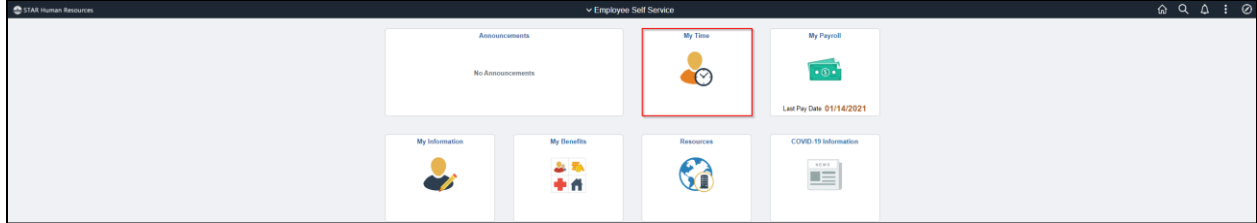# Employee Self Service Job Aid:
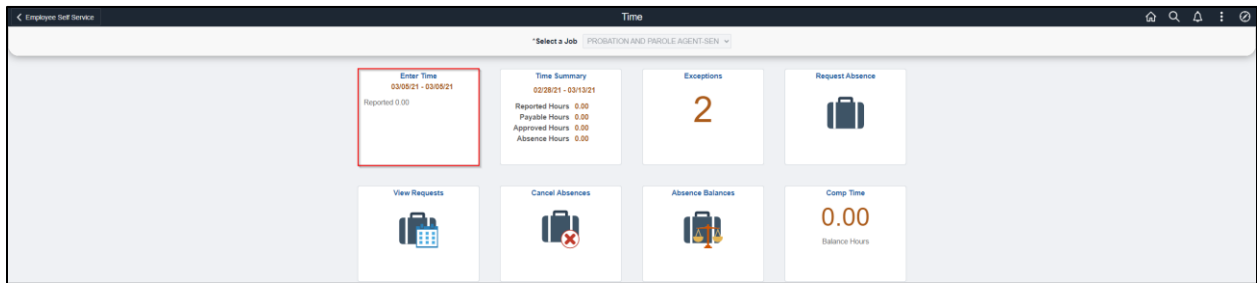
Contractor Time

Enter Punch Time

From the **Employee Self Service Homepage**, select *My Time*.

Select *Enter Time*.

To enter punch time:

1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Select the day of the week you wish to report time for by clicking in the box in the **First In** column under that day.
3. Enter the time you began working for the day in the **First In** column (acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4.30p).
4. To account for non-payable time (i.e. lunch break) enter the time you stopped working in the **Out** column and then the time you returned to work in the **In** column.
5. Enter the time you ended your work day in the **Last Out** column. You MUST enter a time in the **Last Out** column or you will receive an exception error when you submit.

Select the required **Time Reporting Code**. Use *10 CONRG – Contractor Regular Hours* to report hours worked or *20 CONOC – Contractor On-Call Hours* to report hours of standby pay.

All VMS contractors must enter their **User Field 3** for hours to process correctly. Click 🔍 to bring up a list of your **User Field 3** values.

Select the appropriate **User Field 3** value associated with your task and **Time Reporting Code**.

If you are a new VMS contractor with non-billable hours for the first three weeks of substitution services, select the row with **User Field 3** containing *0000000000* and *CONNB* in the **Rate Category Code**.

NOTE: When the non-billable period has ended, the User Field 3 will re-populate values to use as instructed in the next step.

If *CONRG – Contractor Regular Hours* (billable hours) are being entered on the timesheet, select the row with *CONRG* in the **Rate Category Code**. If *CONOC – Contractor On-Call Hours* (billable hours) are being entered on the timesheet, select the row with *CONOC* in the **Rate Category Code**.

If you report time using Taskgroups/Task Profiles, refer to pages 9-11 of the Punch Time Reporting job aid for additional instructions.

If you report time using Combination Codes, refer to pages 11-12 of the Punch Time Reporting job aid for additional instructions.

If you report time using User Field 5, refer to pages 12-13 of the Punch Time Reporting job aid for additional instructions.
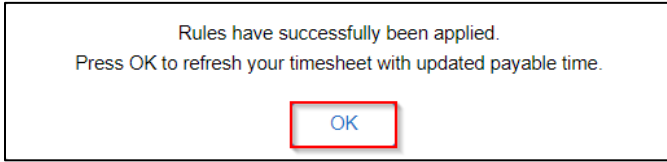
When you have finished recording your time for the week, click **Submit**.

3

If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.
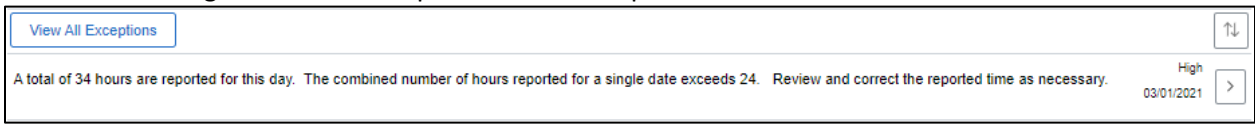
OK

View Exceptions - Punch

If there is an error after submitting the timesheet, an exception will appear as a red triangle on the left side of the day.

Click on the triangle and View Exceptions for a description of the error.

View All Exceptions

A total of 34 hours are reported for this day. The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary.   High   03/01/2021   >

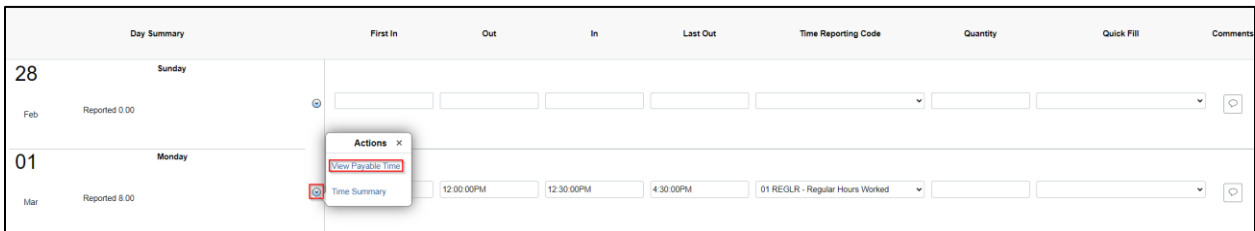**NOTE**: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

To view a complete list of unresolved exceptions, return to *My Time* and click on *Exceptions*.
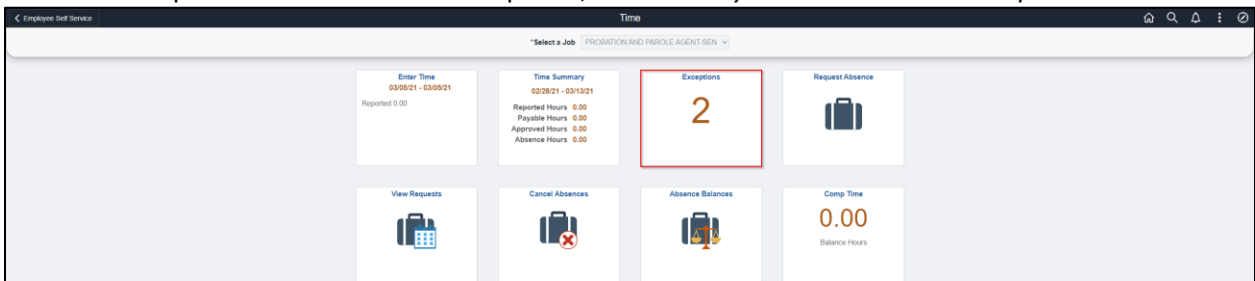
View Payable Time - Punch

After submitting the timesheet, click on the arrow left of the hours entered and click on **View Payable Time**.

The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.

Payable Time Details

	Summary	Detail			

Date	Time Reporting Code	Quantity (Hours)	Payable Status	Approval Monitor
02/15/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/16/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/17/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/18/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/19/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/22/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/23/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/24/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/25/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/26/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
	Total	**80.00**		

To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.

1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Click on View By dropdown to change the date period.
3. Click on Reported Time or Payable Time.

Revised 10-6-22

Adjust Reported Time - Punch

To adjust your reported time, return to *My Time* and click on *Enter Time*.

Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.

NOTE: You may only go back 16 days make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.
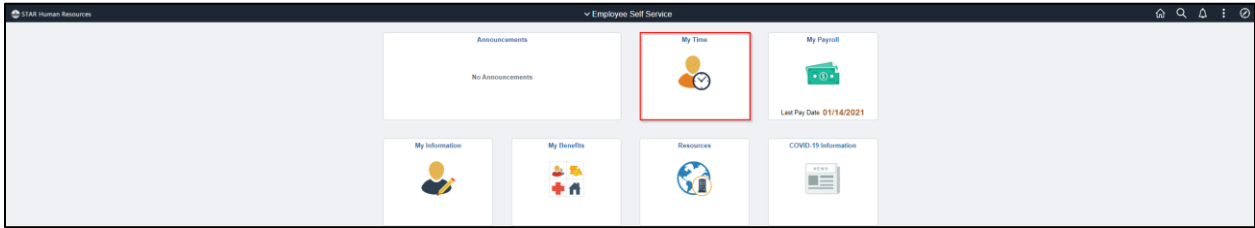
Select the day you wish to make an adjustment and update the punch times. For purposes of this example, Monday is being changed from an 8 hour shift *to a 6 hour shift*. Click **Submit** to save your changes.
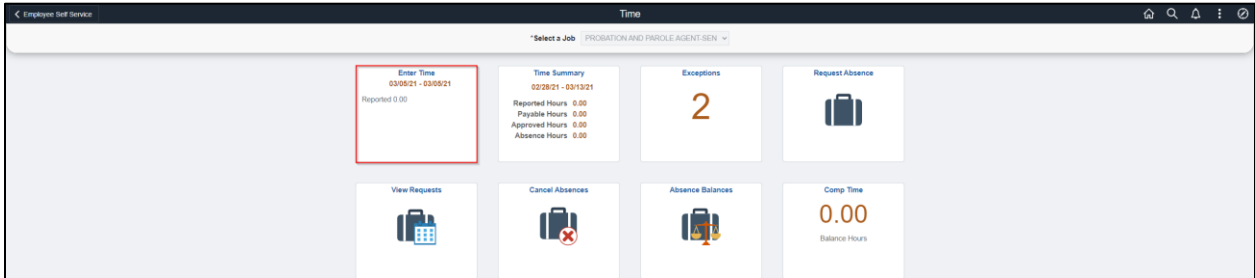
Revised 10-6-22

Enter Elapsed Time

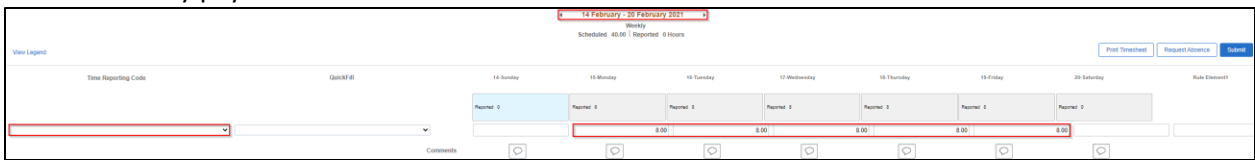From the **Employee Self Service Homepage**, select *My Time*.

Select *Enter Time*.

To enter elapsed time:

1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Select the day of the week you wish to report time for by clicking in the box below the day.
3. Enter the total amount of hours worked on each applicable day as a decimal (i.e. 3 hours and 30 minutes is entered as 3.50, not as 3:30).
4. Select the required **Time Reporting Code** on the left side. Use *10 CONRG – Contractor Regular Hours* to report hours worked or *20 CONOC – Contractor On-Call Hours* to report hours of standby pay.

All VMS contractors must enter their **User Field 3** for hours to process correctly. Click 🔍 to bring up a list of your **User Field 3** values.

7

Select the appropriate **User Field 3** value associated with your task and **Time Reporting Code**.

If you are a new VMS contractor with non-billable hours for the first three weeks of substitution services, select the row with **User Field 3** containing *0000000000* and *CONNB* in the **Rate Category Code**.

NOTE: When the non-billable period has ended, the User Field 3 will re-populate values to use as instructed in the next step.

If *CONRG – Contractor Regular Hours* (billable hours) are being entered on the timesheet, select the row with *CONRG* in the **Rate Category Code**. If *CONOC – Contractor On-Call Hours* (billable hours) are being entered on the timesheet, select the row with *CONOC* in the **Rate Category Code**.

If you report time using Taskgroups/Task Profiles, refer to pages 5-7 of the Elapsed Time Reporting job aid for additional instructions.

If you report time using Combination Codes, refer to pages 7-8 of the Elapsed Time Reporting job aid for additional instructions.

If you report time using User Field 5, refer to pages 8-9 of the [Elapsed Time Reporting](#) job aid for additional instructions.

When you have finished recording your time for the week, click **Submit**.

If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

View Exceptions - Elapsed

If there is an error after submitting the timesheet, an exception will appear as a red triangle above the day.

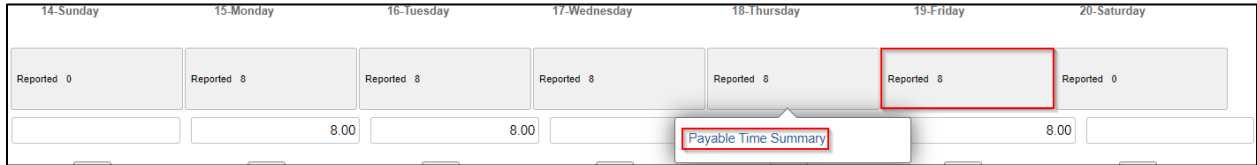Click on the triangle and View Exceptions for a description of the error.

NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

To view a complete list of unresolved exceptions, return to *My Time* and click on *Exceptions*.

View Payable Time - Elapsed

After submitting the timesheet, click on the grey box above the hours entered and click on **Payable Time Summary**.

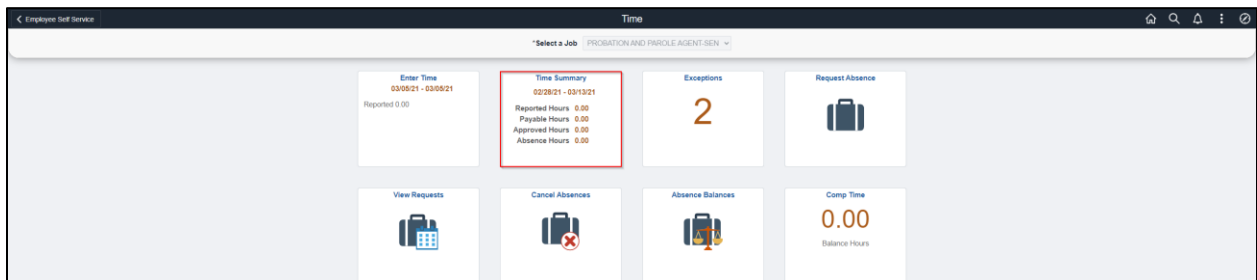| 14-Sunday	15-Monday	16-Tuesday	17-Wednesday	18-Thursday	19-Friday	20-Saturday
Reported 0	Reported 8	Reported 8	Reported 8	Reported 8	Reported 8	Reported 0
	8.00	8.00			8.00	

Payable Time Summary

The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.
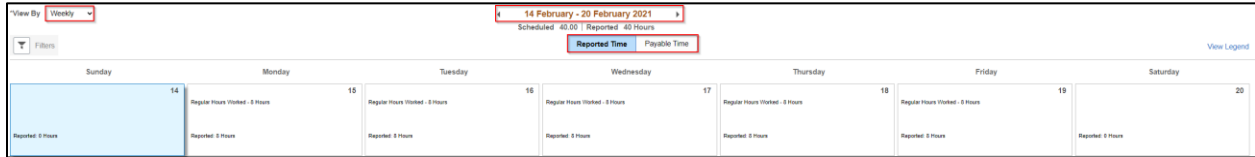
Payable Time Details

Summary	Detail

Date	Time Reporting Code	Quantity (Hours)	Payable Status	Approval Monitor
02/15/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/16/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/17/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/18/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/19/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/22/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/23/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/24/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/25/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/26/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
	Total	**80.00**		

To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.
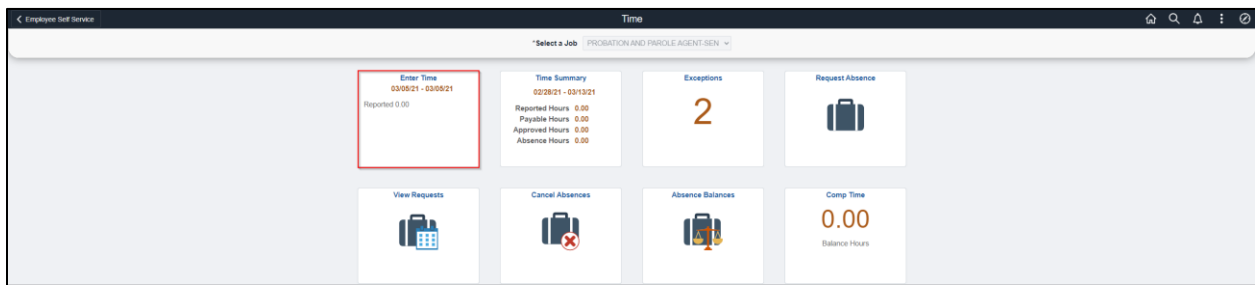
1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Click on View By dropdown to change the date period.
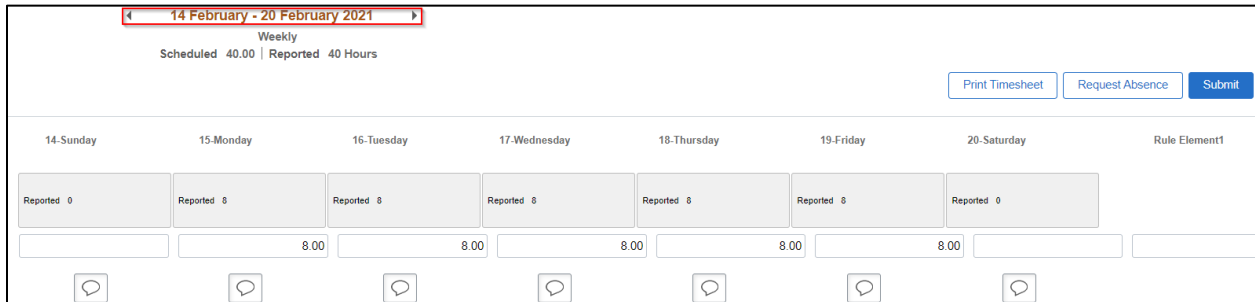3. Click on Reported Time or Payable Time.

Adjust Reported Time - Elapsed

To adjust your reported time, return to *My Time* and click on *Enter Time*.

Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.

NOTE: You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

Select the day you wish to make an adjustment to by clicking in the box. For purposes of this example, Friday is being changed from *8* hours to *6 hours*. Click **Submit** to save your changes.
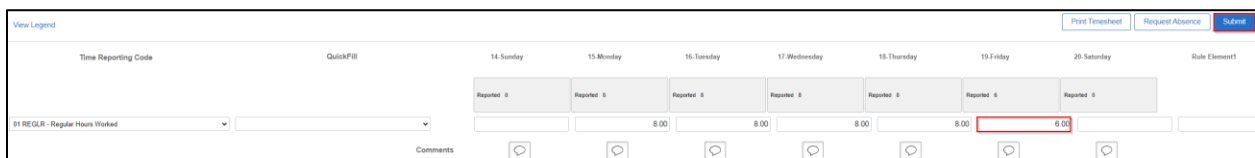
Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the ESS Job Aids page.

Revised 10-6-22