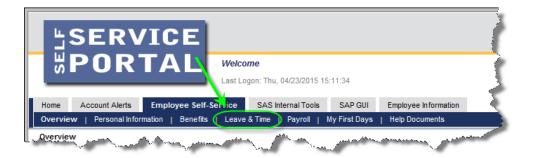
ESS – Leave & Time – Record Working Time

The *Record Working Time* screen under *Leave & Time* allows employees to enter/report overtime. Once time is submitted on the *Record Working Time* screen, it is routed to the employee's superior for review and approval/rejection.

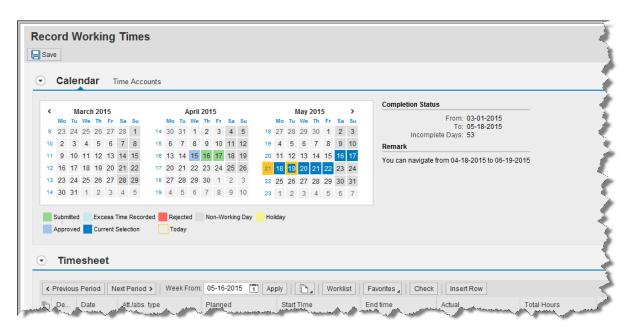
1. Select *Leave & Time* from the *Employee Self-Service* menu.



2. Select Record Working Time.

Available Applications
Display Leave Balances
Display your leave types and their balances.
Display Absences
Display a listing of the days you have taken leave and days submitted for in the future.
Employee Leave Request
Employees can enter new leave requests and view the status of previous requests.
Record Working Time
Enables employees to record their working times

3. The Record Working Times screen will appear.



4. The Calendar section provides an overview of overtime that has been entered by the employee along with the processing results. In this example, the employee did not have any reported overtime during the months of March or May. However, in April, the employee had overtime approved for April 15, 2015 as indicated by the blue highlighted date. Then for April 16 and 17, 2015, the employee submitted additional overtime for approval that has yet to be processed by the employee's supervisor as indicated by the green highlighted dates.

CO	_	V V	/01	KI	ng		me	es																
)	Ca	le	nda	ar	Т	ïme	Ac	counts																
<		м	arci	1 20	15					4	\pril	201	5							/av	201	5		>
-	Мо				Fr	Sa	Su		Мо		We		Fr	Sa	Su			Мо	Tu			Fr	Sa	Su
9	23	24	25	26	27	28	1	14	30	11	1	2	3	4	5		18	27	28	29	30	1	2	3
10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12		19	4	5	6	7	8	9	1(
11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19		20	11	12	13	14	15	16	1
12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26		21	18	19	20	21	22	23	24
13	23	24	25	26	27	28	29	18	27	28	29	30	1	2	3		22	25	26	27	28	29	30	3
14	30	31	1	2	3	4	5	19	4	5	6	7	8	9	10		23	1	2	3	4	5	6	7
_	Subm Appro				ess rent !			orded		jecte oday		No	n-W	orkin	ig Da	у	Hol	iday						

5. The *Timesheet* section is where employees can enter time as necessary.

< Pi	reviou	s Period N	lext Period > Week From	: 05-16-2015 🚹 Ap	oply 💽 🖌 Worklist	Favorites A Check	Insert Row				
6	De	Date	Att./abs. type	Planned	Start Time	End time	Actual	Total Hours	D	Start time	End time
				37.50	2		0.00				
	ŵ	SA, 05-16	~	0.00	00:00	00:00	0.00				
	ŵ	SU, 05-17	~	0.00	00:00	00:00	0.00				
	ŵ	MO, 05-18	~	7.50	08:00	16:00	0.00				
	ŵ	TU, 05-19	~	7.50	08:00	16:00	0.00				
	ŵ	WE, 05-20	~	7.50	08:00	16:00	0.00				
	ŵ	TH, 05-21	~	7.50	08:00	16:00	0.00				
	ŵ	FR, 05-22	~	7.50	08:00	16:00	0.00				

6. In this example, the current date is 5/19/2015, so the system will display the schedule currently in effect for the employee for that given week.

• Tim	nesheet				
< Previou	us Period Ne	ext Period > Week From	n: 05-16-2015 📋 Ap	oply	Favorites Check
Г <u></u> De	Date	Att./abs. type	Planned	Start Time	End time
			37.50	Σ	
前	SA, 05-16		0.00	00:00	00:00
前	SU, 05-17	~	0.00	00:00	00:00
前	MO, 05-18	~	7.50	08:00	16:00
前	TU, 05-19	\rightarrow	7.50	08:00	16:00
前	WE, 05-20	~	7.50	08:00	16:00
前	TH, 05-21	~	7.50	08:00	16:00
Û	FR, 05-22	-	7.50	08:00	16:00
	anne s	mar and a second	and the second	and the second	And the second second

7. If entering time for a prior or future date that is not currently displayed, click the *Previous Period* or *Next Period* button accordingly.

Time Time	esheet		
< Previous	s Period Ne	ext Period > Week From	m: 05-16-2015
De	Date	Att./abs. type	Planned
			37.50
Û	SA, 05-16	~	0.00
A more	-QUIDE	and a second and a second days	

- **8.** Once the correct set of dates is displayed, the following actions should be taken to properly record working time:
 - **8.1.** In the *Att./abs.type* column, select the appropriate type of time. In this example, the employee is choosing Hours Worked (0100). (Note: The time types appearing in the drop-down menu will vary depending on the employee type.)

◄	Tim	esheet		
<	Previou	s Period Ne	ext Period > Week From:	05-16-2015
Ē	De	Date	Att./abs. type	Planned 🚽
				37.50
	ŵ	SA, 05-16	~	0.00
	ŵ	SU, 05-17	~	0.00
	ŵ	MO, 05-18	, in	7.50
	ŵ	TU, 05-19		
	Ŵ	WE, 05-20	Hours Worked Hours Worked - OT Comp	0100
. same		TH-05-21	- Constant Constant	Z.50000

8.2. Next, in the Start time and End time columns, enter the hours of overtime that were actually worked. Hours must be entered in military time format. In this example, the employee's normal schedule on Monday is from 8:00 until 16:00, but the employee wants to enter two hours of overtime past 16:00. In this example, the employee entered 16:00 to 18:00 to indicate 2 hours of overtime worked. (NOTE: If an employee needs to record working time that covers more than one day, please see the section Entering time that spans more than one day below.)

Start time	End time
16:00	18:00

8.3. Once all of the appropriate entries have been made, select the Save icon located at the top of the *Record Working Times* screen.



8.4. A message will be displayed indicating the data has been saved.



8.4.1. Note that the *Total Hours* column is automatically updated with the number of hours recorded by the employee.

Total Hours	D	Start time	End time
🖌			
2.00		16:00	18:00

Entering two different time types for a single day:

1. If entering time on a single date that requires more than one time type, click on the button next to the row being maintained. Then select the Insert Row button.

•	Tim	lesheet									
< F	Previou	IS Period N	ext Period > Week Fro	m: 05-16-2015 1	oply Worklist	Favorites Chec	Insert Row				
ē	De	Date	Att./abs. type	Planned	Start Time	End time	Actual	Total Hours	D	Start time	End time
				37.50	X		2.00				
	Û	SA, 05-16		• 0.00	00:00	00:00	0.00				
T	ŵ	SU, 05-17		• 0.00	00:00	00:00	0.00				
	Û	MO, 05-18	Hours Worked	✓ 7.50	08:00	16:00	2.00	2.00	2	16:00	18:00
Ċ	ŵ	TU, 05-19		7.50	08:00	16:00	0.00				

1.1. A new row will be inserted under the date being maintained. From there, select the new time type to process. Then follow steps 8.2 to 8.4 above.

Ш МО,	05-18 Hours Worked	✓ 7.50		08:00
1		~		08:00
前 т∪, с	05-19			08:00
D WE,	05-20 Hours Worked		100	08:00
П тн ()5-21	✓ 7.50		08.00

2. The process for recording working time is now complete for the employee and data has been submitted to the employee's superior for evaluation.

Entering time that spans more than one day:

<u>Example scenario</u>: An employee needs to record working time that spans from 6/8/15 to 06/09/15 because they worked from 22:00 starting 06/08/2015 straight through until 03:00 on 06/09/15.

	ous Period	lext Period > Week From: 06/0	06/2015 🛐 Apply	Worklist Favorites	Check Insert Row	
De.		Att./abs. type	Planned	Start Time	End time	Actual
			33.25	Σ		0.00
Û	SA, 06/06	/ ~	0.00	00:00	00:00	0.00
ŵ	SU, 06/07	~	0.00	00:00	00:00	0.00
Û	MO, 06/08	~	8.50	07:30	16:30	0.00
Û	TU, 06/09	~	8.50	07:30	16:30	0.00
Û	WE, 06/10	~	8.50	07:30	16:30	0.00
Û	TH, 06/11	~	7.75	07:30	15:45	0.00
ŵ	FR, 06/12	~	0.00	00:00	00:00	0.00

Pennsylvania State System of Higher Education – Updated April 26, 2018

1. The employee will enter all time worked on the row for 06/08/2015. The start time will be 22:00 and the end time will be 03:00.

ъ	De	Date	Att./abs.type	Planned	Start Time	End time	Actual	Total Hours	D	tart time	Endtime
			1120	33.25	22		0.00				1
	1	SA, 06/06	/ .	0.00	00.00	00.00	0.00				1
	1	SU, 06/07	·	0.00	00.00	00:00	0.00			4	-
	ŵ	MO. 06/08	Ŷ	8.50	07:30	16:30	0.00		25	2:00	03:00

2. Follow steps 8.3 through 8.4 above to complete the process of saving the time entry. Once saved, the Total Hours column will reflect the total hours worked. In this case, the total hours worked is 5.00.

Total Hours	D	Start time	End time
5			
<u></u>			
ξ			`
5.00		22:00	03:00

Deleting time submitted:

1. If deleting previously submitted time is desired, simply highlight the row by clicking the box next to the desired row.

•	Previou							
Ē	De	Date	Att./abs. type	Planned	Start Time	End time	Actual	Total Hours
				37.50	Σ		2.00	
	ŵ	SA, 04-25	~	0.00	00:00	00:00	0.00	
	ŵ	SU, 04-26	~	0.00	00:00	00:00	0.00	
	Û	MO, 04-27	Hours Worked 🗸 🗸	7.50	08:00	16:00	2.00	2.00
	Û	TU, 04-28	~	7.50	08:00	16:00	0.00	

2. Select the trashcan icon.



2.1. The time entry will now appear as deleted.

Frevious Period Next Period > Week From: 04-25-2015 Apply Favorites Check Insert Row								
10 De	Date	Att./abs. type	Planned	Start Time	End time	Actual	Total Hours	D.
			37.50	2		0.00		
Û	SA, 04-25	v	0.00	00:00	00:00	0.00		
Û	SU, 04-26	v	0.00	00:00	00:00	0.00		
前	MO, 04-27	~	7.50	08:00	16:00	0.00		

3. Users must select the Save icon in order to route the deletion/cancellation to the employee's supervisor.



4. A message will be displayed indicating the data has been saved.



Further notes/tips:

Time entry shortcuts: For employees who work similar work schedules on a daily or weekly basis, the following guidance may be useful to save time when entering hours.

- 1. Creating Time Entry Templates: Employees can create templates from previous time entries. Multiple templates can be created depending on the employee's needs: For example:
 - **1.1.** An employee works the same days every week but with varying hours, or an employee works the same days every week with the same hours. Before creating a template for this, all entries must be made for a week.

Next, click the Favorites button and choose Save with Times if the days/hours are the same each week or choose Save without Times if the days are the same every week but the hours vary.

· ᡝ	тттем	neet	an a	- Andrew Constraints	and and a star	m. <u>presenta</u> ry	And a stranger of the second	\sim
	Previ	ous Period Ne:	kt Period Veek From: 04/28/2018	Apply 📑 🖌 Worklist	Favorites A Check Insert Row			~
E	Del	Date	Att./abs. type	Planned	Save with Times	End time	Actual	Total Hours
				0.00	Save without Times Organize Favorites		18.00	
	1	SA, 04/28		0.00	Import Favorites	00:00	0.00	
	Û	SU, 04/29	•	0.00	80.00	00:00	0.00	
	Û	MO, 04/30	Hours Worked	0.00	00:00	00:00	3.00	3.00
	Î	TU, 05/01	•	0.00	00:00	00:00	0.00	-
	Û	WE, 05/02	Hours Worked	0.00	00:00	00:00	7.00	7.00
	Î	TH, 05/03	•	0.00	00:00	00:00	0.00	
	Î	FR, 05/04	Hours Worked	0.00	00:00	00:00	8.00	8.00

In this example, the employee is choosing to Save with Times. The Save Favorite with Times window will appear for the employee to name the schedule. When finished, select Save.



The next time the employee wants to enter time for a week, select Favorites from the menu and Import Favorites.

•	∩⊾nie.	néet 🗸 🗥 -			and shared the state	<u> </u>
	Prev	ious Period	Next Period 🕨 Week From	n: 05/05/2018 🗊 Apply 🗎	∡ Worklist Favorites ∡	Check Ins
E	B Del.	. Date	Att./abs. type	Planned	Save with Tim Save without	
				0.00	Organize Fav	
	Î	SA, 05/05		• 0.00	Import Favorit	ies
	Î	SU, 05/06		▼ 0.00	00:00	
		MQ, 05/07	and a second	0.00		

Choose the schedule desired from the list, which will then display the Details for selected favorites. Select Import.

	Import	Favorites								
n D	Select	one or multiple fav	vorites to	be imported to th	ne current tin	nesheet.				
s	₿ N	ame		Details Default						
	N	ormal Time Sche	dule	With Times	-	-				
ľ	N	ormal days witho	ut times	Without Times						
k	Detail	s for selected fa	vorites							
	Date	Att./abs. type	Planne	d Start Time	End time	Actual	Content	S	art time	End time
	мо,	Hours Worked		00:00	00:00		3.00			
	WE,	Hours Worked		00:00	00:00		7.00			
	FR,	Hours Worked		00:00	00:00		8.00			
я						-	\sim		Import	Cancel

The days and times will automatically populate for the employee to save. (Modifications can be made to the pre-populated entries from the template as needed.)

•	Previo	us Period Ne	xt Period Veek From: 05/05/2018	🖸 Apply 📑 🖌 Wor
B	Del	Date	Att./abs. type	Planned
				0.00
	Î	SA, 05/05	-	0.00
	Î	SU, 05/06	-	0.00
	Î	MO, 05/07	Hours Worked 🗸	0.00
	Î	TU, 05/08	-	0.00
	Î	WE, 05/09	Hours Worked 🔻	0.00
	Î	TH, 05/10	-	0.00
	î	FR, 05/11	Hours Worked 🔹	0.00

To manage/delete templates, select Favorites and then Organize Favorites.

🖻 Apply 📑 🖌 Worklist	Favorites A Check In
lanned	Save with Times
00	Save without Times
	Organize Favorites
00	Import Favorites
00	00:00

Click the trashcan icon to delete any unwanted schedules and then the Save button.

	Organize	Favorites	,							
5.	Your	favorites h	ave been organized successfully							
8		You can choose one favorite without times, as your default timesheet. You cannot choose multiple favorites, or favorites with times, as your default timesheet.								
l	Delete Display		Name	Details	Default					
l	Ĩ	Q	Normal Time Schedule	With Times						
l	Î	Q	Normal days without times	Without Times						
	1			Save C	ancel					

2. Copying Time Entries in a given week: Employees also have the option to copy and paste time entries within a given week to save keystrokes. For example:

First, click on the row to be copied. Next, select the Copy icon and then select Copy Line.

• 1	imeshe	et			-	-4
•	Previo	us Period Ne	kt Period Veek From: 04/21/2018	🔽 Appl	Worklist Favorites A Check Insert Row	
₽	Del	Date	Att./abs. type	Planned	Copy Line me	E
				0.00	Copy From Previous Period Copy from Target Hours	
	Û	SA, 04/21	,	0.00	00:00	0
	Î	SU, 04/22		• 0.00	00:00	0
	Î	MO, 04/23		• 0.00	00:00	0
1	Î	TU, 04/24	Hours Worked	0.00	00:00	0
	Î	WE, 04/25	Hours Worked	• 0.00	00:00	0
	îî	TH, 04/26		0.00	00:00	0

Next, select the row for the day where time should be copied and then click the Paste icon.

•	Previo	us Period Ne	ext Period Veek From: 04/21/2018	🖻 Apply 🗈 🗸 💼	Worklist Favorites 🖌	Che
₽.	Del	Date	Att./abs. type	Planned	Start Time	a
				0.00	22	1
	Î	SA, 04/21	-	0.00	00:00	4
	Î	SU, 04/22	-	0.00	00:00	
	Î	MO, 04/23	-	0.00	00:00	
	Î	TU, 04/24	Hours Worked	0.00	00:00	
	Î	WE, 04/25	Hours Worked	0.00	00:00	
	Î	TH, 04/26	-	0.00	00:00	
	î	FR, 04/27		0.00	00:00	1

The hours worked copied in the previous step will be pasted into the row. If modifications to the data copied is needed, changes can be made as necessary.

Ľ	Va Y	*********23	and the second	0.00	a a construction of the second s	J0:00
	Î	TU, 04/24	Hours Worked 👻	0.00	00:00	00:00
	Î	WE, 04/25	Hours Worked 🔻	0.00	00:00	00:00
	Î	TH 04/26		0.00	00:00	00:00
	Û	FR, 04/27	Hours Worked 👻	0.00	00:00	00:00
	_					

3. Copying Time Entries from a previous week: Employees also have the option to copy forward the entries from the previous week. For example:

This employee worked Tuesday, Wednesday, and Friday from 9:00 to 10:00 each day during the week of 04/21/2018.

∻Դւո	æt~\	for some s	and the second sec		
Previo	us Period Ne:	kt Period 🕨 Week From: 0	4/21/2018 😰 Apply 🖹 🔺	🛱 Worklist Favorites 🖌 Che	eck Ins
🗈 Del	Date	Att./abs. type	Planned	Start Time	1
			0.00	Σ	- 4
Î	SA, 04/21		▼ <mark>0.00</mark>	00:00	4
Î	SU, 04/22		▼ <mark>0.00</mark>	00:00	
Î	MO, 04/23		▼ <mark>0.00</mark>	00:00	
Î	TU, 04/24	Hours Worked	▼ <mark>0.00</mark>	00:00	
Û	WE, 04/25	Hours Worked	▼ 0.00	00:00	
Û	TH, 04/26		▼ 0.00	00:00	
Î	FR, 04/27	Hours Worked	▼ 0.00	00:00	

During the week of 04/28/2018, the employee worked the same exact schedule and hours. The employee can quickly enter the same hours that were worked from the

previous week by clicking on the Copy icon and selecting Copy from Previous Pay Period.

4	limesne	et		/	
•	Previou	is Period Nex	t Period Veek From: 04/28/2018	D Apply	🕒 Worklist Favorites 🔺
₽	Del	Date	Att./abs. type	Planned	Copy Line Copy From Previous Period
h	Î	SA, 04/28		0.00	Copy from Target Hours 00:00
	Î	SU, 04/29	•	0.00	00:00
	Î	MO, 04/30	•	r 0.00	00:00
	Î	TU, 05/01	•	0.00	00:00
	Ĩ	WE, 05/02	•	0.00	00:00
	Ĩ	TH, 05/03	•	0.00	00:00
	Î	FR, 05/04	•	0.00	00:00

The time entries from the previous week are then automatically copied forward. Modifications can be made to entries that are copied prior to saving.

-~~~	meshe	e~_^		www.
•	Previou	us Period Nex	t Period Veek From: 04/28/2018	😰 Apply 📋 🖌 Worklist
₽	Del	Date	Att./abs. type	Planned
				0.00
	Î	SA, 04/28	-	0.00
	Î	SU, 04/29	-	0.00
	Î	MO, 04/30	-	0.00
	Î	TU, 05/01	Hours Worked 🔻	0.00
	Î	WE, 05/02	Hours Worked 👻	0.00
	Î	TH, 05/03	-	0.00
	Î	FR, 05/04	Hours Worked 🔻	0.00

Entering notes on time submitted:

4. Once time has been saved, there will now be an icon under the *Details* column as shown here.

Total Hours	D Start time	End time
2.00	16:00	18:00

4.1. Selecting this icon will display the *Details* window as shown. This window will provide details regarding the time recorded for a particular date. It also provides processing status information within the *Further Details* section.

Details	×			
Recorded Data				
Att./Absence type:	Hours Worked (0100)			
Recorded Time				
Date:	04-27-2015			
Start time:	16:00			
End time:	18:00			
Cell content:	2.00			
Further Details)			
Reason for rejection:				
Processing status:	Released for approval			
Document Number:				
Information				
Note:	and the second second second second			

4.2. Within this window, the employee can also enter notes in the *Information* section that pertain to the reason(s) for working hours other than what were scheduled. Once notes have been entered, select the *OK* icon.

	- And and the second for the second for the
Information Note:	Overtime.
	OK Cancel

Note: The icon under the *Details* column will change if notes have been entered by the employee as shown here.

Total Hours	D	Start time	End time
	1		
	1		
2.00		16:00	18:00
2.00			10.00

5. If notes have been entered, the employee must select the *Save* icon located at the top of the *Record Working Times* screen in order for the notes to be retained.



5.1. A message will be displayed indicating the data has been saved.

