

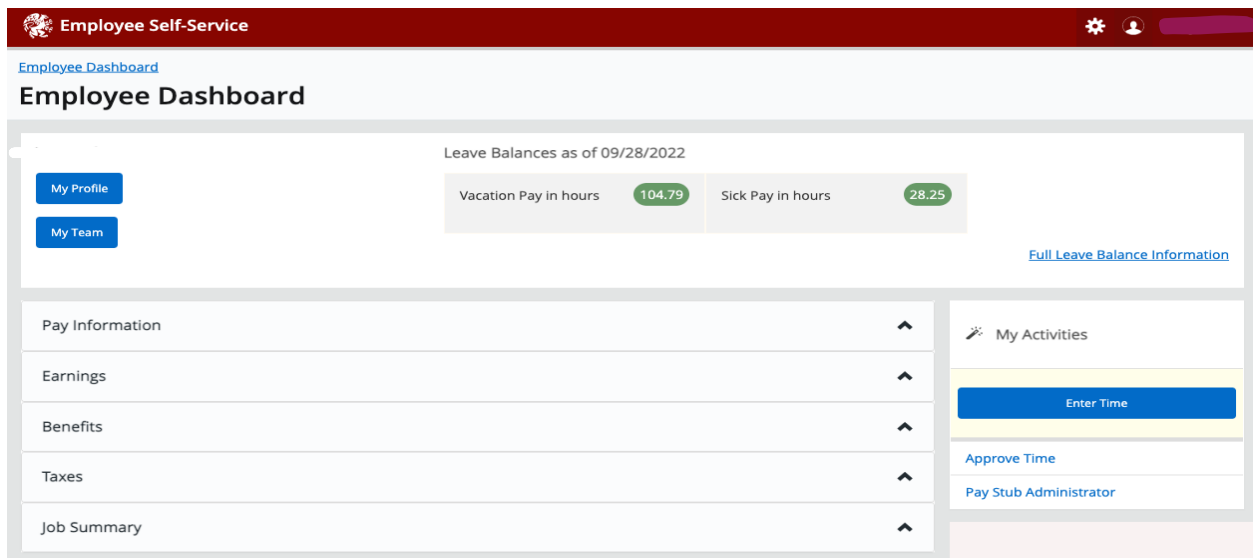
Salaried Employee Timecard & Exception Guide

Overview

As a salaried employee, your base pay is processed automatically. You only use Employee Self-Service (ESS) to record **PTO and leave exceptions** (e.g., Vacation, Sick, Jury Duty). If you took no time off during a pay period proceed to **Step 4- Timecard Submission**.

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**.



 **Checking Leave Balances:** Your available Vacation and Sick hours are displayed directly at the top of your **Employee Dashboard** and in the top-right corner of your timesheet view under **Leave Balances**.

Step 2: Opening Your Timesheet

1. Select **Enter Time** under My Activities from the dashboard.
2. Under the **Timesheet** tab, find the current pay period.
*Note: There are two view option from the right-side drop-down menu : **Month** (provides calendar view) or **Pay Period** (Lists out periods)*
3. If the status shows **Not Started**, click the **Start Timesheet** button in the pop-up window.

4. If you have already begun entering leave, click on the **Pending** or **In Progress** status link to open your timesheet.

Step 3: Entering Leave Exceptions

1. **Select the Date:** On the calendar grid, click the specific day you took leave.
2. **Choose Earn Code:** Select your leave type from the **Earn Code** dropdown menu (e.g., *Vacation*, *Sick*, *Weather Closure*, *Jury Duty*).
3. **Enter Hours:** Type the number of hours taken for that day (e.g., 7.5 or 4.0) in the **Hours** field.
4. **Save:** Click **Save** at the bottom right. Repeat this process for any additional days off.

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

Payroll Supervisor, S00581-00, 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.

08/07/2026 - 08/21/2026 [In Progress](#) Submit By 08/24/2026, 11:59 PM

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7	8	9	10	11	12	13

[Add Earn Code](#)

Earn Code: Vacation Hours*: 7.5

[Exit Page](#) [Screenshot](#) [Cancel](#) [Save](#) [Preview](#)

Adding Multiple Leave Types on One Day: If you took split leave (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. Once all leave exceptions are saved, click **Preview** at the bottom right.
2. Review the **Timesheet Detail Summary** page to verify your dates and total leave hours.
 - o If you see an error, click **Return** or **Details** to go back and edit.
3. Click **Submit** to route your timecard to your supervisor for approval.

Employee Dashboard > Timesheet > Payroll Supervisor, S00581-00, 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.

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

Pay Period: 7.50 Hours | In Progress | Submit By 08/24/2026, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/07/2026	VAC, Vacation	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Total
VAC, Vacation	1	7.50			7.50 Hours
Total Hours		7.50			

Routing and Status

Name	Action
	Originated On 08/05/2026, 10:08 AM by
	Submit By 08/24/2026, 11:59 PM
	In the Queue

Comment (Optional):

Add Comment

Screenshot

Return

Submit

 **Submission Deadline:** Timesheets must be submitted by the deadline listed on the top-left of your screen (Submission date at 11:59 PM).