

Employee Self Service

Time Entry

User Guide

To access ESS, use the link

ess.reed.edu

Your employee dashboard will open

The screenshot shows the Employee Self-Service (ESS) dashboard. At the top, there is a dark red header with the text "Employee Self-Service" and a gear icon for settings. Below the header, the page title "Employee Dashboard" is displayed. The main content area is divided into several sections. On the left, there are two blue buttons: "My Profile" and "My Team". In the center, there is a section titled "Leave Balances as of 09/28/2022" which displays two metrics: "Vacation Pay in hours" with a value of 104.79 and "Sick Pay in hours" with a value of 28.25. To the right of this section is a link for "Full Leave Balance Information". Below the leave balances, there is a "Pay Information" section with a dropdown arrow, containing links for "Latest Pay Stub: 09/15/2022", "All Pay Stubs", and "Deductions History". To the right of the pay information is a "My Activities" section with a blue "Enter Time" button and links for "Approve Time" and "Pay Stub Administrator". At the bottom, there are sections for "Earnings", "Benefits", "Taxes", and "Job Summary", each with an upward-pointing arrow.

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
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [09/15/2022](#) [All Pay Stubs](#) [Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

My Activities

Enter Time

[Approve Time](#)

[Pay Stub Administrator](#)

To enter your time select “Enter Time” from the activities list

The screenshot displays the Employee Self-Service dashboard. At the top, the header reads "Employee Self-Service" with a gear icon, a user profile icon, and a red box. Below the header, the page title is "Employee Dashboard".

On the left side, there are two buttons: "My Profile" and "My Team".

In the center, a 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 link for "Full Leave Balance Information" is located to the right of this section.

The main content area is divided into two columns. The left column contains a list of menu items: "Pay Information" (expanded), "Earnings", "Benefits", "Taxes", and "Job Summary". The "Pay Information" section is expanded to show "Latest Pay Stub: 09/15/2022", "All Pay Stubs", and "Deductions History".

The right column contains a list of activities: "My Activities" (with a green arrow pointing to it), "Enter Time" (with a green arrow pointing to it), "Approve Time", and "Pay Stub Administrator".

If you have started your timesheet click on the status to to access your time detail.
If you have not started your timesheet you will see a “Start Timesheet” button, click on that

The screenshot displays the 'Employee Self-Service' interface. At the top, there is a dark red header with the logo and text 'Employee Self-Service', along with settings and user profile icons. Below the header, a breadcrumb trail shows 'Employee Dashboard > Timesheet'. The main section is titled 'Timesheet' and has two tabs: 'Approvals' and 'Timesheet', with the latter being active. A 'Pay Period' dropdown menu is located in the top right of the main content area. The main content area contains a table with the following columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The first row of the table shows a pay period of '09/22/2022 - 10/06/2022', '37.50 Hours', and a submission date of '09/27/2022'. The status for this entry is 'Pending'. A green arrow points down to the 'Pending' status. To the right of the table, there is a 'Prior Periods' link. At the bottom of the screenshot, a separate row shows a pay period of '12/01/2021 - 12/31/2021' with a status of 'Not Started'. A green circle highlights the 'Start Timesheet' button, and a green arrow points to it from the right.

Pay Period	Hours/Units	Submitted On	Status
09/22/2022 - 10/06/2022	37.50 Hours	09/27/2022	Pending
12/01/2021 - 12/31/2021		Not Started	Start Timesheet

Now you may begin to enter any leave you have taken for the pay period
Click on the day, and then from the drop down list select your leave type.

Employee Self-Service ⚙️ 👤 [Red Box]

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

🔄 Restart Time 📄 Leave Balances

09/22/2022 - 10/06/2022 | 37.50 Hours ⓘ 🗨️² In Progress Submit By 10/07/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1

⊕ Add Earn Code

Earn Code

Select Earn Code ^

- Vacation
- Sick
- Weather Closure
- Jury Duty
- Court Leave

[Exit Page](#) Cancel Save Preview

Enter your hours and then click “SAVE”
You can now preview your time by selecting the preview button.

The screenshot shows the 'Employee Self-Service' interface for a timesheet. At the top, there is a navigation bar with 'Employee Self-Service' and a user profile icon. Below it, a breadcrumb trail reads 'Employee Dashboard > Timesheet > Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE'. A search bar contains 'S00581-00, 1, 05040, BUSINESS OFFICE'. On the right, there are links for 'Restart Time' and 'Leave Balances'. The main section displays the date range '09/22/2022 - 10/06/2022', a total of '37.50 Hours', and a status of 'In Progress' with a 'Submit By 10/07/2022, 11:59 PM' deadline. A calendar view shows days from Sunday to Saturday, with Monday the 26th highlighted. Below the calendar is an 'Add Earn Code' section with a dropdown menu set to 'Vacation' and an input field for 'Hours*' containing '7.5'. At the bottom, there are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'. Three green arrows point to the 'Hours*' input field, the 'Save' button, and the 'Preview' button.

Employee Self-Service

Employee Dashboard > Timesheet > Payroll Manager, S00581-00, 1, 05040, BUSINESS OFFICE

S00581-00, 1, 05040, BUSINESS OFFICE

Restart Time Leave Balances

09/22/2022 - 10/06/2022 | 37.50 Hours | In Progress | Submit By 10/07/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1





+ Add Earn Code

Earn Code: Vacation

Hours*: 7.5


Exit Page Cancel Save Preview

You can now review your time for accuracy.
If changes are needed use the “Return” button.
If you have entered all your time for the pay period use the “Submit” button

 **Employee Self-Service**   

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

Timesheet Detail Summary

, S00581-00, 1, 05040, BUSINESS OFFICE 

Pay Period: 09/22/2022 - 10/06/2022 | 37.50 Hours | **In Progress** | Submit By 10/07/2022, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
09/23/2022	VAC, Vacation	1	7.50 Hours
10/03/2022	VAC, Vacation	1	7.50 Hours
10/04/2022	VAC, Vacation	1	7.50 Hours
10/05/2022	VAC, Vacation	1	7.50 Hours
10/06/2022	VAC, Vacation	1	7.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
VAC, Vacation	1	7.50		30.00	37.50 Hours
Total Hours		7.50		30.00	

Routing and Status		
Name	Action	Date & Time
<input type="text"/>	Originated	09/22/2022, 09:37 AM
<input type="text"/>	In the Queue	

