

EMPLOYEE SELF SERVICE – SCHEDULED TIME OFF ENTRY

Employee Self Service allows staff to enter planned time off up to 6-months in advance for supervisor review. This allows staff and supervisors to plan and track scheduled time away from work. Time that has been entered in advance will automatically populate the employees time entry for the corresponding pay period. As such, staff no longer need to login while on vacation to enter time off.

Per Month View: The **active pay period has a blue bar** at the bottom of the date. Dates that have a black bar at the bottom are not in the active pay period, but are available for time off requests to be entered.

The screenshot shows the 'Employee Dashboard > Timesheet' interface. The 'Timesheet' section is active, with 'Approvals' and 'Timesheet' tabs. The calendar is set for February 2024. A callout box with the text 'The drop down menu can be used to change to the pay period view' points to a 'Month' dropdown menu in the top right corner of the calendar grid.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

Pay Period View: Pay periods are listed chronologically with the most recent at the bottom. Select the period to enter time off.

[Employee Dashboard](#) > Timesheet

Timesheet

Approvals Timesheet

Pay Period ▼

Pay Period	Hours/Units	Submitted On	Status
Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE			Prior Periods
07/22/2024 - 08/06/2024			Not Started Start Timesheet
07/07/2024 - 07/21/2024			Not Started Start Timesheet
06/22/2024 - 07/06/2024			Not Started Start Timesheet
06/07/2024 - 06/21/2024			Not Started Start Timesheet
05/22/2024 - 06/06/2024			Not Started Start Timesheet
05/07/2024 - 05/21/2024			Not Started Start Timesheet
04/22/2024 - 05/06/2024			Not Started Start Timesheet
04/07/2024 - 04/21/2024			Not Started Start Timesheet
03/22/2024 - 04/06/2024			Not Started Start Timesheet
03/07/2024 - 03/21/2024			Not Started Start Timesheet
02/22/2024 - 03/06/2024			Not Started Start Timesheet
02/07/2024 - 02/21/2024			Not Started Start Timesheet
01/22/2024 - 02/06/2024			In Progress (i)

Entering Future Time Off: When selecting a future dated entry, the system will ask to open the timesheet for that period. Click “Start Timesheet”

The screenshot displays the 'Employee Dashboard > Timesheet' interface. At the top, there are tabs for 'Approvals' and 'Timesheet'. Below the tabs, there are dropdown menus for 'Jun' and '2024', and a 'Month' dropdown. The main area is a calendar grid for June 2024. The date 10th is highlighted in blue. A modal window is open over the 10th, titled '06/10/2024'. The modal contains the following text: 'Job: Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE', 'Pay Period: 06/07/2024 - 06/21/2024', and 'Status: Not Started'. At the bottom of the modal is a button labeled 'Start Timesheet'. A red arrow points upwards from the bottom of the modal towards the 'Start Timesheet' button.

EMPLOYEE SELF SERVICE – SCHEDULED TIME OFF ENTRY

Select the appropriate earn code from the drop down menu for the type of time being requested.

[Employee Dashboard](#) > [Timesheet](#) > Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE

Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE Restart Time Leave Balances

06/07/2024 - 06/21/2024 Info Comments In Progress **Submit By 06/24/2024, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

[Add Earn Code](#)

Earn Code

- Select Earn Code
- Vacation**
- Sick
- Weather Closure
- Jury Duty
- Court Leave

EMPLOYEE SELF SERVICE – SCHEDULED TIME OFF ENTRY

Enter the number of hours and click “Save”.

[Employee Dashboard](#) > [Timesheet](#) > Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE

Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE

[Restart Time](#) [Leave Balances](#)

06/07/2024 - 06/21/2024



In Progress

Submit By 06/24/2024, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

+ Add Earn Code

Earn Code

Vacation

Hours*

7.5



[Exit Page](#)

Cancel

Save

Preview

EMPLOYEE SELF SERVICE – SCHEDULED TIME OFF ENTRY

The time has been added to the future timesheet. If requesting for multiple days, continue selecting the dates and follow the previous steps. If the time spans multiple pay periods, start the appropriate pay period. The copy function can be used to copy the same leave and hours to multiple days in the pay period

[Employee Dashboard](#) > [Timesheet](#) > Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE

✓ Timesheet data successfully saved.

Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE [Restart Time](#) [Leave Balances](#)

06/07/2024 - 06/21/2024 | 7.50 Hours ⓘ ⓘ In Progress Submit By 06/24/2024, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10 7.50 Hours	11	12	13	14	15

⊕ Add Earn Code

Vacation ⌚ 7.50 Hours ✎ 🗑️ ⌵

Total: 7.50 Hours | [Account Distribution](#)

Copy ↓

[Exit Page](#) Cancel Save Preview