



Employee Self Service Job Aid:



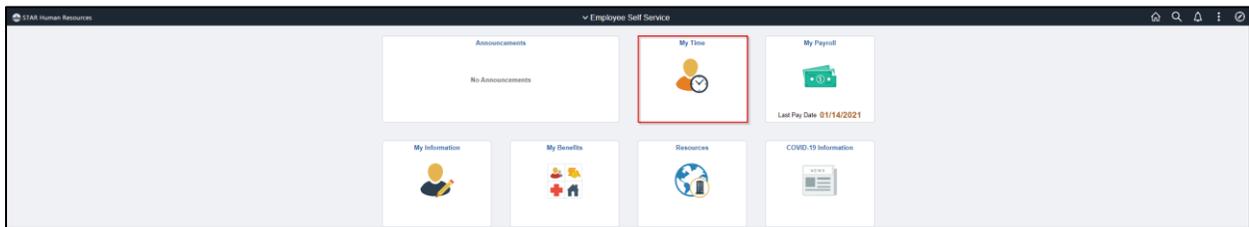
Elapsed Time

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

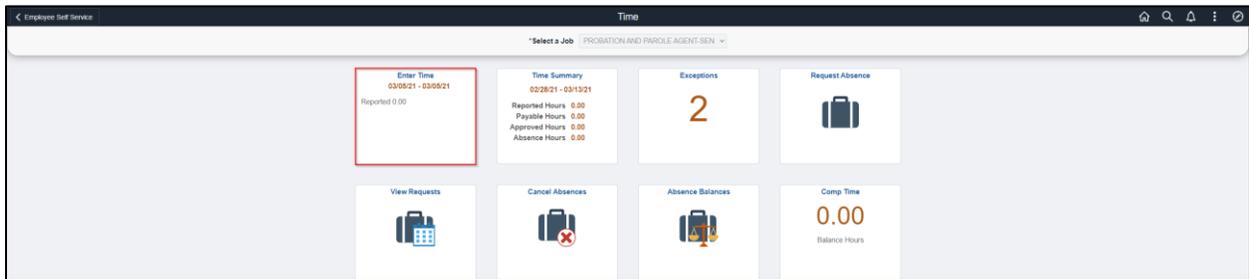
The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

Enter Elapsed Time

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

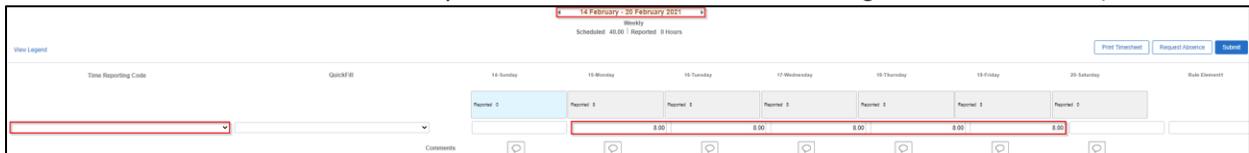


Select *Enter Time*.



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 applicable **Time Reporting Code** on the left side (If no selection is made, when the timesheet is submitted, the system will default to *01 REGLR – Regular Hours Worked*).





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

1. Add another row for the day by clicking the **Add a Row** button.
2. Select the appropriate **Time Reporting Code** from the dropdown list.
3. Enter hours/units reported for the day. For this example 4 hours of Jury Duty was reported on Friday.

- 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 in the upper right. 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.

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:

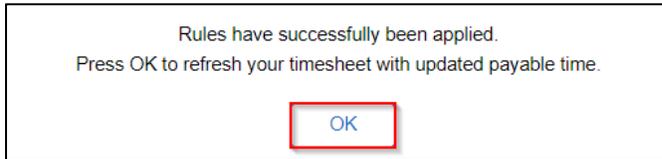
Week 1: 40 hours

Week 2: 48 hours (8 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.

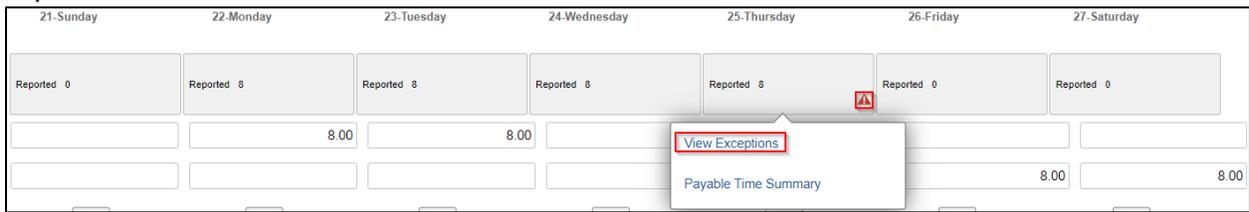


When you have finished recording your time for the week, click **Submit** in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

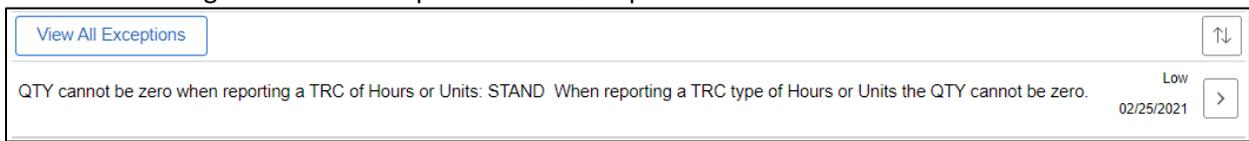


View Exceptions

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

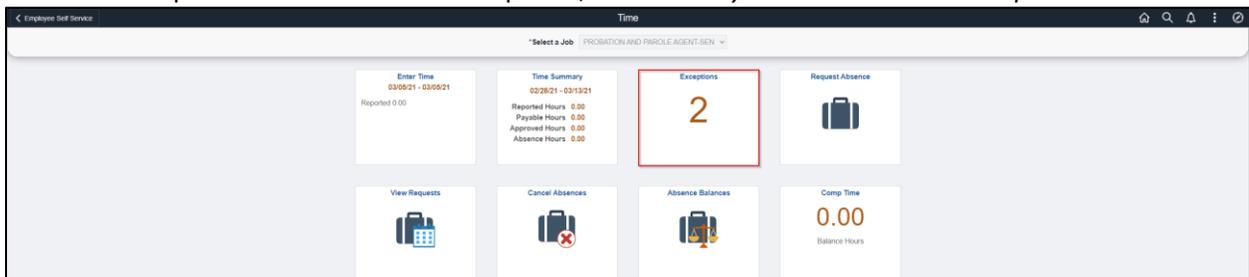


Click on the triangle and View Exceptions for a description of the error.



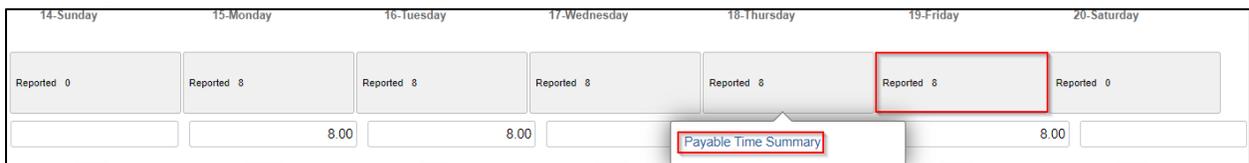
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

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



View Payable Time

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		

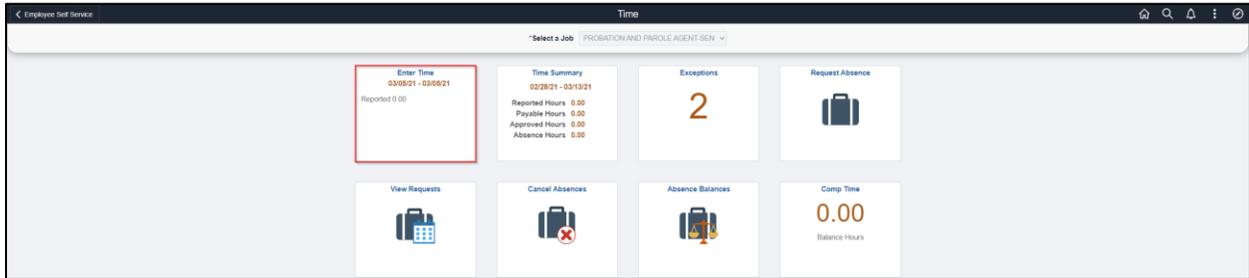
To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.

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.

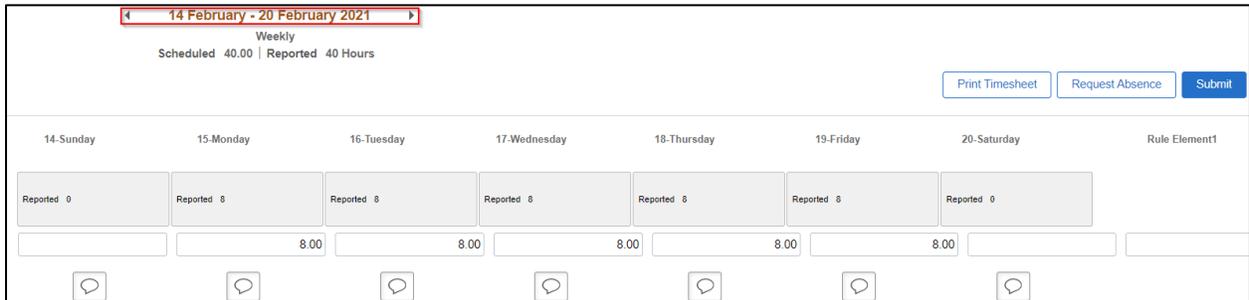


Adjust Reported Time

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

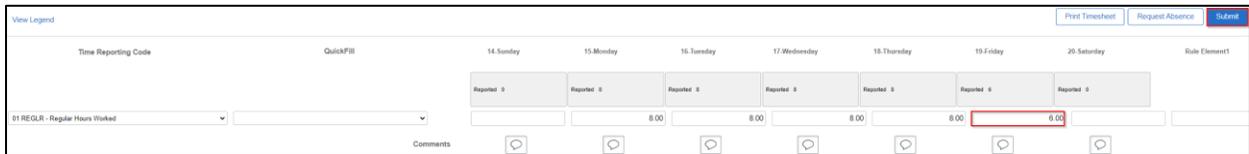


Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.



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.



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.



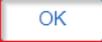


Click  to select the appropriate **Task Profile ID**.

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 upper right. 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.



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 **Add**.



Name	Details	Status



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**.

Cancel
Quick-Fill - Details
Save

*Name *Taskgroup 505 Test Group

*Task Profile ID

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.

Name	Details	Status
Sample2	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input type="checkbox"/>
Sample1	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input type="checkbox"/>

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

Name	Details	Status
Sample2	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input style="border: 1px solid red;" type="checkbox"/>
Sample1	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input type="checkbox"/>

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

Reported time on or after 03/19/2021 is for a future period.

Time Reporting Code: Quick Fill:

14 Sunday 15 Monday 16 Tuesday 17 Wednesday 18 Thursday 19 Friday 20 Saturday Taskgroup

Reported 0 Reported 0 Reported 0 Reported 0 Reported 0 Reported 0 Reported 0

Speed Type Entry

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

14 Sunday 15 Monday 16 Tuesday 17 Wednesday 18 Thursday 19 Friday 20 Saturday Business Unit Combination Code ChartFields

Reported 0 Reported 0 Reported 0 Reported 0 Reported 0 Reported 0 Reported 0

8.00 8.00 8.00 8.00 8.00 8.00

Click on the **Advanced Search** link.

Cancel
ChartField Detail
Done

Combination Code



Click on **Speed Types**.

Cancel
ChartField Detail

Combination Codes **Speed Types**

SpeedType Key

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
1640053100	new speed type needed
9876543210	Revenue Transfer
LGIP	Local Government Invmt Pool
RETURNS	returned items
WRITE OFF	write offs-bank reconcilitaion

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

Search Results

Summary
Details
1 row

SpeedType Key LGIP

Description Local Government Invmt Pool

When you have finished recording your time for the week, click in the upper right. 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.

User Field 5 Entry

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

26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	1-Saturday	Rule Element1	Business Unit	User Field5
Reported 8	Reported 8	Reported 8	Reported 8	Reported 8	Reported 8			
8.00	8.00	8.00	8.00	8.00		<input type="button" value="🔍"/>	41000 <input type="button" value="🔍"/>	<input type="button" value="🔍"/>
				8.00		<input type="button" value="🔍"/>	41000 <input type="button" value="🔍"/>	<input style="border: 1px solid red;" type="button" 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**.

When you have finished recording your time for the week, click  in the upper right. 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.



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.