

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

TIMESHEET LIST (0)

< Mar 2017
Apr 2017
May 2017 >

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3
							30	1	2	3	4	5	6							

Leave Balance

Type	Current Balance	Planned Usage	Adjusted Balance
No data			

Leave Request
 Approved
 Released
 Unreleased
 Rejected

 Selected
 Multiple Status

Worklist
Freq. Used
Copy
Paste
Copy Prev Week
Release

<
>
04/14/2017
Reset

<input type="checkbox"/>	Date	Att./Absence type	Start time	End time	Hours	Cctr./ WBS	Position	Approver Name		
<input type="checkbox"/>	04/14 Fri		HH:mm	HH:mm	0.00				+	🗑
<input type="checkbox"/>	04/15 Sat		HH:mm	HH:mm	0.00				+	🗑
<input type="checkbox"/>	04/16 Sun		HH:mm	HH:mm	0.00				+	🗑
<input type="checkbox"/>	04/17 Mon		HH:mm	HH:mm	0.00				+	🗑
<input type="checkbox"/>	04/18 Tue		HH:mm	HH:mm	0.00				+	🗑
<input type="checkbox"/>	04/19 Wed		HH:mm	HH:mm	0.00				+	🗑
<input type="checkbox"/>	04/20 Thu		HH:mm	HH:mm	0.00				+	🗑

Total Hours 0.00


🗑
Save






Select Work Week

Click on the calendar or use the date navigation buttons.



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.

<input type="checkbox"/>	Date	Att./Absence type	Start time
<input checked="" type="checkbox"/>	05/05 Fri	<input type="text"/>	00:00 
<input type="checkbox"/>	05/06 Sat	<input type="text"/>	00:00 
<input type="checkbox"/>	05/07 Sun	<input type="text"/>	00:00 
<input checked="" type="checkbox"/>	05/08 Mon	<input type="text"/>	00:00 
<input checked="" type="checkbox"/>	05/09 Tue	<input type="text"/>	00:00 


2. Click the **Worklist** button.
3. From the pop-up, click on the position you need to enter time for.

Worklists	
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	<input type="text"/>	HH:mm 	HH:mm 	0.00 	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.



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.

