



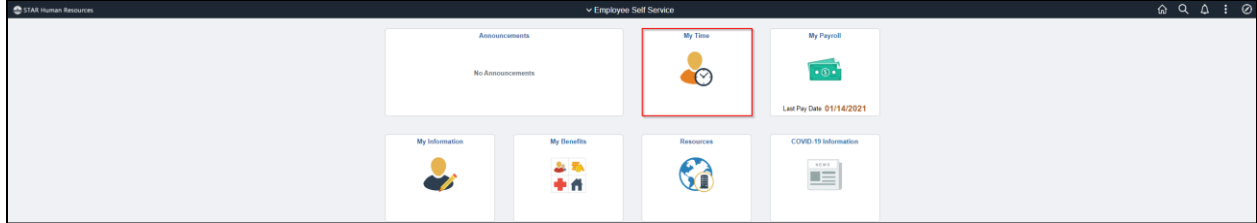
Employee Self Service Job Aid:

Contractor Time

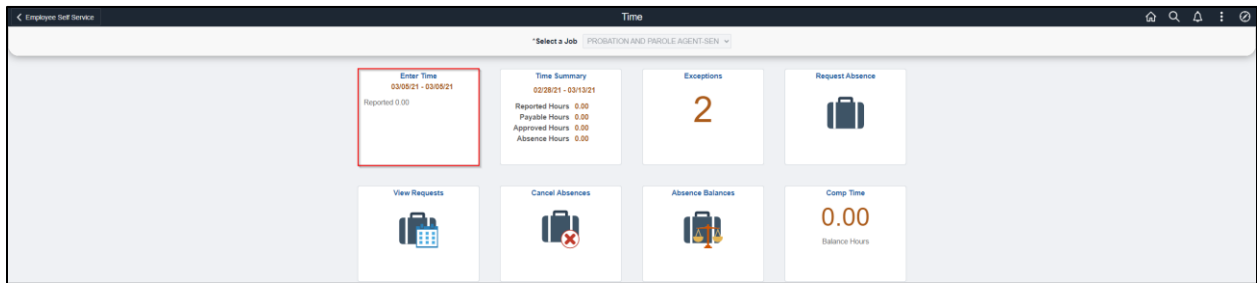


Enter Punch Time

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.

Day Summary		First In	Out	In	Last Out	Time Reporting Code
28	Sunday					
Feb	Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01	Monday					
Mar	Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments
14 Sunday Feb Reported 0.00								
15 Monday Feb Reported 0.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	10 CONRG			

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.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Business Unit	User Field 3
14 Sunday Feb Reported 0.00										
15 Monday Feb Reported 0.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	10 CONRG - Contractor Regular Hours Work					0000000000

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**.

Search Criteria Show Operators

User Field 3 (begins with)

Description (begins with)

Search Results

1 row

User Field 3	Description	Business Unit	Descr	Rate Category Code
0000000000-4	FY22-██████████	50500	Administration	CONNB

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**.

Search Criteria [Show Operators](#)

User Field 3

Description

Search Results

2 rows

User Field 3	Description	Business Unit	Descr	Rate Category Code
0000011088-1	FY22-██████████	50500	Administration	CONOC
0000011088-1	FY22-██████████	50500	Administration	CONRG

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.

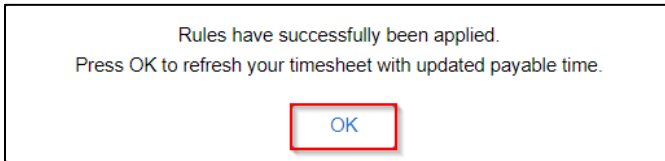
When you have finished recording your time for the week, click **Submit**.

[Print Timesheet](#)

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Business Unit	User
14 Sunday	Reported 0:00									
15 Monday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	19 CONRG - Contractor Regular Hours Work				50500	ABC123456
16 Tuesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	19 CONRG - Contractor Regular Hours Work				50500	ABC123456
17 Wednesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	19 CONRG - Contractor Regular Hours Work				50500	ABC123456
18 Thursday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	19 CONRG - Contractor Regular Hours Work				50500	ABC123456
19 Friday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	19 CONRG - Contractor Regular Hours Work				50500	ABC123456

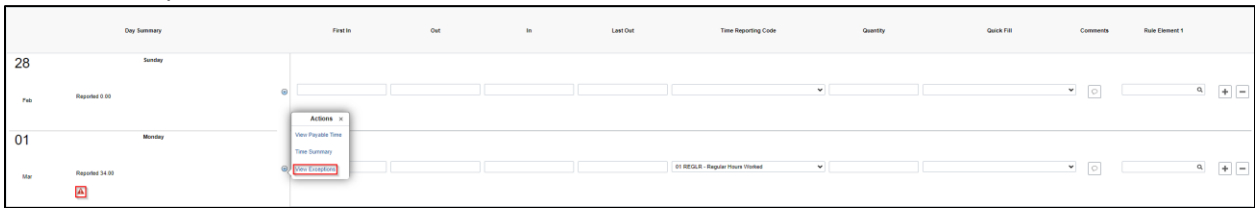


If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

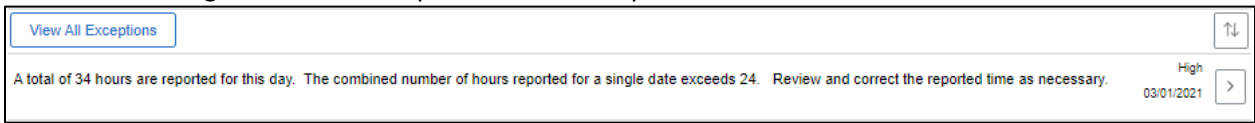


View Exceptions - Punch

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

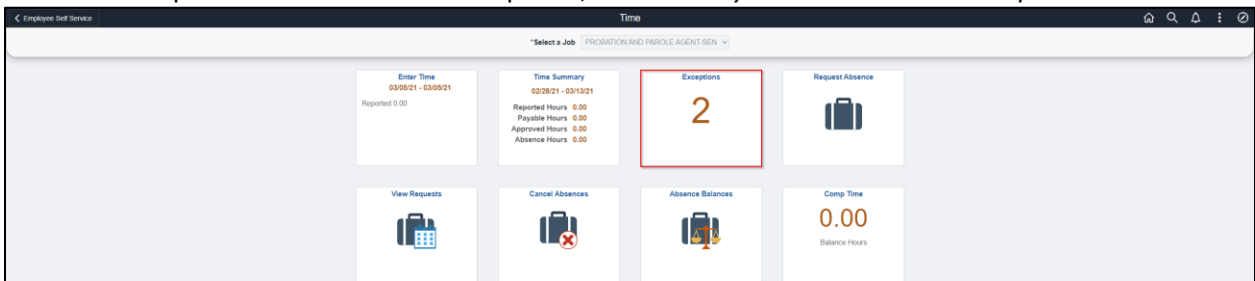


Click on the triangle and View Exceptions for a description of the error.



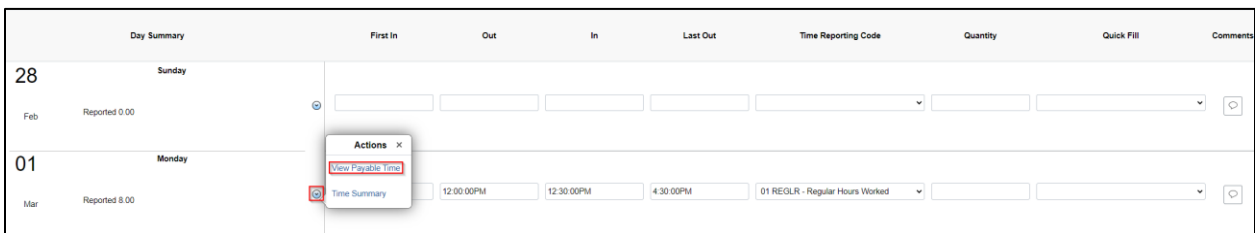
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

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		

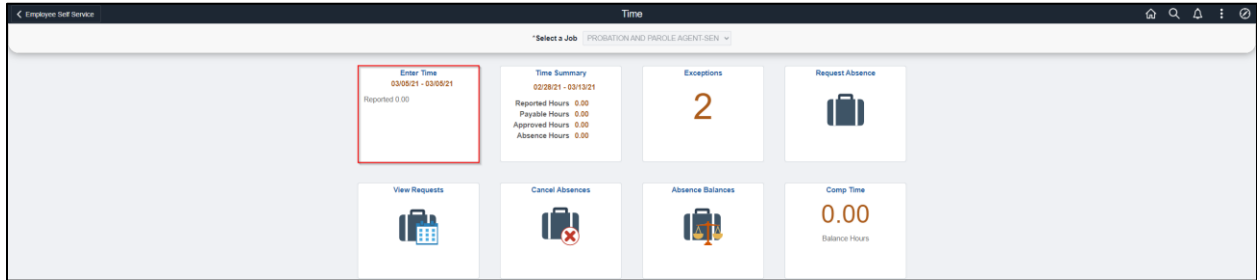
To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.

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.



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.

Day Summary		First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
14	Sunday									
Feb	Reported 0.00									
15	Monday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked				
Feb	Reported 8.00									
16	Tuesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked				
Feb	Reported 8.00									
17	Wednesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked				
Feb	Reported 8.00									
18	Thursday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked				
Feb	Reported 8.00									
19	Friday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked				
Feb	Reported 8.00									

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

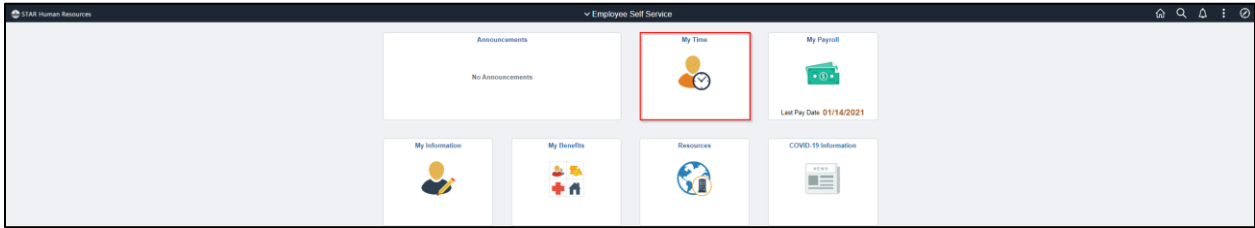
Select the day you wish to make an adjustment and update the punch times. For purposes of this example, Monday is being changed from an 8 hour shift to a 6 hour shift. Click **Submit** to save your changes.

Day Summary		First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
14	Sunday									
Feb	Reported 0.00									
15	Monday	8:00:00AM	12:00:00PM	12:30:00PM	2:30:00PM	01 REGLR - Regular Hours Worked				
Feb	Reported 6.00									

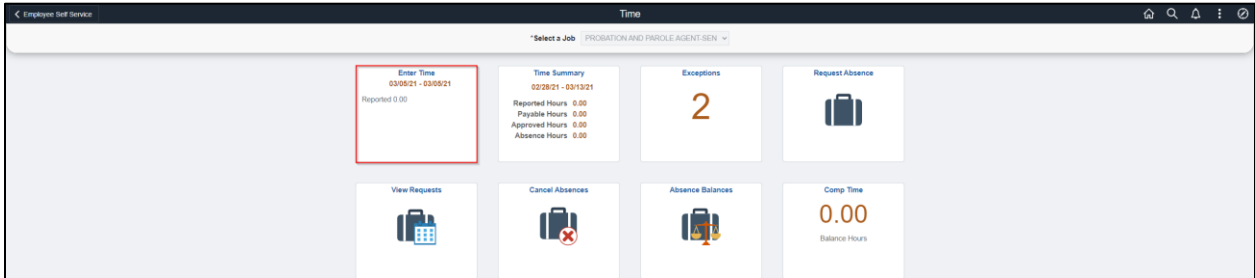


Enter Elapsed Time

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

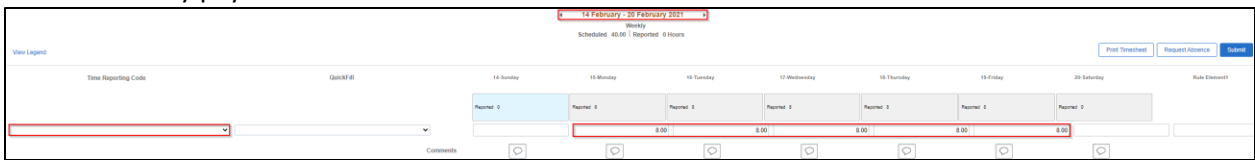



Select *Enter Time*.

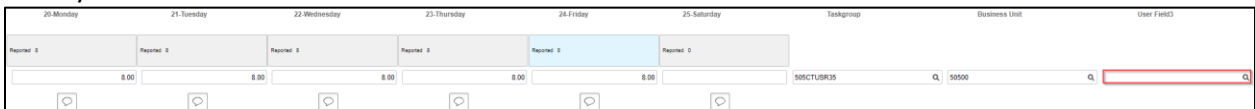


To enter elapsed time:

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.





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 000000000 and **CONNB** in the **Rate Category Code**.

Search Criteria Show Operators

User Field 3 (begins with)

Description (begins with)

Search Results

1 row

User Field 3	Description	Business Unit	Descr	Rate Category Code
000000000-4	FY22-██████████	50500	Administration	CONNB

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**.

Search Criteria Show Operators

User Field 3 begins with

Description begins with

Search Results

2 rows

User Field 3	Description	Business Unit	Descr	Rate Category Code
0000011088-1	FY22-██████████	50500	Administration	CONOC
0000011088-1	FY22-██████████	50500	Administration	CONRG



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.

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**.

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

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.

[View All Exceptions](#)
↑↓

QTY cannot be zero when reporting a TRC of Hours or Units: STAND When reporting a TRC type of Hours or Units the QTY cannot be zero.

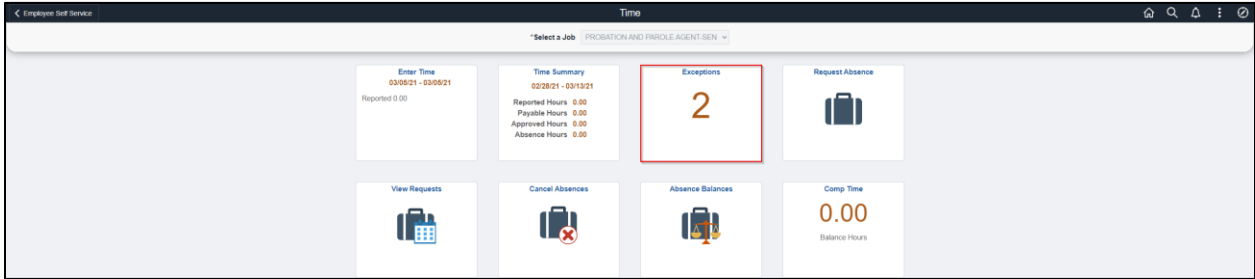
Low
>

02/25/2021

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.

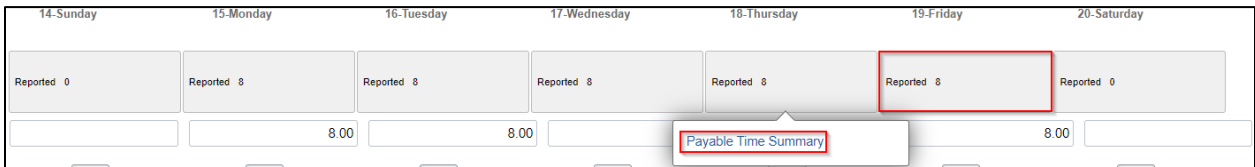


To view a complete list of unresolved exceptions, return to *My Time* and click on *Exceptions*.



View Payable Time - Elapsed

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

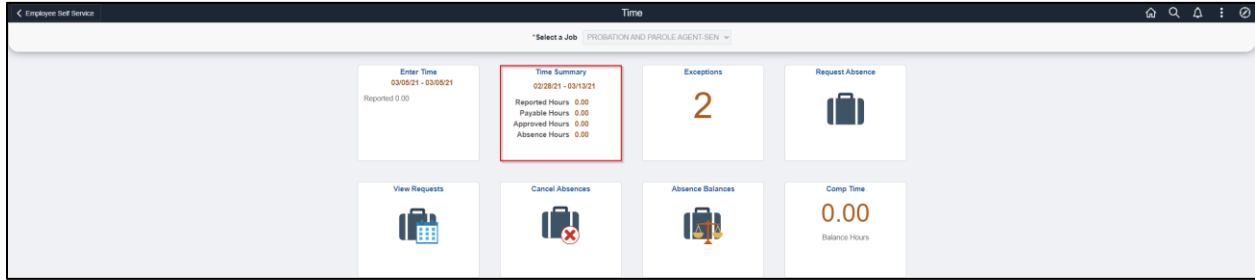


The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.

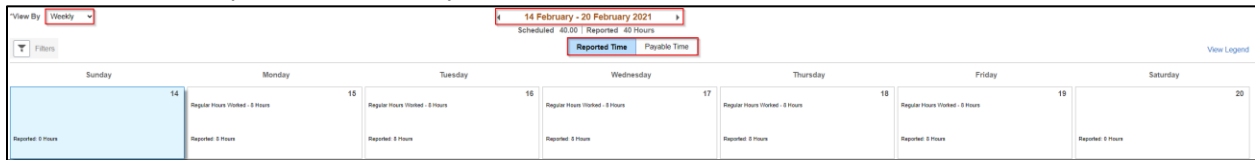
Payable Time Details				
Summary		Detail		
				↑↓
Date	Time Reporting Code	Quantity (Hours)	Payable Status	Approval Monitor
02/15/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/16/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/17/2021	Regular Hours Worked	8.00	Needs 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*.

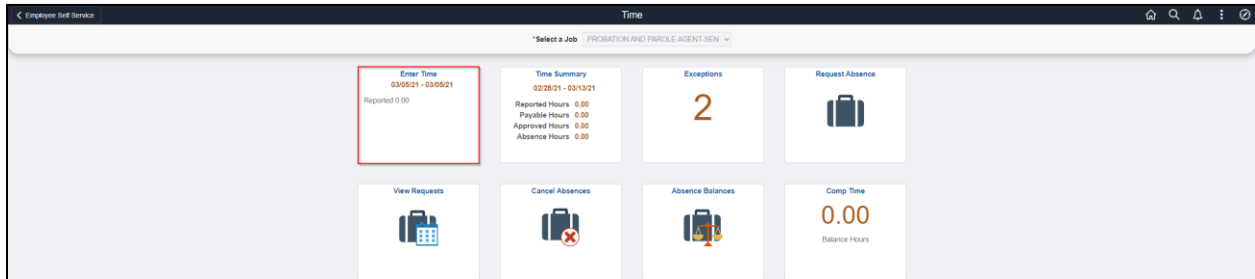


1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Click on View By dropdown to change the date period.
3. Click on Reported Time or Payable Time.

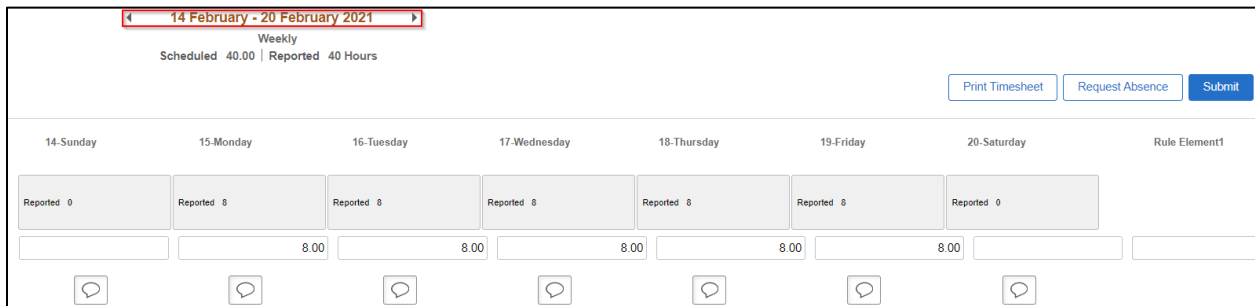


Adjust Reported Time - Elapsed

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.

A screenshot of a web-based time reporting interface. At the top right, there are three buttons: "Print Timesheet", "Request Absence", and "Submit". Below these is a "View Legend" link. The main area is a table with columns for days of the week: 14.Sunday, 15.Monday, 16.Tuesday, 17.Wednesday, 18.Thursday, 19.Friday, and 20.Saturday. Each day has a "Reported" field and a "Comments" field. The "19.Friday" "Reported" field is highlighted with a red border and contains the value "6.00". Other "Reported" fields contain "8.00". On the left, there are dropdown menus for "Time Reporting Code" and "QuickFB". At the bottom left, there is a dropdown menu for "REGLR - Regular Hours Worked".

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.