

Navigating the Employee Self-Service (ESS)

Step 1: Accessing the System

There are multiple ways to access the ESS website, below are the steps on finding it with different methods.

Method #1: Browser Search

1. Enter ess.reed.edu into your browser

Method #2: Finding it on the Reed Website

1. Enter: Reed.edu
2. Once on the Main Home Page click on Faculty & Staff in the top left corner



3. Once Under the Faculty and Staff Menu, scroll down to Human Resources, that is where you will find the Employee Self-Service Website

Human Resources

Benefits

Employee Self-Service

a.

Step 2: Entering Your Timesheet

1. Once on the [Main Menu](#) you will see the Employee Dashboard

2. Under the **My Activities** menu, click the blue **Enter Time** button
 - a. You will be taken to a monthly view of your time

Employee Self-Service

Example

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	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
30	31	1	2	3	4	5

- i. The underlined **purple** dates are the days included in the **current** pay period you are in
- ii. If you want an even more specific view, click on the **Month dropdown**,

Month

Pay Period

Month

- 1.
- iii. this will take you to a menu that shows only the days in the **current** pay period, to enter it click **Start Timesheet**

Pay Period

Your most recent pay period is at the bottom of the list.

Pay Period	Hours/Units	Submitted On	Status
BO Office Assistant, TR0003-00, 1, 05040, BUSINESS OFFICE			
12/14/2026 - 12/27/2026	Not Started	Prior Periods Start Timesheet	

3. Click on the day that you want to input time for
 - a. If you have **multiple jobs** make sure to correctly select the right timesheet
 - b. If it is your first time inputting hours, click on **start timesheet**

Job: Example Occupation, BUSINESS OFFICE

Pay Period: XX/XX/XXXX - XX/XX/XXXX

Status: Not Started

[Start Timesheet](#)

Step 3: Logging your hours

1. Once you enter your timesheet you will be taken to this menu

Employee Self-Service

Example

[Employee Dashboard](#) > [Timesheet](#) > Example Occupation, BUSINESS OFFICE

Example Occupation, 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.

XX/XX/XXXX - XX/XX/XXXX
 0.00 Hours

In Progress
 Submit By XX/XX/XXXX, 11:59 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1	2

[Add Earn Code](#)

Earn Code

Regular

Start Time*

hh:mm a

End Time*

hh:mm a

Hours

0.00

[Add More Time](#)

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

- a. Some Key features of this Menu are..

- i. **Earn Code**

1. Apart from Regular, there are several other earn codes to choose from, make sure you are selecting the correct one for your specific job

Regular

Phonathon Commission

Bookstore Buy Back Commission

Paradox Tips

Oregon Paid Sick Leave

Work Study Travel

ii. Preview

1. The Preview button allows you to view a [Timesheet Detail Summary](#), which is all of your time entries for the specific timesheet you are currently working on
2. You will need to enter the [Preview menu](#) in order to [submit](#) your timesheet

2. Enter your hours using the [Start Time](#) and [End time](#) boxes

Start Time*

hh:mm a



End Time*

hh:mm a



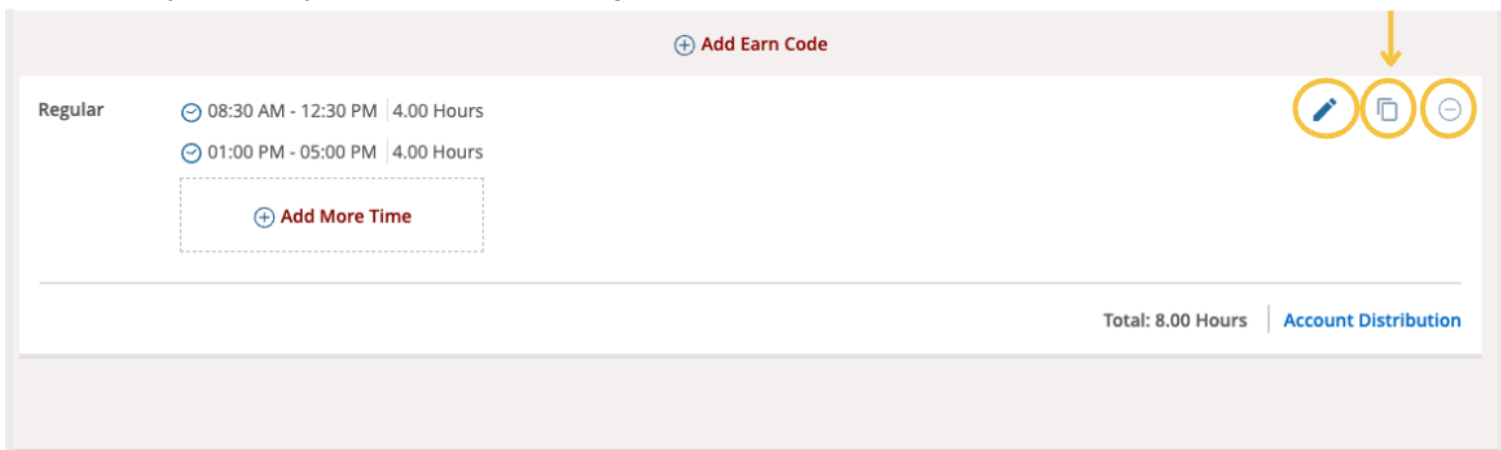
- a. To input your time click on the clock icon 

- i. **Note:** If you have [multiple](#) jobs and you log hours under the [wrong timesheet](#) you will need to [delete](#) the hours, not submitting the timesheet will not solve the issue, since [payroll automatically submits timesheets not submitted by the student](#)

3. After you input your hours, make sure to [Save](#)



4. After you [save](#), you will see the following menu, the features of this menu are

A screenshot of a timesheet interface. At the top, there is a red button labeled "+ Add Earn Code". Below it, the word "Regular" is on the left. In the center, there are two time entries: "08:30 AM - 12:30 PM | 4.00 Hours" and "01:00 PM - 05:00 PM | 4.00 Hours", each preceded by a clock icon. Below these is a dashed box containing a red button labeled "+ Add More Time". On the right side, there are three circular icons: a pencil (edit), a document (copy), and a minus sign (delete). A yellow arrow points down to the copy icon. At the bottom right, it says "Total: 8.00 Hours" and a link for "Account Distribution".

- a. The [Pen Icon](#)  allows you to [Edit](#) your timesheet

- i. Note that you cannot change the selected [Earn Code](#) only the [hours](#), if you want to add a new earn code you will have to delete and click [Add Earn Code](#)

- b. The [Copy button](#)  allows you to [copy and paste](#) your inputted time onto other days, as long as your [hours remain the same](#)

- i. [Select](#) the days where your hours are the same and click [save](#).

- c. The [Delete icon](#)  allows you to [Delete](#) and [start over](#)

Step 4: Submitting your Timesheet

Note: You do **NOT** have to submit your timesheet **until the end of the pay period**

- a. There is a [Google Calendar](#) you can add to keep track of Pay Period Endings
 - b. You have until **11:59pm** on the **Monday** that timesheets are due to submit
1. Once you have entered all your hours for the pay period and **saved** you will need to click on **Preview** on the bottom right corner



- a.
2. **Double Check** that all the hours and information is **correct**
 - c. **Submit**
 - i. Note that once you submit **you will be unable to make any changes**