

Timesheet Entry for Employees with One Position

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 Employees with One Position](#)

Overview of Timesheet Entry

Select Work Week

Click on the calendar or use the date navigation buttons.

Entering Time

1. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
2. Select one of the two types of entry based upon department preference:
 - o Hours field – enter number of hours worked (i.e., 8.0, 6.5, 4.25, etc.) OR
 - o Start/End Time fields – enter actual times worked using a military 24/hour format (i.e. 0800 to 1700)
3. Enter a comment, if needed, by selecting the  button. Type comment, then click anywhere outside the comment box to save and close.

<input type="checkbox"/>	Date	Att./Absence type	Start time	End time	Hours	
<input type="checkbox"/>	02/10 Fri	Regular hours	HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/11 Sat		HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/12 Sun		HH:mm	HH:mm	0.00	

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.



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.

