The process for recording working time is now complete for the employee and data has been submitted to the employee's superior for evaluation.

Entering time that spans more than one day:

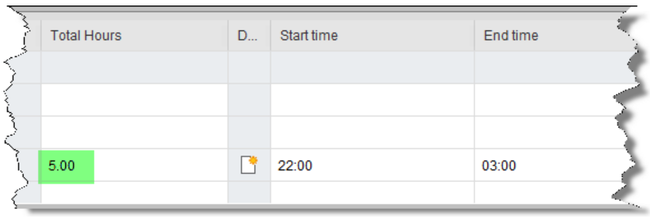
<u>Example scenario</u>: An employee needs to record working time that spans from 6/8/15 to 06/09/15 because they worked from 22:00 starting 06/08/2015 straight through until 03:00 on 06/09/15.



1. The employee will enter all time worked on the row for 06/08/2015. The start time will be 22:00 and the end time will be 03:00.

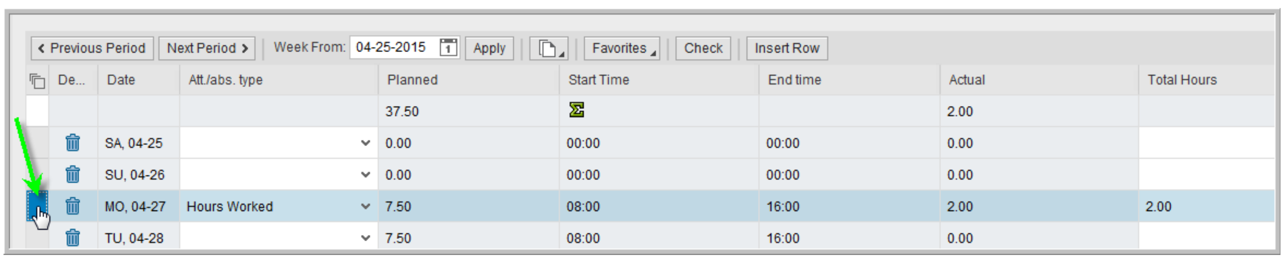


2. Follow steps 8.3 through 8.4 above to complete the process of saving the time entry. Once saved, the Total Hours column will reflect the total hours worked. In this case, the total hours worked is 5.00.

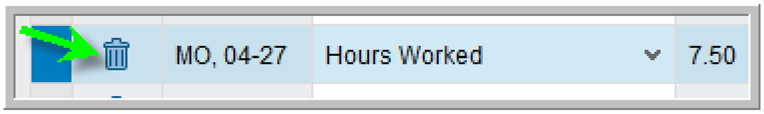


Deleting time submitted:

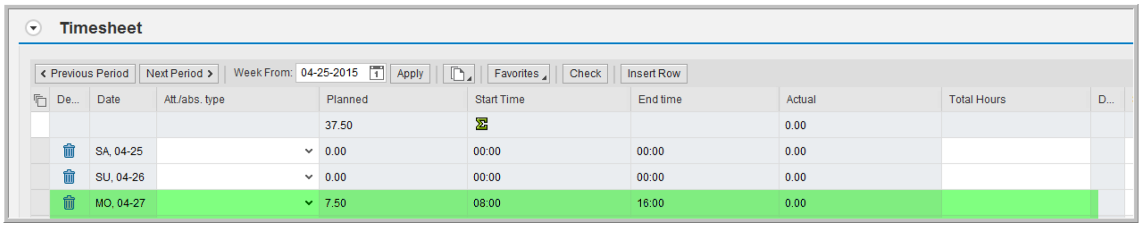
1. If deleting previously submitted time is desired, simply highlight the row by clicking the box next to the desired row.



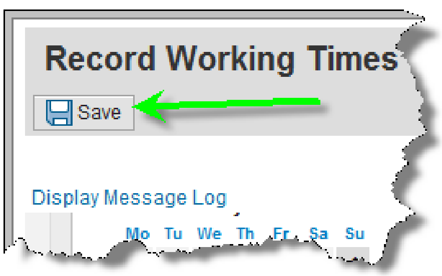
2. Select the trashcan icon.



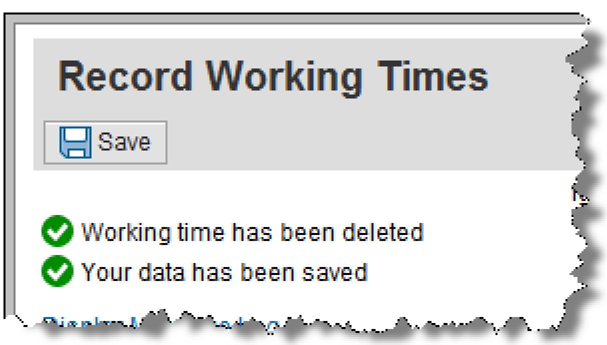
2.1. The time entry will now appear as deleted.



3. Users must select the Save icon in order to route the deletion/cancellation to the employee's supervisor.



4. A message will be displayed indicating the data has been saved.



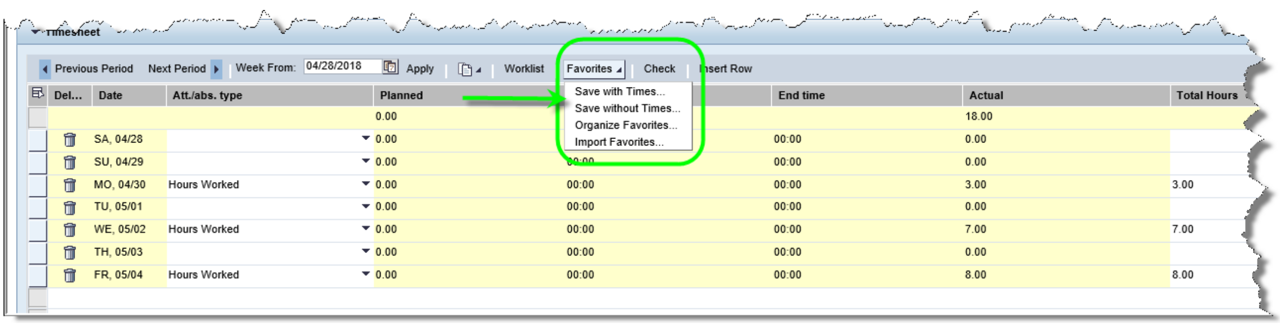
Further notes/tips:

Time entry shortcuts: For employees who work similar work schedules on a daily or weekly basis, the following guidance may be useful to save time when entering hours.

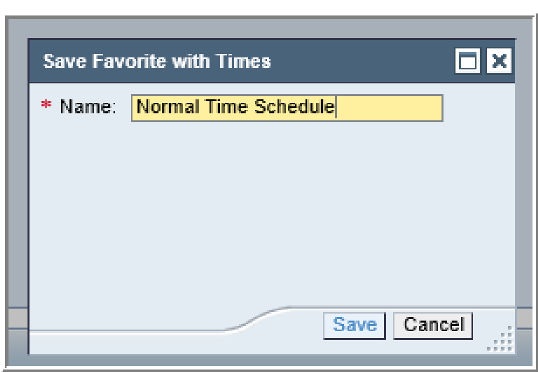
1. **Creating Time Entry Templates:** Employees can create templates from previous time entries. Multiple templates can be created depending on the employee's needs: For example:

   1.1. An employee works the same days every week but with varying hours, or an employee works the same days every week with the same hours. Before creating a template for this, all entries must be made for a week.

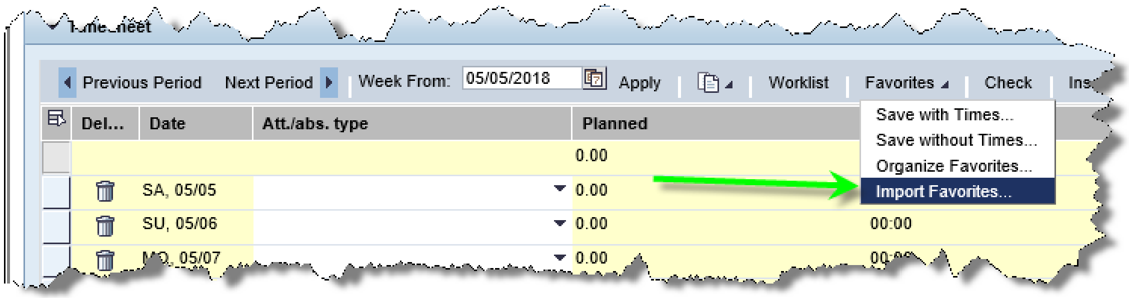
   Next, click the Favorites button and choose Save with Times if the days/hours are the same each week or choose Save without Times if the days are the same every week but the hours vary.



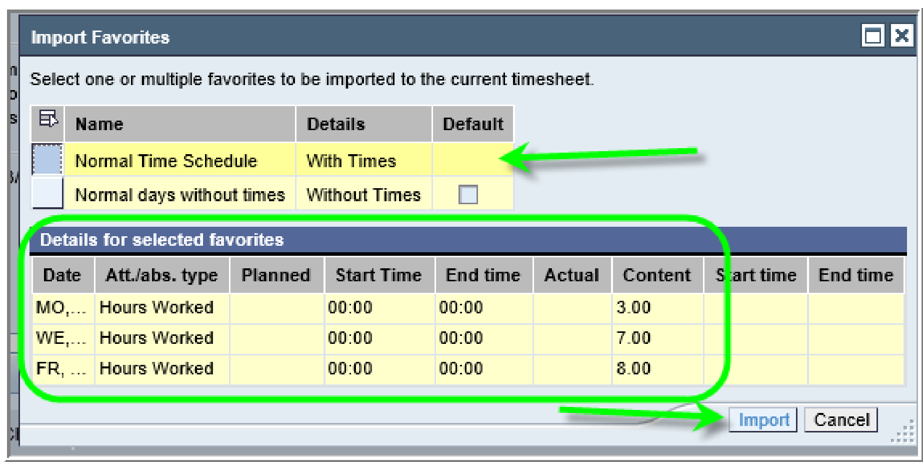
   In this example, the employee is choosing to Save with Times. The Save Favorite with Times window will appear for the employee to name the schedule. When finished, select Save.



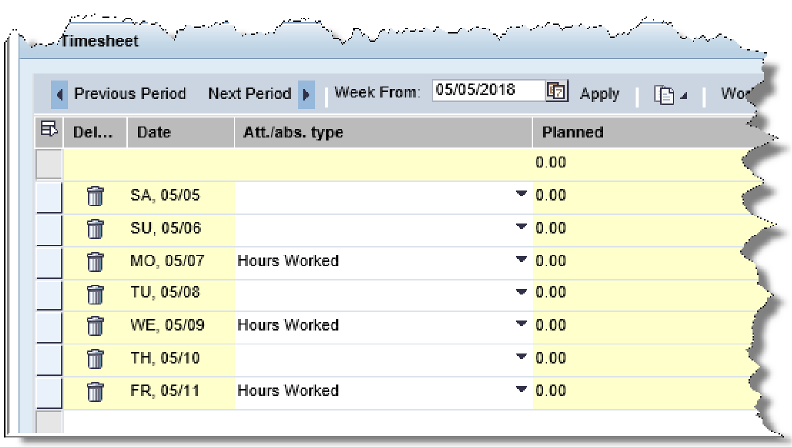
The next time the employee wants to enter time for a week, select Favorites from the menu and Import Favorites.



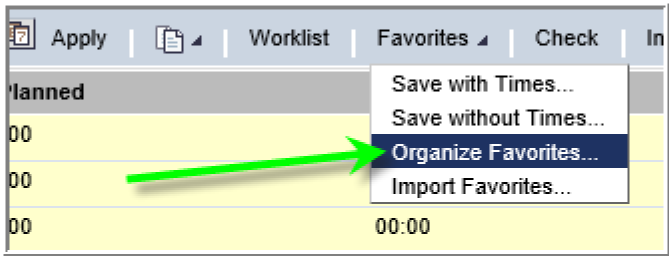
Choose the schedule desired from the list, which will then display the Details for selected favorites. Select Import.



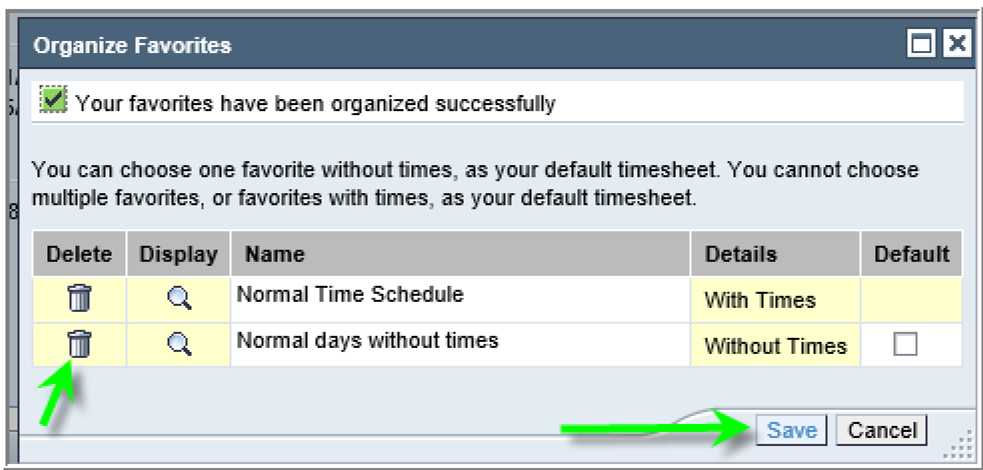
The days and times will automatically populate for the employee to save. (Modifications can be made to the pre-populated entries from the template as needed.)



To manage/delete templates, select Favorites and then Organize Favorites.

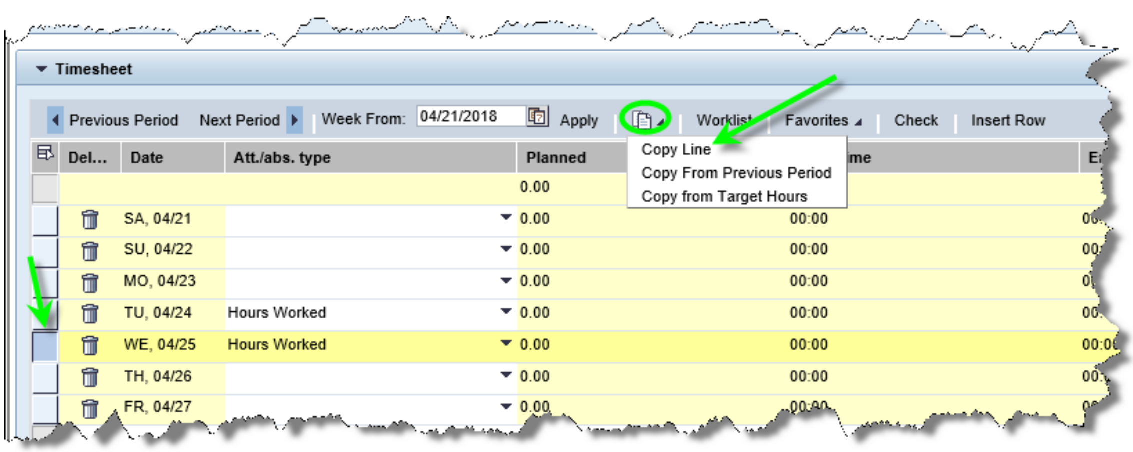


Click the trashcan icon to delete any unwanted schedules and then the Save button.

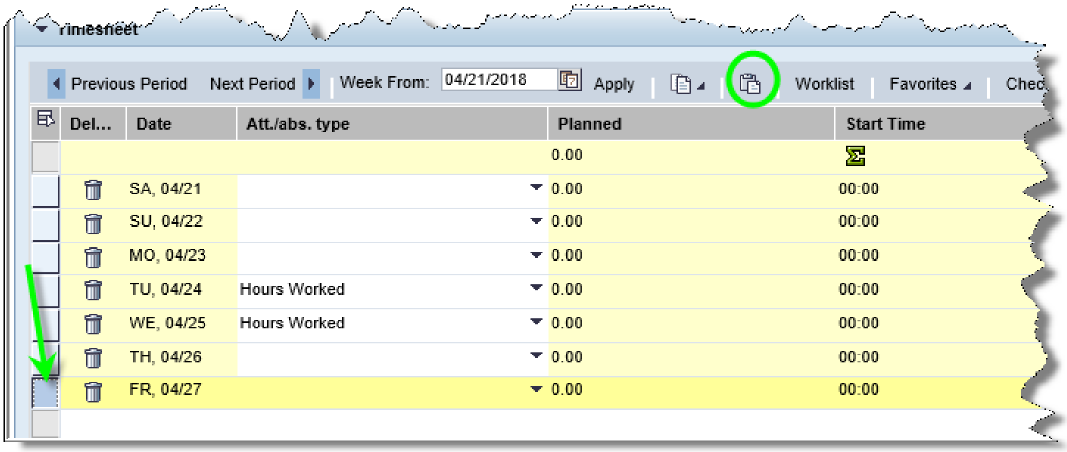


2. **Copying Time Entries in a given week:** Employees also have the option to copy and paste time entries within a given week to save keystrokes. For example:

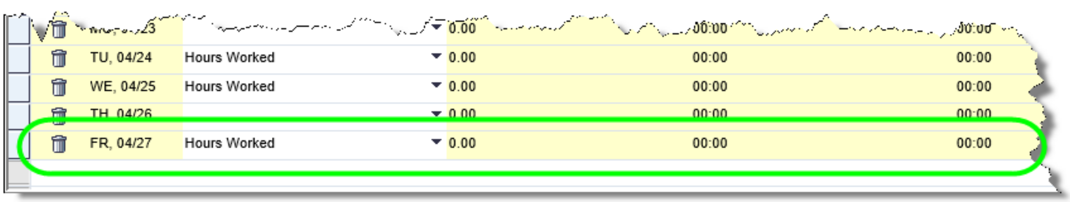
First, click on the row to be copied. Next, select the Copy  icon and then select Copy Line.



Next, select the row for the day where time should be copied and then click the Paste icon.

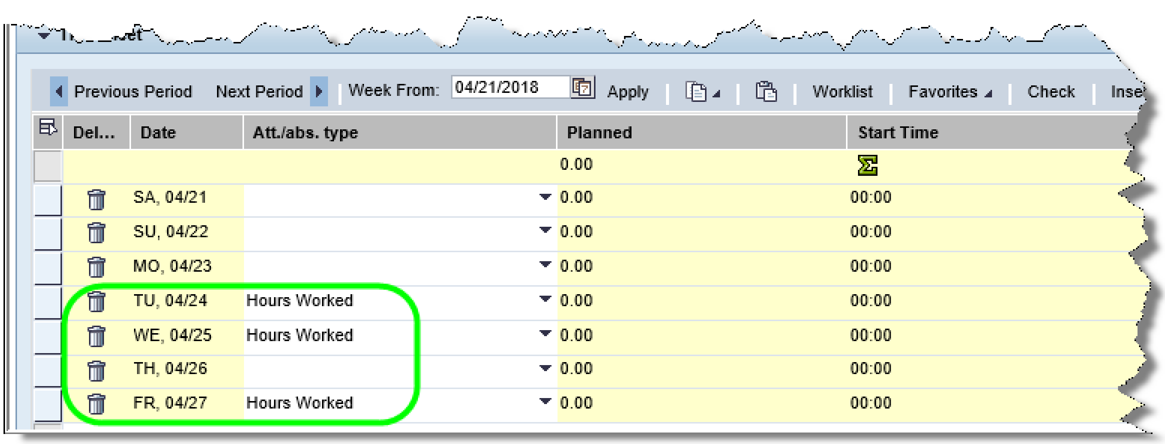


The hours worked copied in the previous step will be pasted into the row. If modifications to the data copied is needed, changes can be made as necessary.

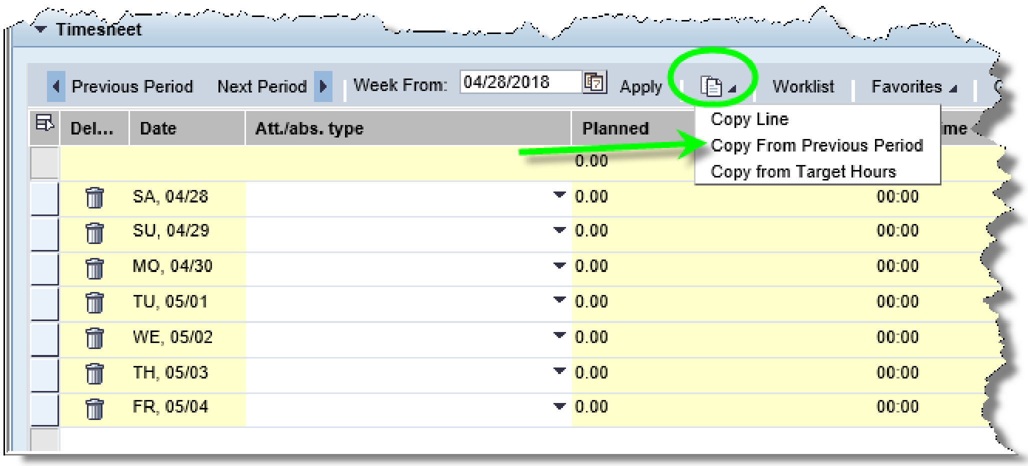


3. **Copying Time Entries from a previous week:** Employees also have the option to copy forward the entries from the previous week. For example:

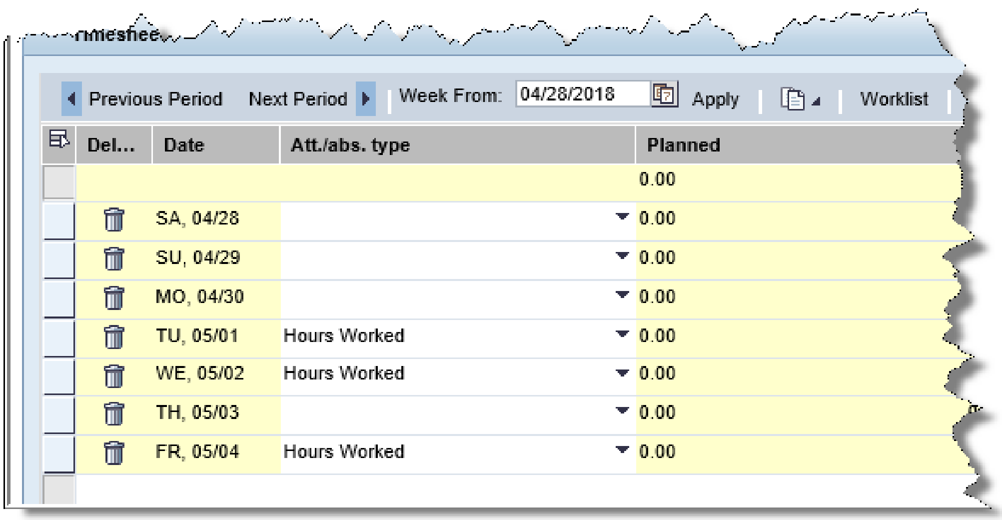
   This employee worked Tuesday, Wednesday, and Friday from 9:00 to 10:00 each day during the week of 04/21/2018.



During the week of 04/28/2018, the employee worked the same exact schedule and hours. The employee can quickly enter the same hours that were worked from the previous week by clicking on the Copy  icon and selecting Copy from Previous Pay Period.

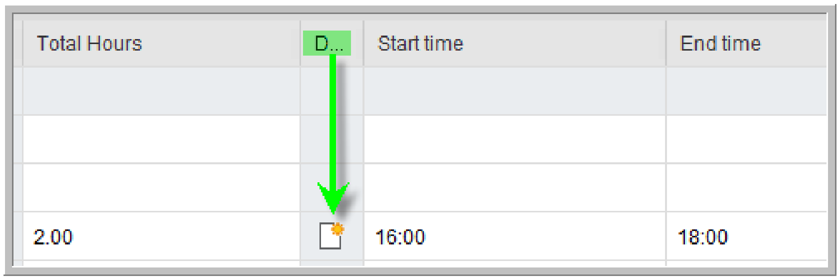


The time entries from the previous week are then automatically copied forward. Modifications can be made to entries that are copied prior to saving.

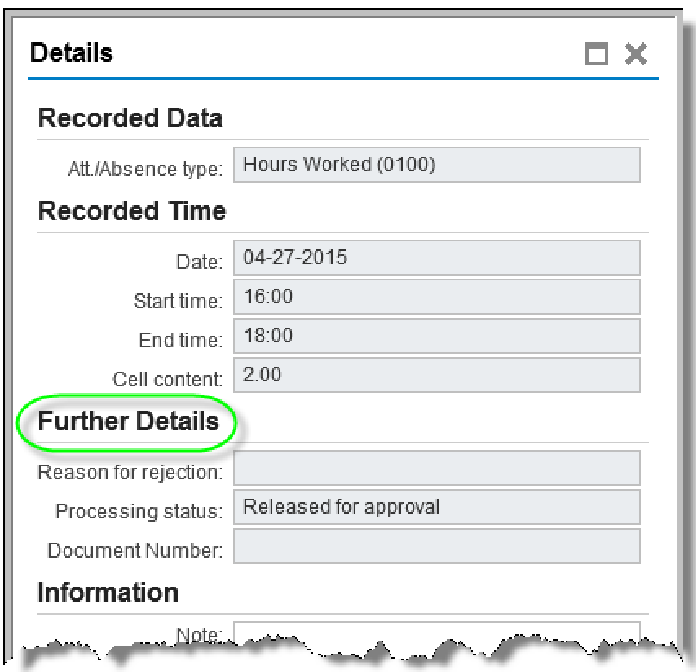


Entering notes on time submitted:

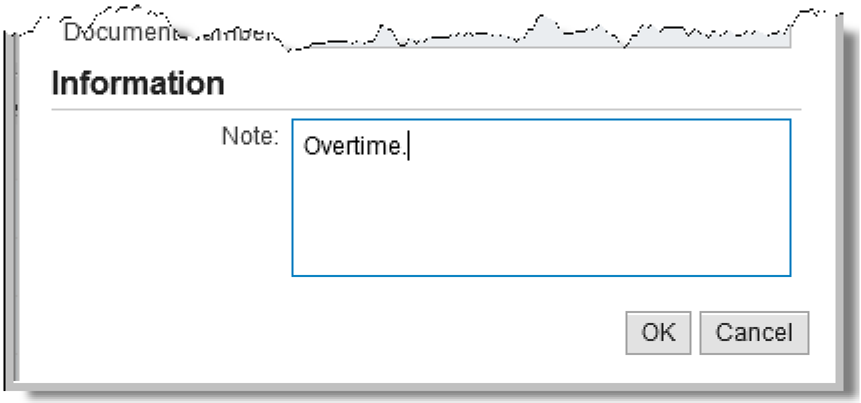
4. Once time has been saved, there will now be an icon under the *Details* column as shown here.



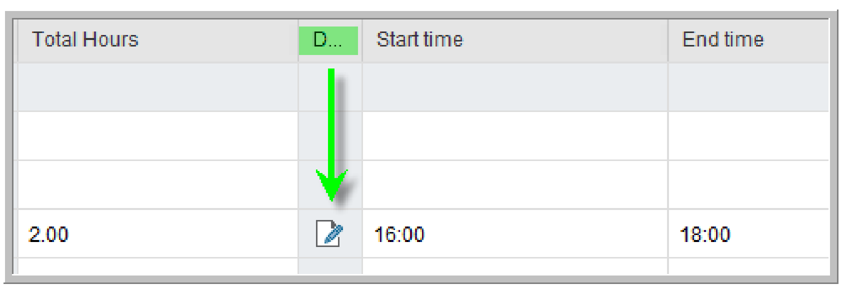
4.1. Selecting this icon will display the *Details* window as shown. This window will provide details regarding the time recorded for a particular date. It also provides processing status information within the *Further Details* section.



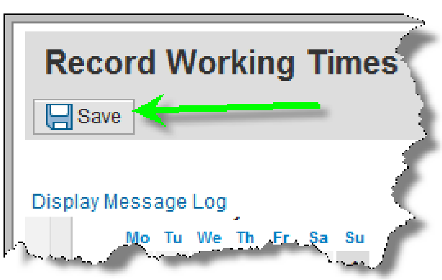
4.2. Within this window, the employee can also enter notes in the *Information* section that pertain to the reason(s) for working hours other than what were scheduled. Once notes have been entered, select the *OK* icon.



Note: The icon under the *Details* column will change if notes have been entered by the employee as shown here.



5. If notes have been entered, the employee must select the *Save* icon located at the top of the *Record Working Times* screen in order for the notes to be retained.



5.1. A message will be displayed indicating the data has been saved.