

Supervisor Timecard Approval Guide

Welcome to the Employee Self-Service (ESS) Supervisor Time Approval Guide. Use this document to navigate the system, review employee hours, manage corrections, and submit approvals to Payroll.

Step 1: Accessing the System

1. Open your web browser and navigate to **ess.reed.edu**.
2. Your personal **Employee Dashboard** will open.
3. Locate the **My Activities** panel on the right side of the screen and select **Approve Time**.

The screenshot shows the 'Employee Self-Service' header in a dark red bar. Below it, the 'Employee Dashboard' for Tony Wilson is displayed. The dashboard includes a 'My Profile' and 'My Team' button on the left. In the center, 'Leave Balances as of 09/28/2022' are shown: 'Vacation Pay in hours' at 104.79 and 'Sick Pay in hours' at 28.25. A link for 'Full Leave Balance Information' is on the right. On the left side, there is a list of links: 'Pay Information', 'Earnings', 'Benefits', 'Taxes', and 'Job Summary', each with an upward arrow. On the right side, the 'My Activities' panel is visible, containing buttons for 'Enter Time', 'Approve Time', and 'Pay Stub Administrator'.

Step 2: Navigating the Approvals Dashboard

The **Approvals** tab allows you to manage and filter your team's timecards before processing.

- **Set Your Filters:** Use the dropdown menus at the top of the page to filter by department, specific pay period date ranges, and timesheet status. Always verify you have selected the correct pay period date range you intend to approve.
- **Review Status Groups:** Once the pay period is set, employees will automatically populate under their current status category (e.g., *Pending, In Progress, Returned, Approved, Completed*).
- **Open a Timecard:** Click on an individual employee's name to view their detailed timecard summary.

 **Troubleshooting Tip:** If an employee does not show up under any status category, they have not yet started their timesheet for that pay period. If it is past the employee

submission deadline, payroll will need to be notified to start the employee timecard on their behalf.

⚠ Navigation Note:

Clicking on the **Timesheet** tab at the top left will take you to *your own* personal timecard, not your team's approvals.

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

	V53351	1-05040, BUSINESS OFFICE	15.00 Hours
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Step 3: Reviewing & Adjusting Timesheets

Once you click an employee, the **Timesheet Detail Summary** page displays their total hours and time entry breakdown.

Managing Corrections

If adjustments are necessary, your action depends on whether the employee submission deadline has passed:

- **Before the Deadline:** If the submission deadline has not passed, you can return the timecard directly to the employee for fixes. Click **Return for Correction** at the bottom of the page.
- **After the Deadline:** If the employee deadline has passed, you must make the adjustments yourself. Click **Details** at the bottom of the page to open the calendar view.

Employee Self-Service

Employee Dashboard > Time Entry Approvals > RA- Khan, TR0053-00, 1, 14500, LINGUISTICS > Preview

Timesheet Detail Summary

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.

RA- Khan, TR0053-00, 1, 14500, LINGUISTICS
 Pay Period: 5.25 Hours | Pending | Submitted On 06/29/2026, 01:28 PM

Time Entry Detail

Date	Earn Code	Shift	Total
06/16/2026	REG, Regular	1	0.75 Hours
06/20/2026	REG, Regular	1	1.50 Hours
06/21/2026	REG, Regular	1	1.50 Hours
06/23/2026	REG, Regular	1	1.00 Hours
06/24/2026	REG, Regular	1	0.50 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
06/16/2026	REG, Regular	1	0.75	01:00 PM			01:45 PM		
06/20/2026	REG, Regular	1	1.50	05:45 PM			07:15 PM		
06/21/2026	REG, Regular	1	1.50	07:15 PM			08:45 PM		
06/23/2026	REG, Regular	1	1.00	12:00 PM			01:00 PM		
06/24/2026	REG, Regular	1	0.50	01:00 PM			01:30 PM		

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular	1	3.75	1.50	5.25 Hours
Total Hours		3.75	1.50	

Routing and Status

Name	Action
	Return
	Details
	Return for correction
	Approve

Using the Details (Calendar) Page

- Review specific days, individual time segments, or make adjustments.
- To return to the summary screen for this employee to complete your review, click **Preview**.
- To abandon the current view and return to the main dashboard to select a different employee, click **Exit Page**.

Employee Self-Service

Employee Dashboard > Time Entry Approvals > RA- Khan, TR0053-00, 1, 14500, LINGUISTICS

TR0053-00, 1, 14500, LINGUISTICS

Cancel Timesheet | 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.

06/15/2026 - 06/28/2026 | 5.25 Hours | Pending | Submitted On 06/29/2026, 01:28 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
15 0.75 Hours	16 0.75 Hours	17	18	19	20 1.50 Hours	21 1.50 Hours

[Add Earn Code](#)

Earn Code	Start Time*	End Time*	Hours
Regular	hh:mm a	hh:mm a	0.00

[Add More Time](#)

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

 **Viewing Leave Balances:** You can check an employee's available accruals directly from their detailed calendar view by clicking the **Leave Balances** link in the top right corner.

Step 4: Final Approval & Deadlines

1. After reviewing the hours (and making any necessary manual adjustments via the details page), select **Preview** to return to the summary page.
2. If you manually altered their time after the deadline, type an explanatory note in the **Comment (Optional)** box.
3. Click the blue **Approve** button to submit the finalized timesheet to Payroll for processing.

Routing and Status

Name	Action
	Originated On 06/15/2026, 03:28 PM
	Submitted On 06/29/2026, 01:28 PM
	Approve by 06/30/2026, 11:59 AM
	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Return Details Delete Return for correction Approve



Critical Deadlines

- **Approval Deadline:** Bi-weekly and Semi-Monthly supervisor approvals must be submitted by **Tuesday at 11:59 PM**.
- **System Lock:** Once the approval deadline passes, the **Approve** button will disappear from your dashboard, and you will no longer be able to authorize the timesheet online.

(Please download the Google Calendars integration link on the payroll website for automated approval date reminders).