

Hourly Employee Time Entry & PTO Guide

Overview

As an hourly employee, you must log all **worked hours** as well as any **PTO/leave taken** for each pay period to ensure accurate pay.

Step 1: Accessing ESS

1. Open your browser and navigate to **ess.reed.edu**.
2. On your **Employee Dashboard**, locate the **My Activities** panel on the right side.
3. Click **Enter Time**.

Employee Self-Service

Employee Dashboard

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](#)

My Profile

My Team

Pay Information

Earnings

Benefits

Taxes

Job Summary

My Activities

Enter Time

[Approve Time](#)

[Pay Stub Administrator](#)

 **Checking Leave Balances:** View your available Vacation and Sick balances at the top of your **Employee Dashboard** or by clicking **Leave Balances** in the top-right corner of your timesheet.

Step 2: Opening Your Timesheet

1. Select **Enter Time** under My Activities from the dashboard.
2. Under the **Timesheet** tab, locate the active pay period date range. The page will default to month/ calendar mode and the days highlighted in purple are the active pay period days.

Employee Self-Service

[Employee Dashboard](#) > Timesheet

Timesheet

Please ensure that you complete and submit your timesheet by the due date. You can change the view of your own timesheet from Month to Pay Period as needed.

Timesheet

Aug
2026

Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 7.50 Hours	28 7.50 Hours	29 7.50 Hours	30 7.50 Hours	31 7.50 Hours	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
30	31	1	2	3	4	5

*Note: There are two view option from the right-side drop-down menu : **Month** (provides calendar view) or **Pay Period** (Lists out periods, the current cycle will be at the bottom of the list)*

Month

Pay Period

Month

- Click **Start Timesheet** if opening it for the first time.

You can change the view of your own timesheet from Month to Pay Period as needed.

08/13/2026

Job: Payroll Supervisor, S00581-00, 1, 05040, BUSINESS OFFICE

Pay Period: 08/07/2026 - 08/21/2026

Status: Not Started

Start Timesheet

28	
4	
11	
18	

4. If you have existing entries, click the **Pending** or **In Progress** status link to re-open your timesheet.

Step 3: Entering Worked Hours & PTO

Entering Worked Hours

1. **Select the Date:** Click the day worked on the calendar.
2. **Earn Code:** Ensure the **Earn Code** is set to **Regular** (or appropriate shift code).
3. **Enter Hours:** Enter your hours worked for the day in the hours field.
4. Click **Save**.

Employee Self-Service

[Employee Dashboard](#) > [Timesheet](#) > Accounting Specialist, S00778-00, 1, 05040, BUSINESS OFFICE

Accounting Specialist, S00778-00, 1, 05040, BUSINESS OFFICE

Restart Time
Leave Balances

Please ensure that you complete and submit your timesheet by the due date. You can change the view of your own timesheet from Month to Pay Period as needed.

07/27/2026 - 08/09/2026
37.50 Hours
In Progress
Submit By 08/10/2026, 11:59 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3	4	5	6	7	8	9

Add Earn Code

Earn Code
Shift
Hours*

Regular
1

Add More Time

Exit Page
Cancel
Save
Preview

Entering Leave / PTO

1. Click the day you took leave on the calendar.
2. From the **Earn Code** dropdown, choose your leave type (e.g., *Vacation*, *Sick*).
3. Enter the total hours taken in the **Hours** box.
4. Click **Save**.

 **Adding Multiple Leave Types or Earn codes on One Day:** If you took split leave or worked split earn codes (e.g., 3.5 hours Vacation and 4 hours Sick on the same day), click **Add Earn Code** below the calendar to add a second row.

Step 4: Reviewing & Submitting

1. After entering all time and leave for the pay period, click **Preview**.
2. Carefully check the **Timesheet Detail Summary** page:
 - o Verify total worked hours vs. PTO hours.
 - o Check the weekly summary section to ensure no entries were missed.

3. If changes are needed, click **Return** to re-open the calendar view.
4. When accurate, click **Submit** to send your timecard to your supervisor.

[Employee Dashboard](#) > [Timesheet](#) > [Accounting Specialist, S00778-00, 1, 05040, BUSINESS OFFICE](#) > [Preview](#)

Please ensure that you complete and submit your timesheet by the due date. You can change the view of your own timesheet from Month to Pay Period as needed.

Accounting Specialist, S00778-00, 1, 05040, BUSINESS OFFICE

Pay Period: 37.50 Hours | [In Progress](#) | Submit By 08/10/2026, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/27/2026	REG, Regular	1	7.50 Hours
07/28/2026	REG, Regular	1	7.50 Hours
07/29/2026	REG, Regular	1	7.50 Hours
07/30/2026	REG, Regular	1	7.50 Hours
07/31/2026	REG, Regular	1	3.50 Hours
07/31/2026	ADM, Administrative Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular	1	33.50		33.50 Hours
ADM, Administrative Leave	1	4.00		4.00 Hours
Total Hours		37.50		

Routing and Status

Name	Action
	Originated On 07/27/2026, 04:49 PM
	Submit By 08/10/2026, 11:59 PM
	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

[Return](#) [Submit](#)



Critical Rules & Deadlines

- **Timely Submission:** Timesheets must be submitted before the **Submit By** deadline shown in the top banner of the preview page (11:59 PM on the deadline date).
- **Late Entries:** If you miss the submission deadline, your timesheet will lock, and your supervisor will need to enter your hours manually before Payroll processing