



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.

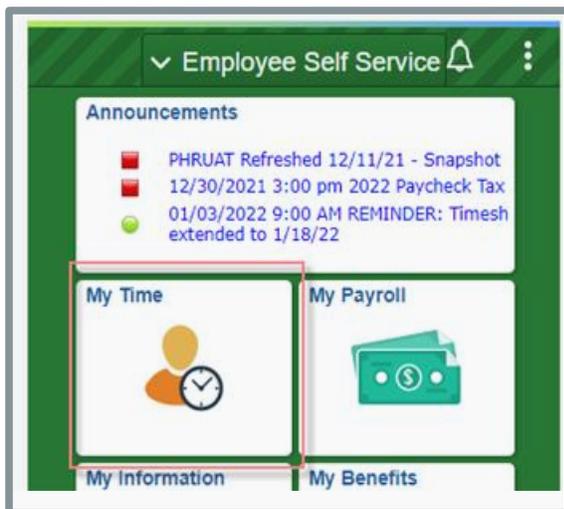
If reporting to task profiles/combo codes/user fields, it's highly recommended that you create quick fill(s) on your computer to make the mobile time entry process easier. Instructions on how to set up quick fill via mobile are available [here](#) and instruction on how to set it up via computer are available [here](#).

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.

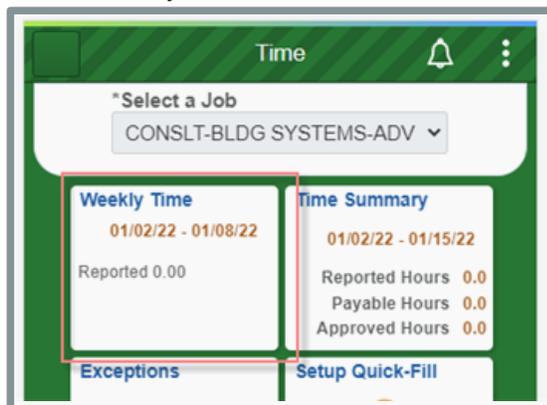
The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

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).

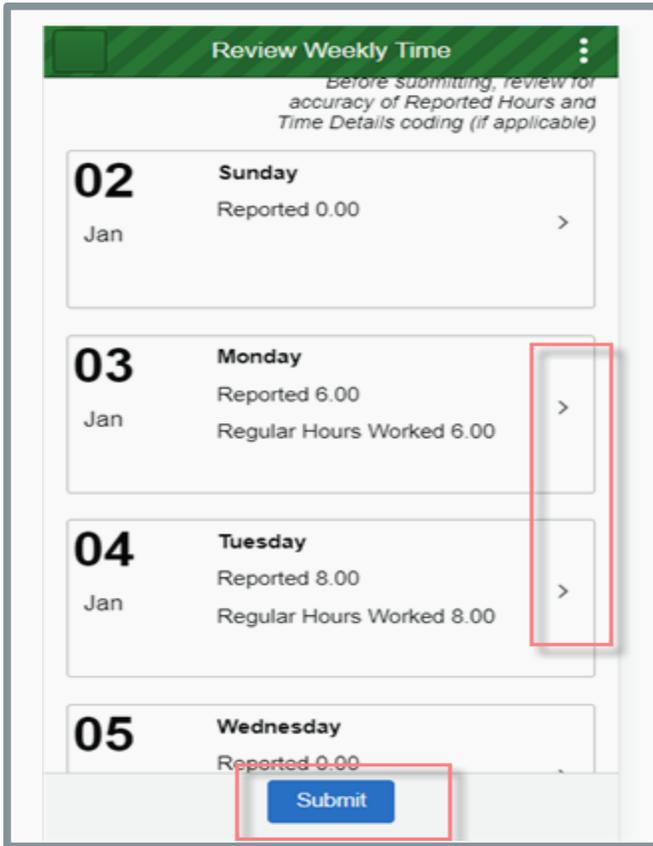
A screenshot of a mobile application interface titled "Weekly Time". At the top, there is a date range selector showing "01/02/22 - 01/08/22". Below this, a message states: "Reported time on or after 01/07/2022 is for a future period." There is an "Options" section with a "Manual Entry" dropdown. The "Select Days" section shows seven circular buttons for the days of the week: SUN, MON, TUE, WED, THU, FRI, and SAT. The "MON" button is highlighted with a red box. Below the days is a "Time Reporting Code" dropdown menu showing "01 REGLR - Regular Hours Worked". Underneath is a "Quantity" input field with "8.00" and "Hours" next to it. At the bottom, there is a "Time Details" section with a "Rule Element 1" input field and a "Review" button.

5. Click on **Time Details**

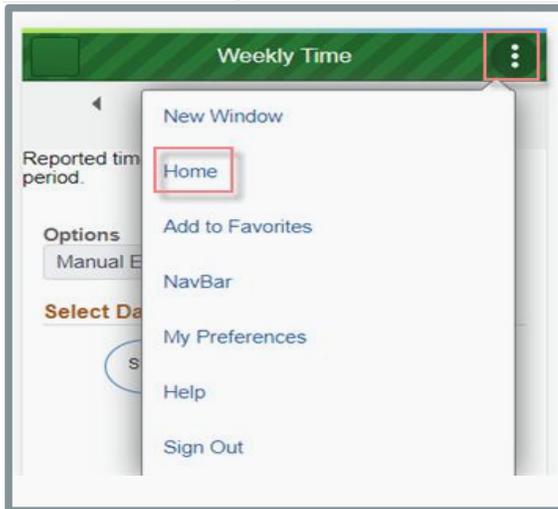
A screenshot of the same mobile application interface, but with the "Time Details" section expanded. The "Time Reporting Code" and "Quantity" fields remain visible. The "Time Details" section now includes a "Rule Element 1" input field, a "Business Unit" dropdown menu showing "16500 Safety & Professional Services", and a "Combination Code" input field. A "Review" button is still present at the bottom.



6. If you need to choose a **Taskgroup**, **Task Profile**, or **Rule Element 1** - click  next to the required element to select the right information from a list.
7. choose **Business Unit** or **Combination Code** –click  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



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 this [link](#) for instructions.
- If you are required to enter Speed Type/Combination Code identifying information, follow this [link](#) for instructions.
- If you are required to enter User Field 5 identifying information, follow this [link](#) for instructions.
- 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**.

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

OK

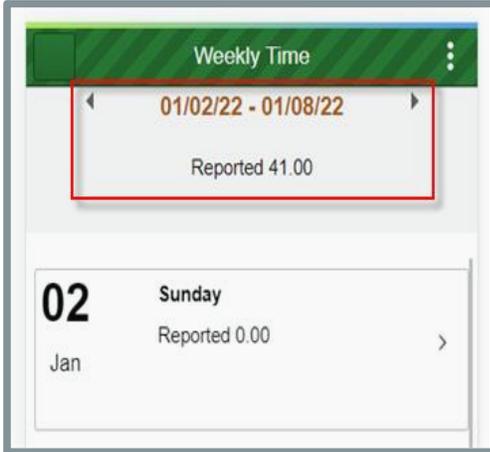


Record Overtime

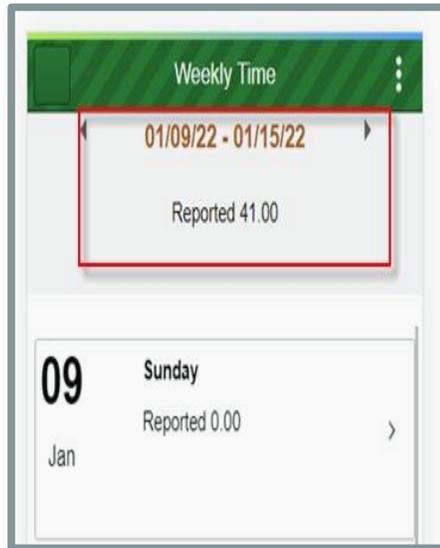
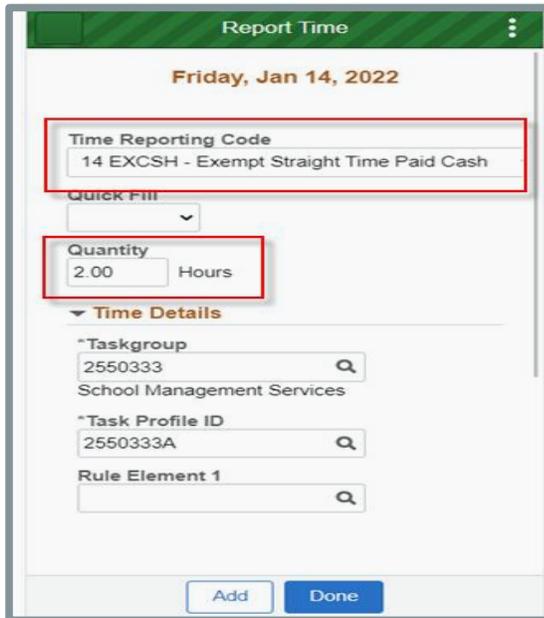
If your agency policy allows payment of overtime, you can use **Time Reporting Code EXCSH – Exempt Straight Time Paid Cash** or **EXCMP – Exempt Comp Total Hrs Straight** to override hours over 80 within the pay period to overtime or comp time, respectively.

Example:

Week 1: 41.00 hours



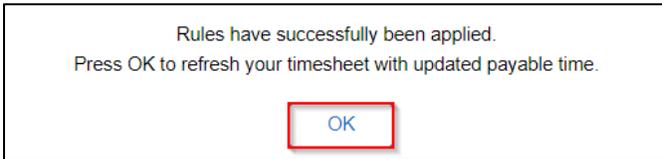
Week 2: 41 hours (2 hours of overtime)



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**.

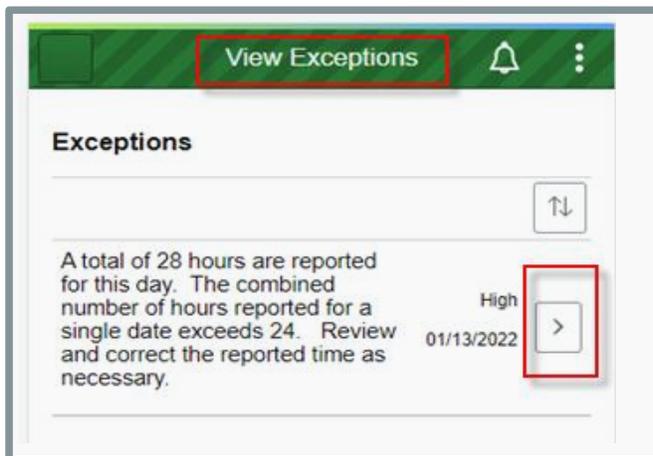


View Exceptions

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

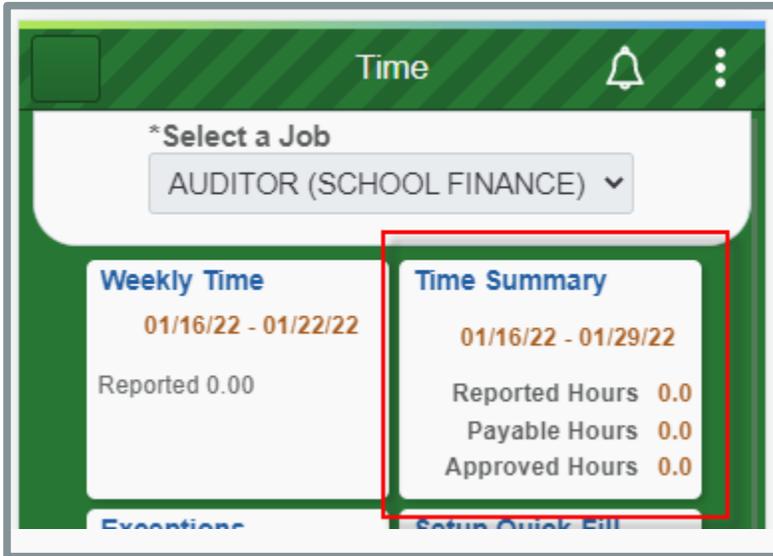


NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.



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.

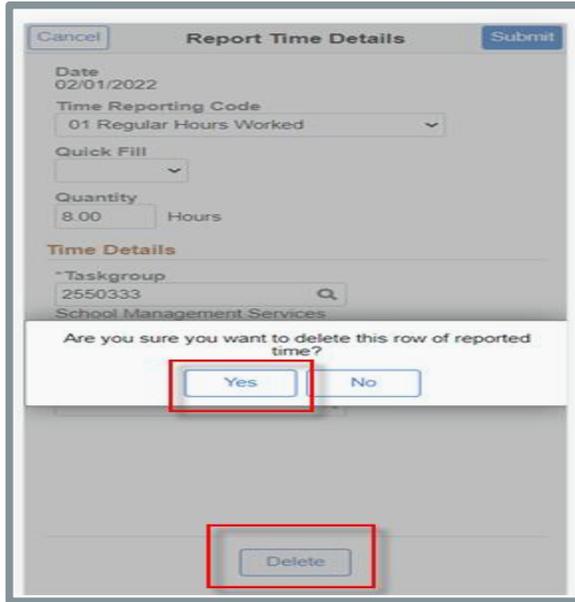
A screenshot of a mobile application interface titled "Weekly Time". At the top, it shows the date range "01/09/22 - 01/15/22" and "Reported 61.00". Below this, there are three entries for the days of the week: Monday (Jan 10), Tuesday (Jan 11), and Wednesday (Jan 12). Each entry shows the day, the date, the reported hours, and a description of the hours (e.g., "Promotional Exam Hours Taken", "Regular Hours Worked 8"). A red box highlights the right-pointing arrow on each day's entry.

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

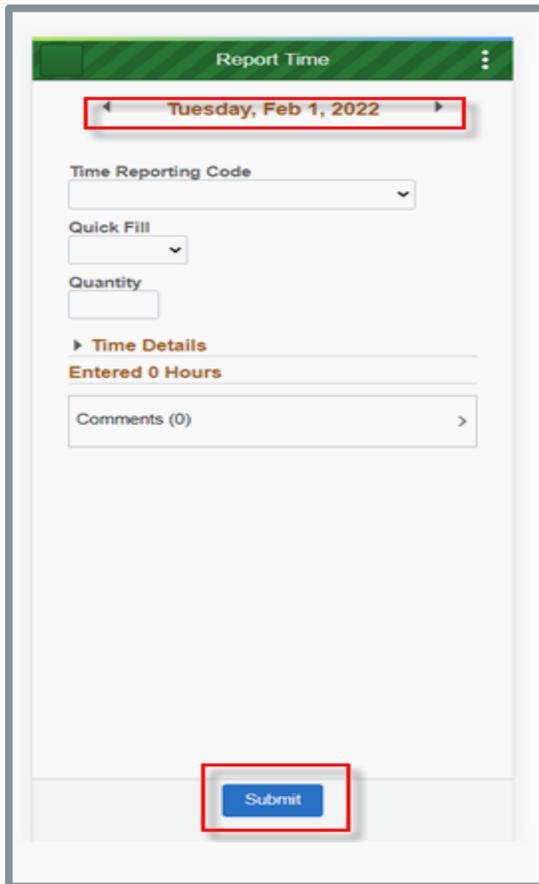
A screenshot of a mobile application interface titled "Report Time". At the top, it shows the date "Tuesday, Feb 1, 2022". Below this, there are several input fields: "Time Reporting Code" (a dropdown menu), "Quick Fill" (a dropdown menu), and "Quantity" (a text input field). There is a section titled "Time Details" with a sub-section "Entered 8.00 Hours". Below this, there are two tabs: "Summary" and "Detail". Under the "Summary" tab, it shows "Regular Hours Worked" as "8.00 Hours". A red box highlights the right-pointing arrow next to the "Regular Hours Worked" text. At the bottom, there is a "Comments (0)" field with a right-pointing arrow and a "Submit" button.



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



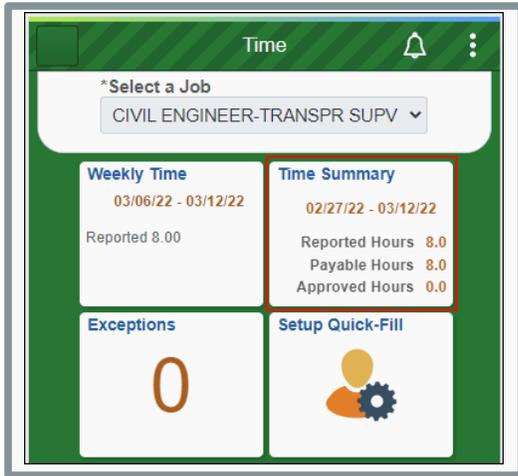
6. The time entry is now gone so you can either move to another day using the arrows with the date or you can make a new entry and click on the **Submit** button.



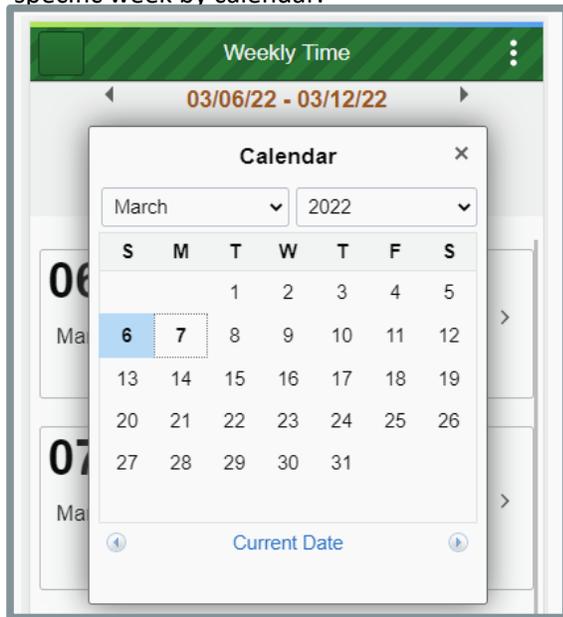


Adjust Reported Time

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.

A screenshot of a mobile application interface titled "Weekly Time". At the top, it shows the date range "02/27/22 - 03/05/22" and "Reported 40.00". Below this, there are five rows representing days of the week: "02 Wednesday", "03 Thursday", "04 Friday", and "05 Saturday". Each row shows "Total Reported Hours" and "Timesheet Hours" for the month of "Mar". The "04 Friday" row is highlighted with a red rectangular border, indicating it is the day selected for adjustment.

Click on the hours you want to change.

A screenshot of a mobile application interface titled "Report Time" for "Friday, Mar 4, 2022". It features a "Time Reporting Code" dropdown menu, a "Quantity" input field, and a "Time Details" section. Under "Time Details", it says "Entered 8.00 Hours". There are two tabs: "Summary" (selected) and "Detail". Under the "Summary" tab, there is a row for "Regular Hours Worked" with the value "8.00 Hours" and a right-pointing arrow. Below this is a "Comments (0)" field with a right-pointing arrow. At the bottom of the screen is a blue "Submit" button.



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

A screenshot of a mobile application form titled "Report Time Details". At the top left is a "Cancel" button and at the top right is a "Submit" button. The form contains the following fields: "Date" with the value "03/04/2022"; "Time Reporting Code" with a dropdown menu showing "01 Regular Hours Worked"; "Quantity" with a text input field containing "6.00" and the unit "Hours"; "Time Details" section with "DTD 1017 APP365 CLASSIFD PERM"; "Rule Element 1" with an empty search field; "Business Unit" with the value "39500" and the text "Transportation" below it; "Combination Code" with an empty search field; a "ChartFields" link; and a "Delete" button at the bottom.

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.

A screenshot of a mobile application form titled "Weekly Time". At the top, it shows the date range "01/16/22 - 01/22/22". Below this is a "Quick Fill" dropdown menu. The "Quantity" field is set to "8.00" with the unit "Hours". The "Time Details" section is expanded and contains three search fields: "*Taskgroup" with the value "2550333" and the text "School Management Services" below it; "*Task Profile ID" with an empty search field; and "Rule Element 1" with an empty search field.



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

A screenshot of a mobile application interface titled "Weekly Time". At the top, it shows the date range "01/16/22 - 01/22/22". Below this, there is a "Quick Fill" dropdown menu, a "Quantity" field set to "8.00" with "Hours" next to it, and a "Time Details" section. Under "Time Details", there are three search fields: "*Taskgroup" with the value "2550333" and "School Management Services" below it; "*Task Profile ID" which is highlighted with a red rectangular box; and "Rule Element 1". Each search field has a magnifying glass icon to its right.

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  in the lower center. If everything is entered correctly, a confirmation message will appear. Click **OK**.

A rectangular dialog box with a white background and a thin black border. It contains the text "Rules have successfully been applied." followed by "Press OK to refresh your timesheet with updated payable time." Below the text is a blue button with the text "OK" in white, which is highlighted with a red rectangular box.



Speed Type Entry

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

Click on the **Advanced Search** link

Click on **Speed Types**.



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

SpeedType Key

Search by ChartFields

Budget Reference

Fund Code

Appropriation

Department

Account

View More

Search
Clear

Search Results

Summary
Details
1 row

SpeedType Key	00060141
Description	ROUTINE MAINTENANCE - BUFFALO



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

A screenshot of a mobile application form titled "ChartField Detail". At the top left is a "Cancel" button and at the top right is a "Done" button. Below the title is a "Combination Code" search field with a magnifying glass icon. Underneath is a link for "Advanced Search". The main section is titled "ChartField Detail" and contains a list of fields, each with a search icon: Budget Reference, Fund Code (21100), Appropriation (96100), Department (1025231100), Account, Program Code, Operating Unit, Product, PC Business Unit (39500), Project (39500060141), Activity (LABOR-DLVY-OTHR), Source Type (OTHER), Category, Subcategory, Affiliate, and Fund Affiliate.

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

A screenshot of a mobile application form titled "Weekly Time". At the top, it shows the date range "03/06/22 - 03/12/22" with left and right navigation arrows. Below this is a message: "Reported time on or after 03/08/2022 is for a future period." There is an "Options" section with a "Manual Entry" dropdown. The "Select Days" section features seven circular buttons for the days of the week: SUN, MON (selected), TUE, WED, THU, FRI, and SAT. Below that is a "Time Reporting Code" dropdown menu showing "01 REGLR - Regular Hours Worked". The "Quantity" section has a text input field with "8.00" and the label "Hours". The "Time Details" section is expanded and contains a "Rule Element 1" search field and a "Business Unit" dropdown menu showing "39500" with the label "Transportation". At the bottom center, there is a blue "Review" button.



Review your time then click **Submit**.

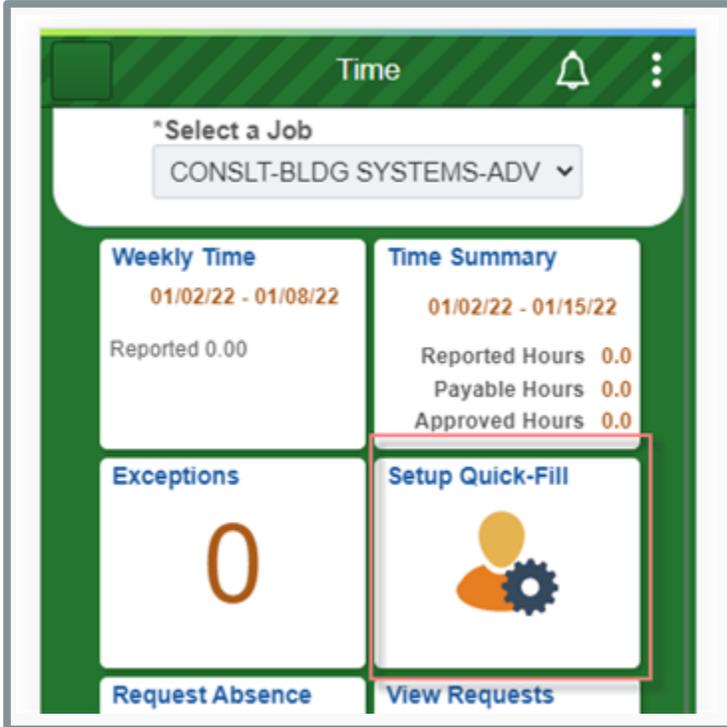
A screenshot of a mobile application interface titled "Review Weekly Time". The interface shows a date range of "03/06/22 - 03/12/22" and a warning: "Before submitting, review for accuracy of Reported Hours and Time Details coding (if applicable)". Below this, there are four rows representing days of the week: "06 Sunday" with "Total Reported Hours 0.00", "07 Monday" with "Total Reported Hours 8.00" and "Regular Hours Worked 8.00", "08 Tuesday" with "Total Reported Hours 0.00", and "09 Wednesday" with "Total Reported Hours 0.00". Each row has a "Mar" label and a right-pointing chevron. At the bottom, there is a blue "Submit" button highlighted with a red rectangle.

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



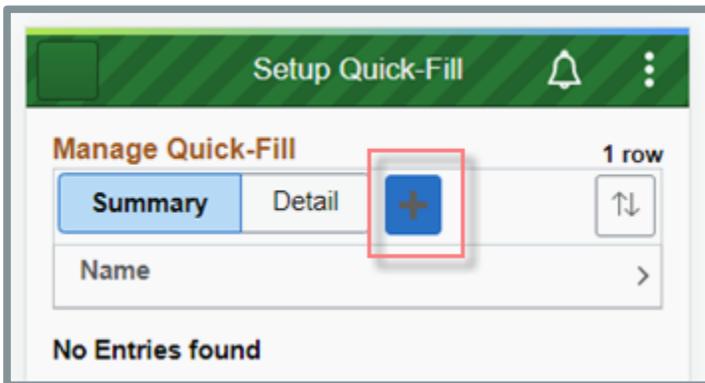
Quick Fill Setup

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 to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click 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.

A screenshot of a mobile application interface titled "Weekly Time". At the top, there is a green header bar with the title and a menu icon. Below the header, the date range "01/16/22 - 01/22/22" is displayed. A warning message states: "Reported time on or after 01/19/2022 is for a future period." Under the "Options" section, a dropdown menu is set to "Manual Entry". The "Select Days" section features seven circular buttons for the days of the week: SUN, MON, TUE, WED, THU, FRI, and SAT. Below this is a "Time Reporting Code" dropdown menu. A red rectangular box highlights a "Quick Fill" dropdown menu. Below the "Quick Fill" menu is a "Quantity" input field. At the bottom of the screen, there is a blue "Review" button.



User Field 5 Entry

Your default **Business Unit** (Agency) will auto-populate. Click  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.

A screenshot of a mobile application interface titled "Weekly Time". At the top, it shows the date range "10/02/22 - 10/08/22". Below this is a dropdown menu set to "01 REGLR - Regular Hours Worked". A "Quantity" field is set to "8.00" with the unit "Hours". Under a "Time Details" section, there are three search fields: "Rule Element 1", "Business Unit" (set to "41000"), and "User Field 5" (set to "4103122000"). At the bottom of the screen, a blue "Review" button is highlighted with a red box.

Review your time then click **Submit**.

A screenshot of a mobile application interface titled "Review Weekly Time". It shows the date range "10/02/22 - 10/08/22" and a warning message: "Before submitting, review for accuracy of Reported Hours and Time Details coding (if applicable)". Below this are three summary cards for the days of the week: "02 Sunday" with "Total Reported Hours 0.00", "03 Monday" with "Total Reported Hours 8.00" and "Regular Hours Worked 8.00", and "04 Tuesday" with "Total Reported Hours 0.00". At the bottom of the screen, a blue "Submit" button is highlighted with a red box.

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.