

Employee Self Service

Supervisor Time Approval

User Guide

To access ESS, use the link

ess.reed.edu

Your employee dashboard will open

The screenshot displays the Employee Self-Service (ESS) dashboard. At the top, a dark red header contains the text "Employee Self-Service" on the left, and settings, user profile, and a red notification box on the right. Below the header, the page title "Employee Dashboard" is shown. On the left side, there is a search bar and two buttons: "My Profile" and "My Team". The main content area features a "Leave Balances as of 09/28/2022" section with two cards: "Vacation Pay in hours" with a value of 104.79 and "Sick Pay in hours" with a value of 28.25. A link for "Full Leave Balance Information" is located to the right of these cards. On the bottom left, a vertical menu lists "Pay Information", "Earnings", "Benefits", "Taxes", and "Job Summary", each with an upward-pointing arrow. On the bottom right, a "My Activities" section includes a yellow "Enter Time" button, and links for "Approve Time" and "Pay Stub Administrator".

From the dashboard, under “My Activities” select “Approve Time”

The screenshot displays the Employee Self-Service dashboard. At the top, a dark red header contains the text "Employee Self-Service" on the left, and settings, user profile, and a red notification box on the right. Below the header, a blue link "Employee Dashboard" is visible. The main title "Employee Dashboard" is prominently displayed. On the left side, there is a search bar and two blue buttons: "My Profile" and "My Team". The central section, titled "Leave Balances as of 09/28/2022", shows two metrics: "Vacation Pay in hours" with a value of 104.79 and "Sick Pay in hours" with a value of 28.25. A blue link "Full Leave Balance Information" is located to the right of these metrics. On the bottom left, a vertical menu lists "Pay Information", "Earnings", "Benefits", "Taxes", and "Job Summary", each with an upward-pointing arrow. On the bottom right, the "My Activities" section is highlighted in yellow and contains a blue "Enter Time" button, a blue "Approve Time" link with a green arrow pointing to it, and a blue "Pay Stub Administrator" link.

Employee Self-Service

Employee Dashboard

Employee Dashboard

My Profile

My Team

Leave Balances as of 09/28/2022

| | | | |
|-----------------------|--------|-------------------|-------|
| Vacation Pay in hours | 104.79 | Sick Pay in hours | 28.25 |
|-----------------------|--------|-------------------|-------|

[Full Leave Balance Information](#)

Pay Information

Earnings

Benefits

Taxes

Job Summary

My Activities

Enter Time

Approve Time

Pay Stub Administrator

From the “Approval” section you can filter by department (that your credentials allow access), current and past pay periods, and timesheet status.

Once you have finished with your filters, you can select your employees from the list.

Note: Clicking on the timesheet tab takes you to your timesheet.

Employee Self-Service ⚙️ 👤

[Employee Dashboard](#) > Time Entry Approvals

Approvals - Timesheet 👤 Proxy Super User || 📊 Reports

Approvals | Timesheet

Timesheet ▾ All Departments ▾ 09/07/2022 - 09/21/2022 (2022 SM 18) ▾ All Status except Not Started ▾ Enter ID/Name

Distribution Status Report - Timesheet ▾

- Pending 0 ▾
- Pending - In the Queue 0 ▾
- In Progress 0 ▾
- Returned 0 ▾
- Error 0 ▾
- Pending - Approved 0 ▾
- Approved 0 ▾
- Completed 1 ▴

| Employee Name | ID | Organization | Hours/Units | | |
|----------------------|----------------------|--------------------------|-------------|---|---|
| <input type="text"/> | <input type="text"/> | 1-05040, BUSINESS OFFICE | 15.00 Hours | ⓘ | ⋮ |

Here you have a summary of your employees time. You can return it back to the employee, or approve if the information is correct.

Selecting "Details" will take to to the detailed version of the employees time sheet.

NOTE: If a correction is found after employee submission cut-off, you cannot return the timesheet. You will need to make the change and add a comment explaining the change.

Employee Self-Service

[Employee Dashboard](#) > [Time Entry Approvals](#) > [Payroll Specialist, S00477-00, 1, 05040, BUSINESS OFFICE](#) > Preview

Timesheet Detail Summary

1, 05040, BUSINESS OFFICE

Pay Period: 09/07/2022 - 09/21/2022 | 15.00 Hours | **Completed** | Approved On 09/26/2022, 09:15 AM

| Time Entry Detail | | | |
|-------------------|---------------|-------|------------|
| Date | Earn Code | Shift | Total |
| 09/16/2022 | VAC, Vacation | 1 | 7.50 Hours |
| 09/19/2022 | SIC, Sick | 1 | 7.50 Hours |

| Summary | | | | | |
|--------------------|-------|--------|--------|--------|------------|
| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Total |
| VAC, Vacation | 1 | | 7.50 | | 7.50 Hours |
| SIC, Sick | 1 | | | 7.50 | 7.50 Hours |
| Total Hours | | | 7.50 | 7.50 | |

| Routing and Status | | |
|--------------------|------------|----------------------|
| Name | Action | Date & Time |
| | Originated | 09/21/2022, 03:15 PM |
| | Submitted | 09/21/2022, 03:16 PM |
| | Approved | 09/26/2022, 09:15 AM |

[Return](#) [Details](#)

From the details page you can review each day. To return to the approval page for that employee click on “Preview”.

Selecting “Exit Page” will return you to the approval page, where you can select another employee.

The screenshot displays the 'Employee Self-Service' interface. At the top, there is a dark red header with the text 'Employee Self-Service' and a gear icon. Below the header, a breadcrumb trail shows 'Employee Dashboard > Time Entry Approvals > [Employee ID], 1, 05040, BUSINESS OFFICE'. The main content area shows a calendar view for the period '09/07/2022 - 09/21/2022' with a total of '15.00 Hours'. The status is 'Completed' and it was 'Approved On 09/26/2022, 09:15 AM'. The calendar grid shows days from Sunday to Saturday, with the 7th of the month (Wednesday) highlighted in blue. Navigation arrows are present on the left and right sides of the calendar. At the bottom left, there is a link for 'Exit Page', and at the bottom right, there is a 'Preview' button.

Employee Self-Service

Employee Dashboard > Time Entry Approvals > [Employee ID], 1, 05040, BUSINESS OFFICE

[Employee ID], 1, 05040, BUSINESS OFFICE

09/07/2022 - 09/21/2022 | 15.00 Hours | Completed | Approved On 09/26/2022, 09:15 AM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Exit Page

Preview