



## Employee Self Service Job Aid: Mobile (phone, tablet) Elapsed Time

Elapsed time entry is for salaried employees that report hours using total hours worked on a daily basis.

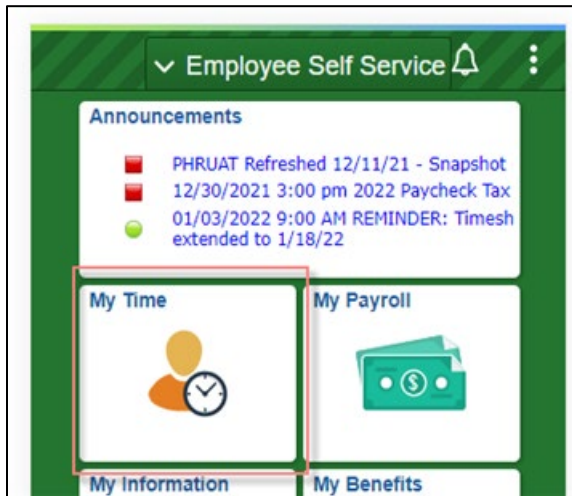
If reporting to task profiles/combo codes/user fields, it's highly recommended that you create quick fill(s) on your computer to make the mobile time entry process easier. Go to [Quick Fill Setup](#) section for quick fill instructions via mobile or go to [ESS Elapsed Time](#) job aid for quick fill instructions via PC.

Time reporting codes (TRCs) that are non-work hours that are entered with a quantity (nurse responsibility, certain on call codes, etc.) will not be available to enter or review via mobile time entry.

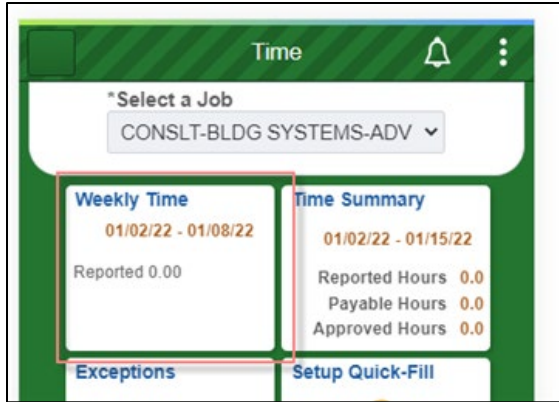
The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

### Enter Elapsed Time

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

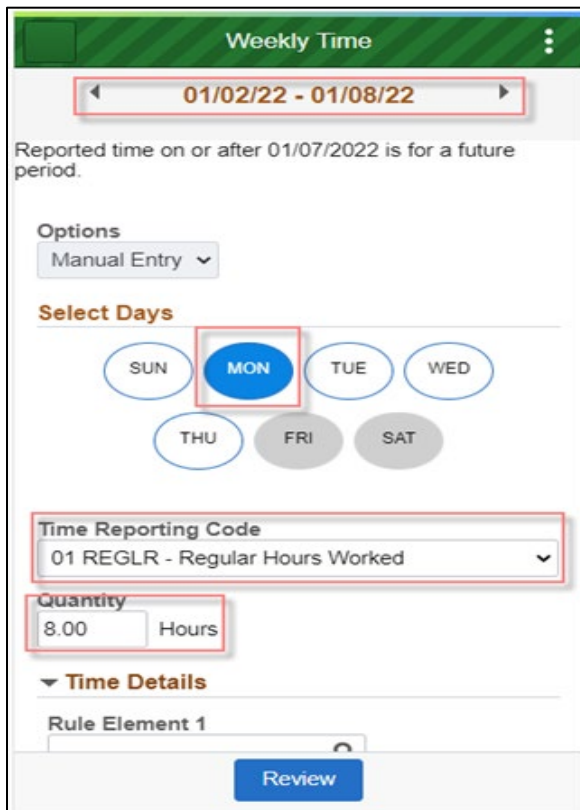


Select *Weekly Time*.



To enter elapsed time:

1. Click the arrows at the top to change to the week being entered.
2. Select the day of the week you wish to report time for by clicking on the day.
3. Select the applicable **Time Reporting Code** by clicking on the drop down.
4. Enter the total amount of hours worked in the **Quantity** box on each applicable day as a decimal (i.e. 3 hours and 30 minutes is entered as 3.50, not as 3:30).



5. Click on **Time Details**.

Weekly Time

01/02/22 - 01/08/22

Time Reporting Code  
01 REGLR - Regular Hours Worked

Quantity  
8.00 Hours

**Time Details**

Rule Element 1

Business Unit  
16500  
Safety & Professional Services

Combination Code

ChartFields

Review

6. If you need to choose a **Taskgroup**, **Task Profile**, or **Rule Element 1** - click the magnifying glass next to the required element to select the right information from a list.

7. Choose **Business Unit** or **Combination Code** –click the magnifying glass to select from a list.

8. Click on the **Review** button.

9. If all looks correct, click on the **Submit** button and then the **OK** button.

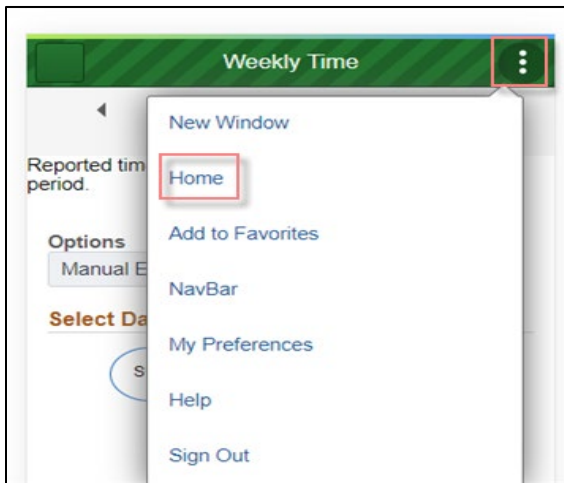
Review Weekly Time

*Before submitting, review for accuracy of Reported Hours and Time Details coding (if applicable)*

<b>02</b> Jan	<b>Sunday</b> Reported 0.00	>
<b>03</b> Jan	<b>Monday</b> Reported 6.00 Regular Hours Worked 6.00	>
<b>04</b> Jan	<b>Tuesday</b> Reported 8.00 Regular Hours Worked 8.00	>
<b>05</b>	<b>Wednesday</b> Reported 0.00	

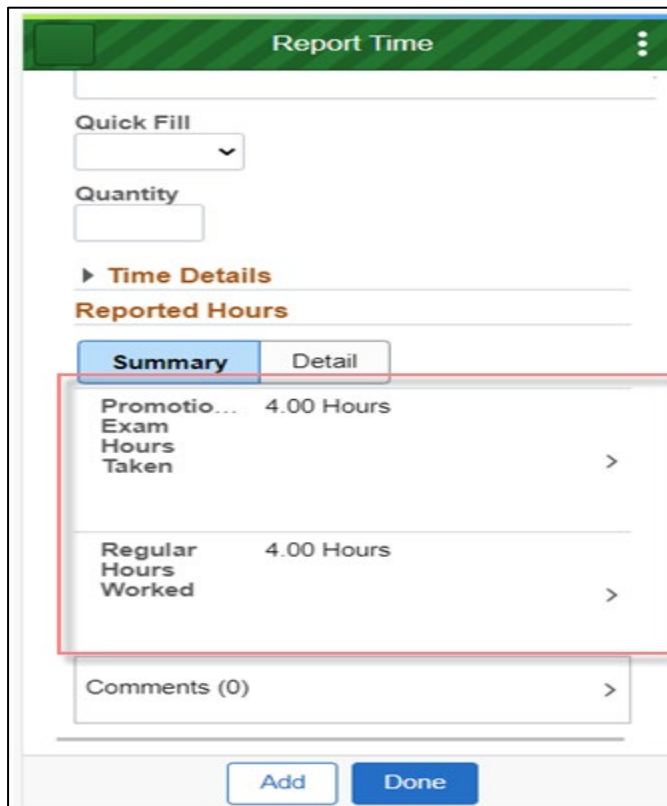
Submit

10. To return to the original screen click on the three dots in top right and select **Home**.



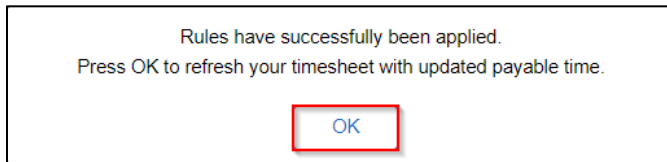
To designate additional hours/units to a different time reporting code for a given day:

1. Repeat the steps from *enter elapsed time* above.
2. Select the appropriate **Time Reporting Code** from the dropdown list.
3. Enter hours reported for the day. For this example 4 hours of Exam was reported on Monday to go with the 4 hours of REG already submitted.



- If you are required to enter Task Profile identifying information follow the instructions for [Task Profile Entry](#).
- If you are required to enter Speed Type/Combination Code identifying information, follow the instructions for [Speed Type Entry](#).
- If you are required to enter User Field 5 identifying information, follow the instructions for [User Field 5 Entry](#).
- If you are unsure whether you need to enter the identifying information above, please reach out to your supervisor.

When you have finished recording your time for the week, click **Submit** in the bottom center. If everything is entered correctly, a confirmation message will appear. Click **OK**.

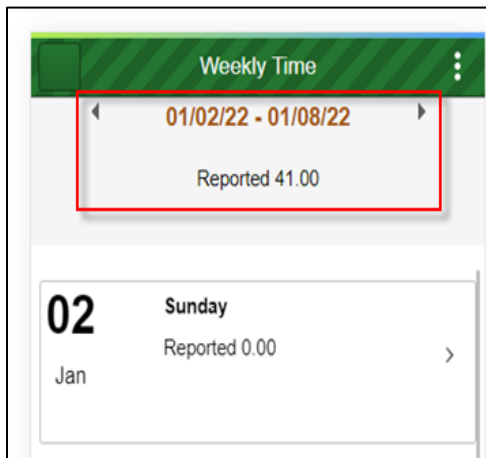


## Record Overtime

*If your agency policy allows payment of overtime*, you can use **Time Reporting Code EXCSH – Exempt Straight Time Paid Cash** or **EXCMP – Exempt Comp Total Hrs Straight** to override hours over 80 within the pay period to overtime or comp time, respectively.

### Example:

Week 1: 41.00 hours



Week 2: 41 hours (2 hours of overtime)

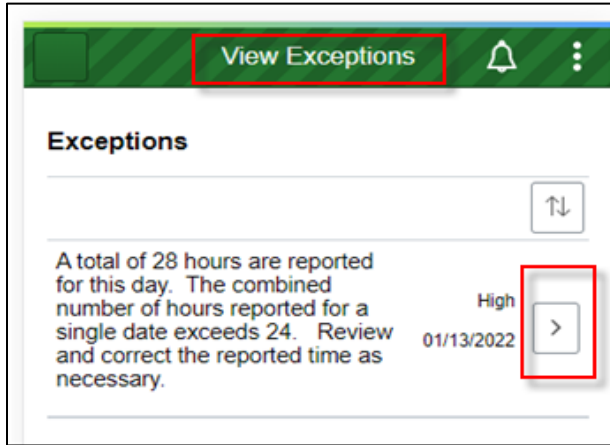
**NOTE:** Once 80 hours are reached for the pay period, hours will default to unpaid unless **Time Reporting Code EXCSH** or **EXCMP** is used.

When you have finished recording your time for the week, click **Submit** in the bottom center. If everything is entered correctly, a confirmation message will appear. Click **OK**.

## View Exceptions

If there is an error after submitting the timesheet, return to *My Time* and click on *Exceptions*.

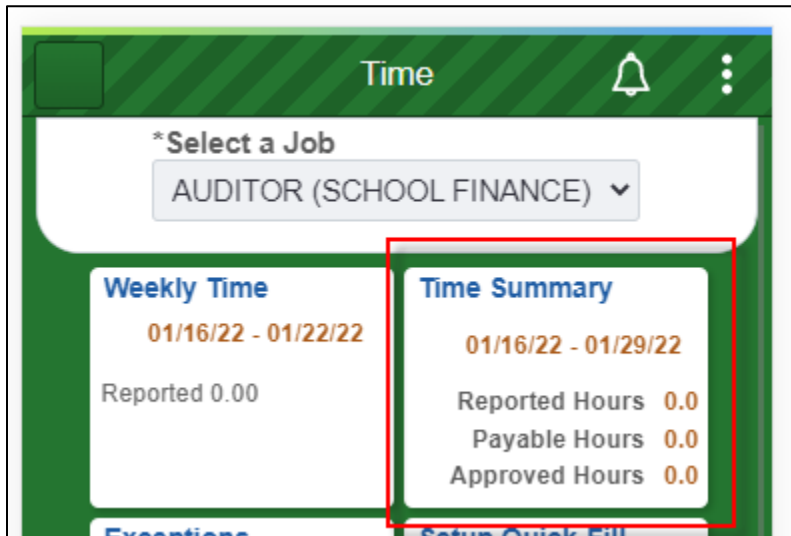
*View Exceptions* will give you a description of the error, the date, and severity of the exception. Click on the arrow to be taken to the timesheet to correct the entry.



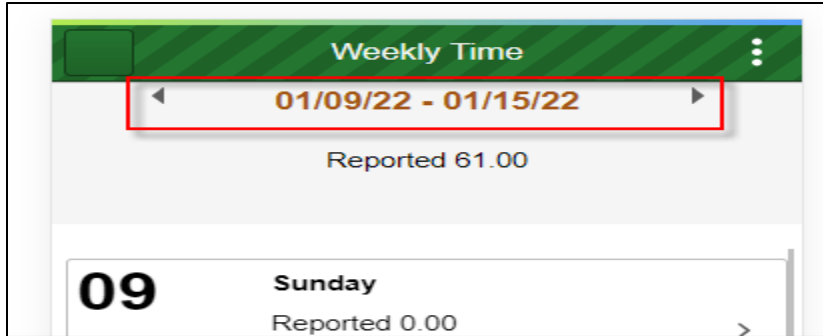
**NOTE:** High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

## **View Summary of Time and Delete Time**

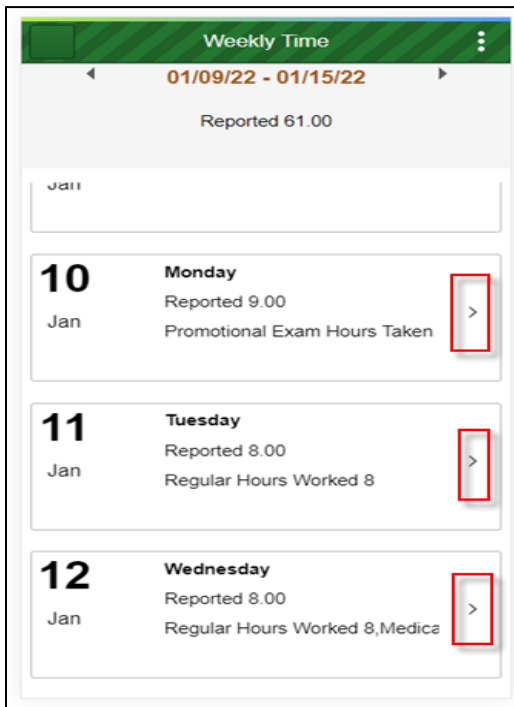
To view a summary of your time, return to *My Time* and click on *Time Summary*.



The *Time Summary* will show reported hours by week. You may scroll with the arrows next to the date range to search for the desired week.



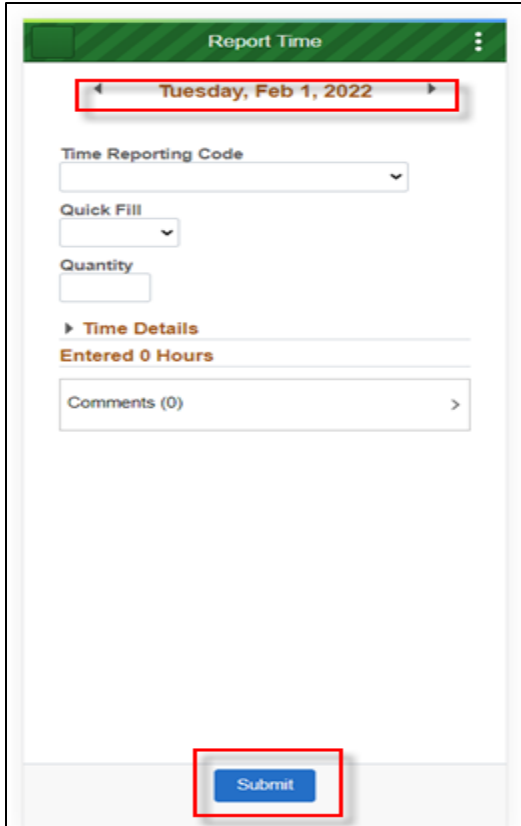
1. Click the arrows at the top to change to the week being entered.
2. Scroll up and down to view each of the days reported time in that week.
3. Click on the arrow on the right of the day to get to the *Report Time* for that day.



4. Click on the arrow for the day you want to delete.

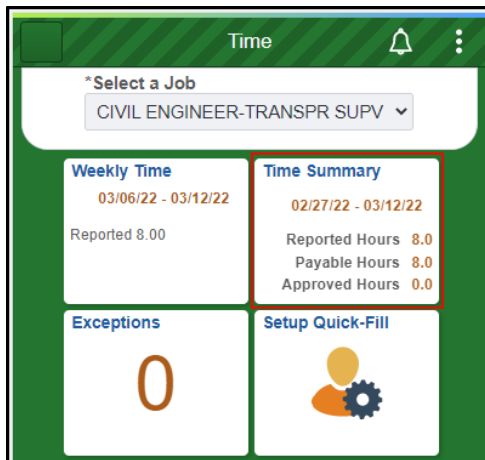
5. Click on the **Delete** button and then the **Yes** button.

6. The time entry is now gone so you can either move to another day using the arrows with the date or you can make a new entry and click on the **Submit** button.

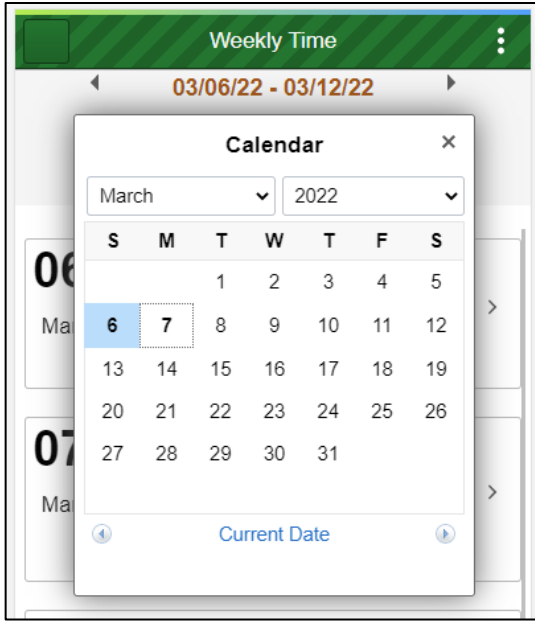


## Adjust Reported Time

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

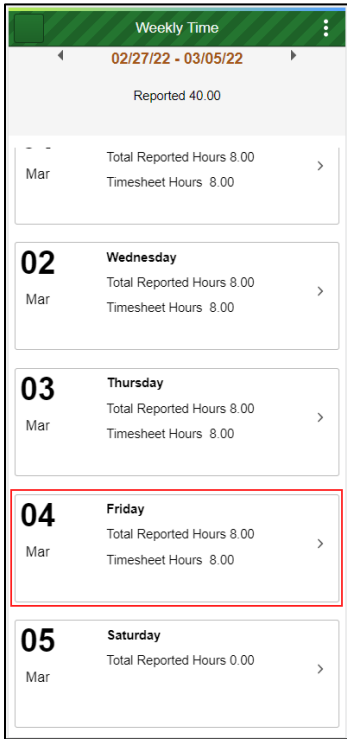


Click the arrows at the top to change to the week being adjusted or click on the dates to choose a specific week by calendar.



**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 on the hours you want to change.

Report Time

Friday, Mar 4, 2022

Time Reporting Code

Quantity

Time Details

Entered 8.00 Hours

Summary Detail

Regular Hours Worked 8.00 Hours

Comments (0)

Submit

Change the quantity and click submit in the upper right hand corner.

Cancel Report Time Details Submit

Date  
03/04/2022

Time Reporting Code  
01 Regular Hours Worked

Quantity  
6.00 Hours

Time Details

DTD 1017 APP365 CLASSIFD PERM

Rule Element 1

Business Unit  
39500  
Transportation

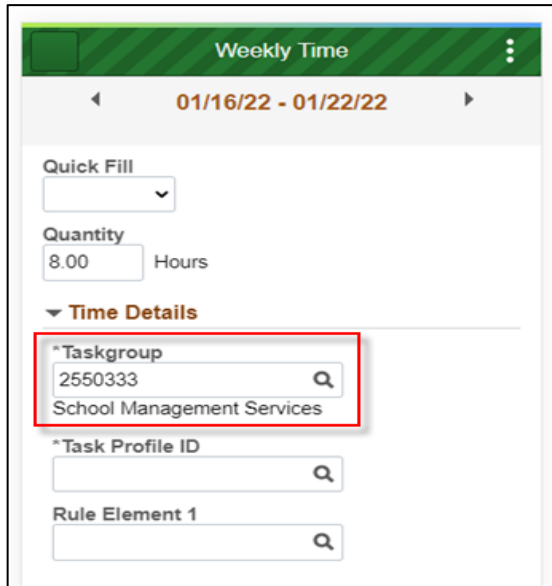
Combination Code

ChartFields

Delete

## Task Profile Entry

Your default **Taskgroup** will auto-populate. If you are working on a task profile not associated with your default taskgroup and your agency allows, select the appropriate taskgroup that starts with the 3 digit code associated with your agency.



Weekly Time

01/16/22 - 01/22/22

Quick Fill

Quantity  
8.00 Hours

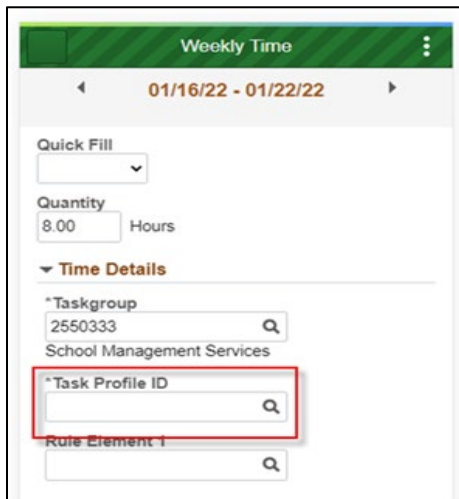
▼ Time Details

\*Taskgroup  
2550333 School Management Services

\*Task Profile ID

Rule Element 1

Click the magnifying glass to select the appropriate **Task Profile ID**.



Weekly Time

01/16/22 - 01/22/22

Quick Fill

Quantity  
8.00 Hours

▼ Time Details

\*Taskgroup  
2550333 School Management Services

\*Task Profile ID

Rule Element 1

**NOTE:** Depending on your agency's policy, you may be required to select a task profile for each line with work time entered before submitting.

When you have finished recording your time for the week, click **Submit** in the lower center. If everything is entered correctly, a confirmation message will appear. Click **OK**.

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

[OK](#)

## Speed Type Entry

Your default Business Unit (Agency) will auto-populate. Click the ChartFields link to enter a combination code using a SpeedType.

The screenshot shows the 'Weekly Time' entry form. At the top, it displays the date range '03/06/22 - 03/12/22' and days 'THU', 'FRI', and 'SAT'. Below this is a dropdown for '\*Time Reporting Code' and a 'Quantity' input field. A section titled 'Time Details' contains several search fields: '\*Taskgroup' (with 'WI\_CONTRCT' and 'Contractors' below it), 'Business Unit' (with '39500' and 'Transportation' below it), '\*User Field 3', and 'Combination Code'. A red box highlights the 'ChartFields' link at the bottom of the form, and a 'Review' button is located at the very bottom.

Click on the **Advanced Search** link

The screenshot shows the 'ChartField Detail' form. It has 'Cancel' and 'Done' buttons at the top. The 'Combination Code' field is at the top, with a red box highlighting the 'Advanced Search' link below it. Below this is a section titled 'ChartField Detail' with four search fields: 'Budget Reference', 'Fund Code', 'Appropriation', and 'Department'.

Click on **Speed Types**.

Cancel **ChartField Detail**

Combination Codes **Speed Types**

Speed Type Key

**Search by ChartFields**

Budget Reference

Fund Code

Enter the **SpeedType** as directed by your supervisor or click and select the applicable row. The SpeedTypes displayed are specific to your agency.

SpeedType Key	Description
00060141	ROUTINE MAINTENANCE - BUFFALO
00060140	OTHER STH'S BUFFALO CO
00060133	OTHER STH'S BUFFALO CO
00060131	OTHER STH'S BUFFALO CO
00060121	OTHER STH'S BUFFALO CO
00060111	OTHER STH'S BUFFALO CO

Click anywhere in the Search Results with the corresponding **SpeedType** at the bottom.

Cancel **ChartField Detail**

Combination Codes **Speed Types**

Speed Type Key

**Search by ChartFields**

Budget Reference

Fund Code

Appropriation

Department

Account

[View More](#)

**Search** **Clear**

**Search Results**

**Summary** Details 1 row

Speed Type Key	00060141
Description	ROUTINE MAINTENANCE - BUFFALO

Click **Done** in the upper right hand corner.

Cancel **ChartField Detail** Done

Combination Code  Q

Advanced Search

**ChartField Detail**

Budget Reference  Q

Fund Code 21100  Q

Appropriation 96100  Q

Department 1025231100  Q

Account  Q

Program Code  Q

Operating Unit  Q

Product  Q

PC Business Unit 39500  Q

Project 39500060141  Q

Activity LABOR-DLVY-OTHR  Q

Source Type OTHER  Q

Category  Q

Subcategory  Q

Affiliate  Q

Fund Affiliate  Q

You will be taken back to the Weekly Time page. Click **Review** on the bottom of the screen

Weekly Time

03/06/22 - 03/12/22

Reported time on or after 03/08/2022 is for a future period.

Options  
Manual Entry

Select Days

SUN MON TUE WED  
THU FRI SAT

Time Reporting Code  
01 REGLR - Regular Hours Worked

Quantity  
8.00 Hours

Time Details

Rule Element 1  Q

Business Unit  
39500  
Transportation

Review

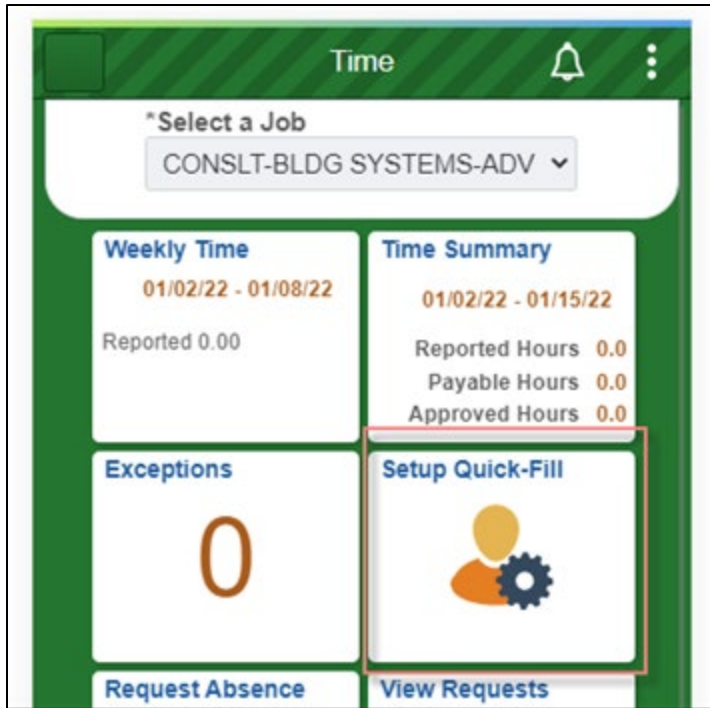
Review your time then click **Submit**.

***Please refer to the next section for instructions on setting up Quick Fill options for different Taskgroup/Task Profile combinations.***

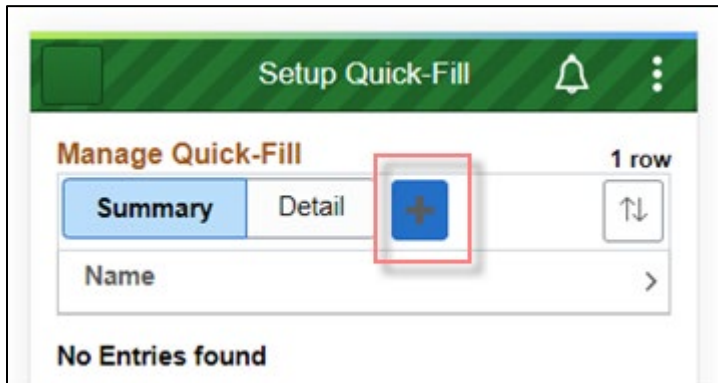
## **Quick Fill Setup**

A new feature is available for **Taskgroup** reporting that allows you to set up one or more **Taskgroup** and **Task Profile** combinations to select on the timesheet by following the steps below.

Return to the *My Time* page and select *Setup Quick-Fill*.



Click the **Plus** button.



1. Enter a name for the **Quick Fill** template.
2. Enter the desired **Taskgroup** or click the magnifying glass to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click the magnifying glass to select from a list.
4. Click **Save**.

Repeat the steps above if you wish to add additional **Quick Fill** templates on the timesheet. All saved **Quick Fill** templates will be visible on this page. Click on the **Name** link to edit a template.

Click on the **Inactive** bar if you wish to inactivate a Quick Fill template no longer in use.

Return to *Weekly Time*. Active **Quick Fill** templates can be selected on the timesheet to populate the corresponding **Taskgroup/Task Profile** combination.

Weekly Time

01/16/22 - 01/22/22

Reported time on or after 01/19/2022 is for a future period.

Options  
Manual Entry ▾

Select Days

SUN MON TUE WED  
THU FRI SAT

Time Reporting Code  
▾

Quick Fill  
▾

Quantity  
▭

Review

## User Field 5 Entry

Your default **Business Unit** (Agency) will auto-populate. Click the magnifying glass next to **User Field 5** to select a value.

A list of available values will populate. Click on the desired **User Field 5** row.

User Field 5	Description
4103121000	Security - Waupun CI
4103122000	Security-Green Bay CI
4103123000	Security-Taycheedah CI
4103123020	Security-Southern Oaks CC

**NOTE:** Depending on your agency’s policy, you may be required to select a **User Field 5** in specific circumstances. Contact your supervisor if you are not sure when to enter **User Field 5**.

You will be taken back to the Weekly Time page. Click **Review** on the bottom of the screen.

Review your time then click **Submit**.

## **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 04/06/26*