Timesheet Entry for Students

Updated: May 12, 2017

Timesheet Entry in Employee Self Service allows you to enter the hours you have worked for a week and serves as your official timesheet.

Helpful Hints

- It is recommended that you enter your time on a daily basis.
- You will record your hours worked on this screen and then release your timesheet once all your hours have been entered.
- The legend at the bottom of the calendar can be used to monitor the status of your timesheet.

Help videos:

• ESS Time Entry for Students

Overview of Timesheet Entry

	Mar 201	7	2017	May 204		Leave Balance					
	Mar 201	Арі	2017	May 2017 >		Type Current	Balance	Planned Usage	Adjusted Balance		
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	Date	Att./Absence type	Start time	End time	Hours	CCtr./ WBS	Position	Approve	er Name		
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Select Work Week

Click on the calendar or use the date navigation buttons.

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Entering Time

1. Select/check mark all rows you need to enter time on. If you need multiple rows per day click the + button at the right end of the rows needing additional rows.

	Date	Att./Absence type	Start time		
	05/05 Fri	~	00:00 <u></u>)	
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	05/07 Sun	~	00:00)	
✓	05/08 Mon	~	00:00 <u>_</u>)	
-	05/09 Tue	~	00:00)	

2. Click the Worklist button.

3. From the pop-up, click on the position you need to enter time for.

Payroll	2143140001
Position: 5929	
Approver Name: Lori A Alvarez	
Accounting	2143110001
Position: 13916	
Approver Name: John L Doe	

*Note that the Cost object, Position and Approver Name will populate in the row.

Date	Att./Absence type	Start time	End time	Hours		CCtr./ WBS	Position	Approver Name	
03/03 Fri	· · · · ·	HH.mm (3)	HH:mm 🏵	0.00	9	2143110001	13916	John L Doe	

- 4. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
- 5. Enter the Start time and End time using the 24 hour format (i.e. 0800 to 1700)

Enter a comment, if needed, by selecting the 🖾 button. Type comment, then click anywhere outside the comment box to save and close.

Save Entries

Select the **Save** button in the bottom right corner of the screen to save your entries.

Release Time Entries for Approval

Select the "Release Entries" button.

Worklist Freq. Used 🔄 🔂 Copy Prev Week Release 3 Entries

NOTE: The rows of time entry will change color as the entry status changes.



Exit Time Entries

Use the "back" arrow or the "Log out" to exit the time entry screen.

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