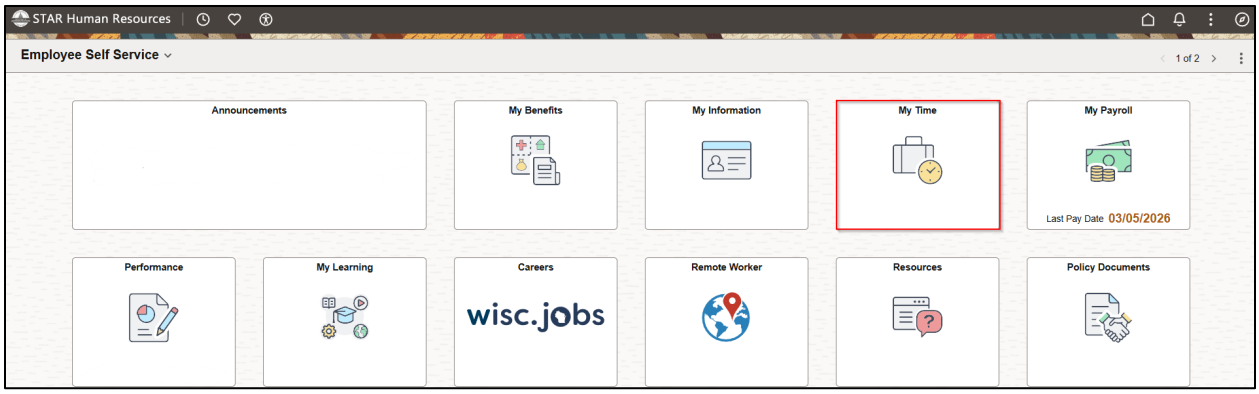
Employee Self Service Job Aid:
Elapsed Time

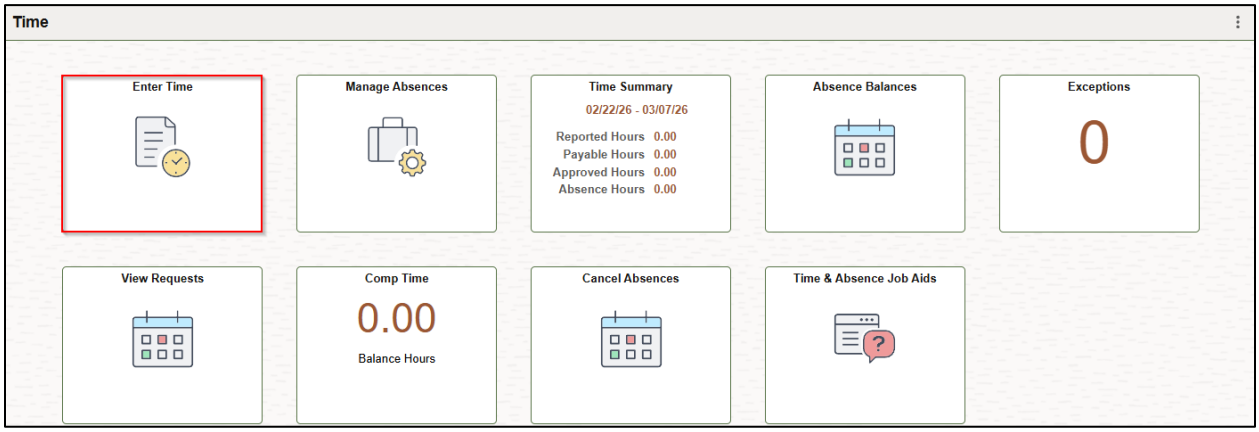
Elapsed time entry is for salaried employees that report hours using total hours worked on a daily basis. The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

Enter Elapsed Time

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



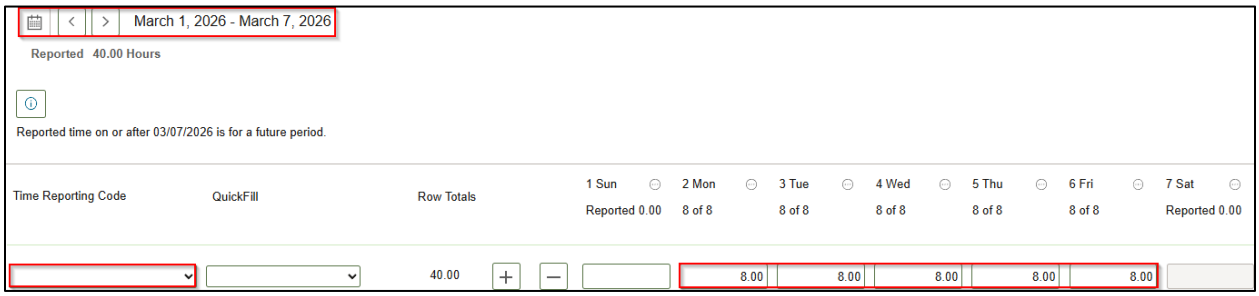
Select *Enter Time*.



To enter elapsed time:

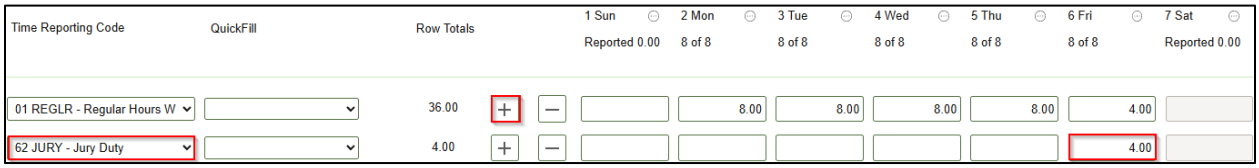
1. Click the arrows at the top to change to the week being entered or click on the calendar icon to select a specific week by calendar.

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*).



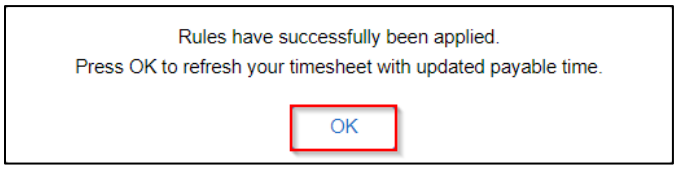
To designate additional hours/units to a different time reporting code for a given day:

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 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 upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

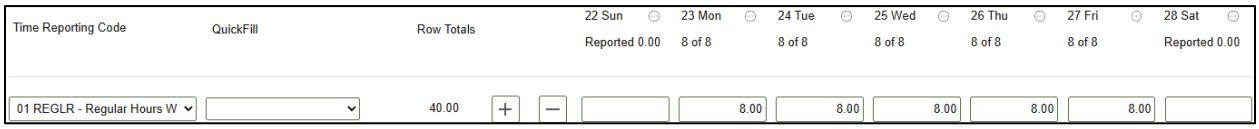


Record Overtime

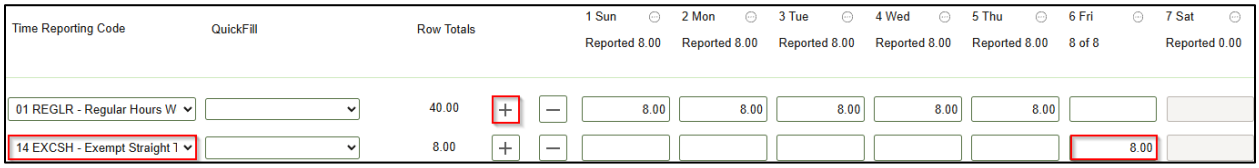
If your agency policy allows payment of overtime, you can use **Time Reporting Code** *EXCSH – Exempt Straight Time Paid Cash* or *EXCMP – Exempt Comp Total Hrs Straight* to override hours over 80 within the pay period to overtime or comp time, respectively.

Example:

Week 1: 40 hours

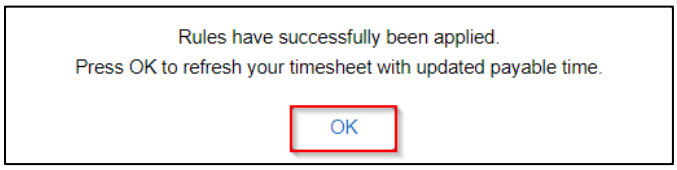


Week 2: 48 hours (8 hours of overtime)



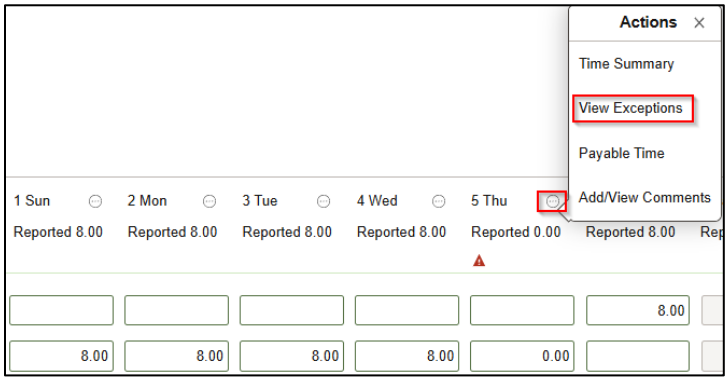
NOTE: Once 80 hours are reached for the pay period, hours will default to unpaid unless **Time Reporting Code** *EXCSH* or *EXCMP* is used.

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**.

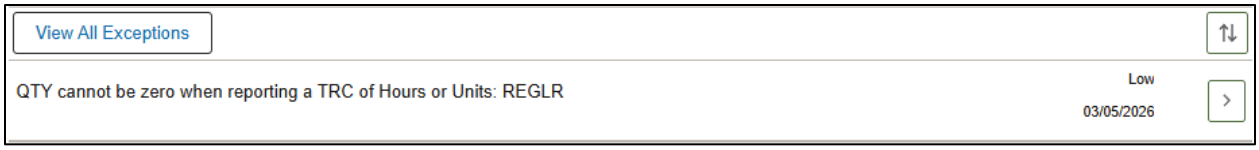


View Exceptions

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

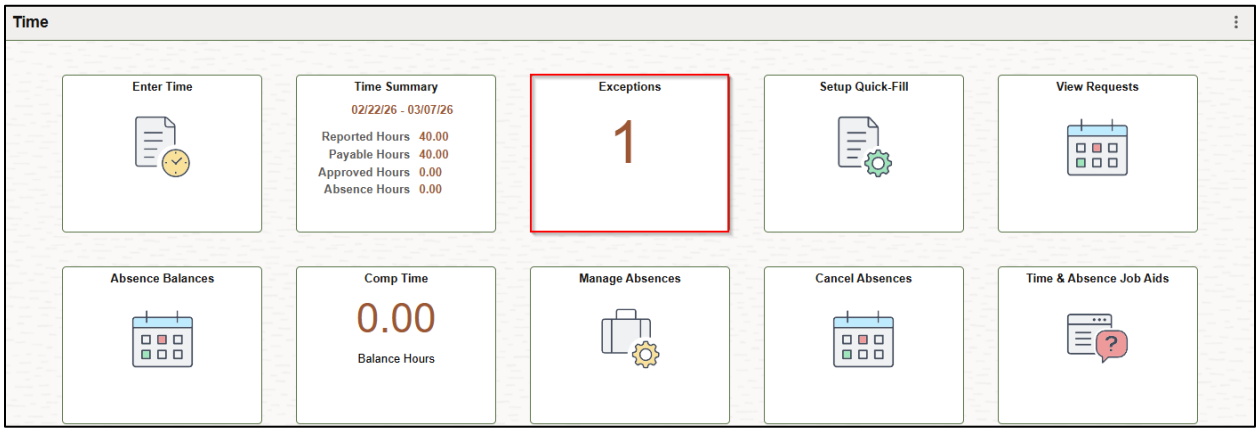


Click on the circle next to the day and View Exceptions for a description of the error.



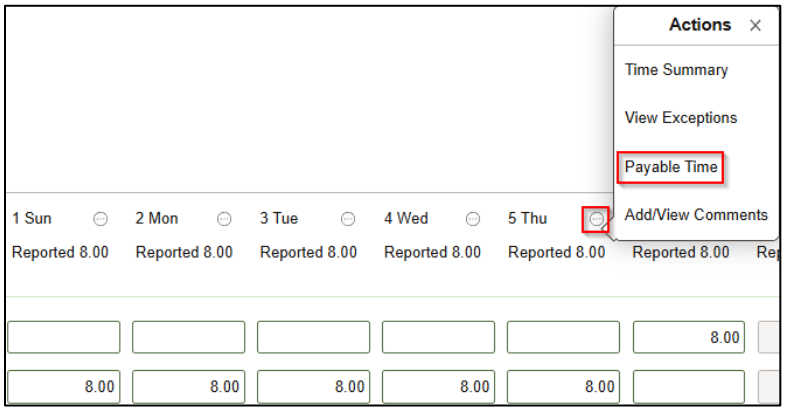
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

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

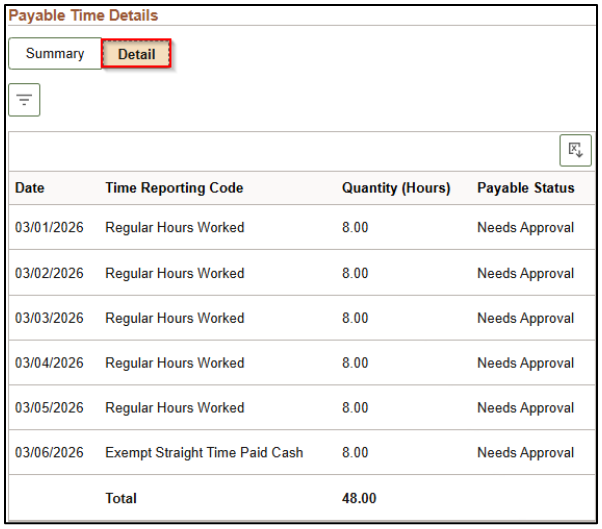


View Payable Time

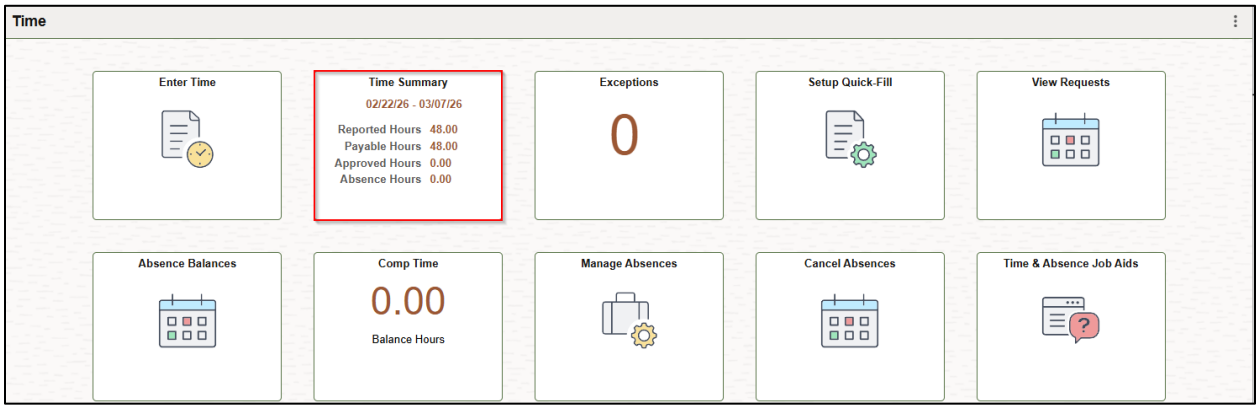
After submitting the timesheet, click on the circle next to any day and click on **Payable Time**.



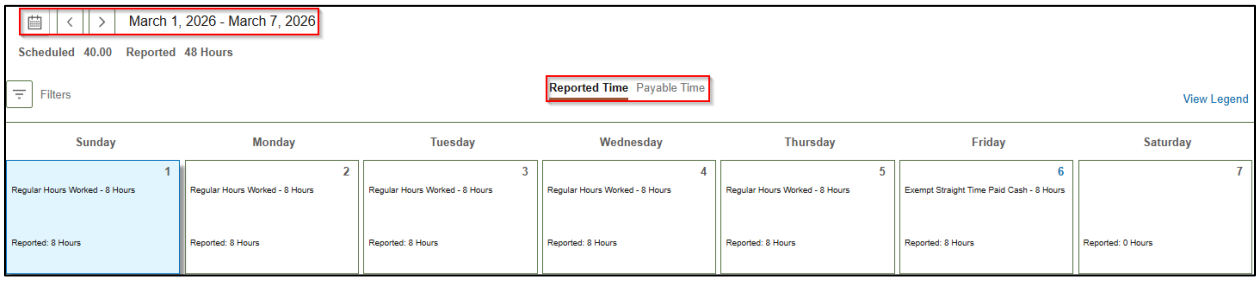
The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.



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

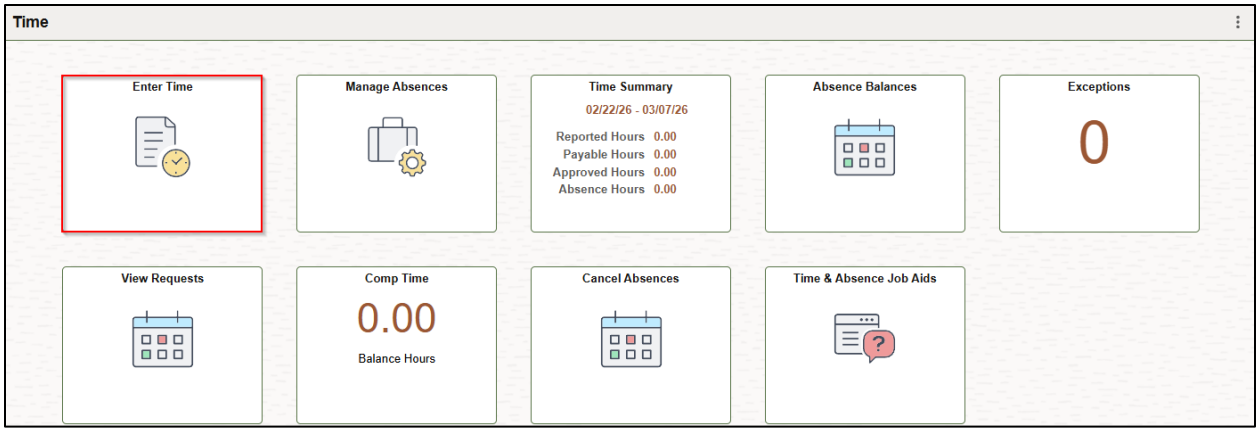


1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Click on calendar icon to change the week.
3. Click on Reported Time or Payable Time.

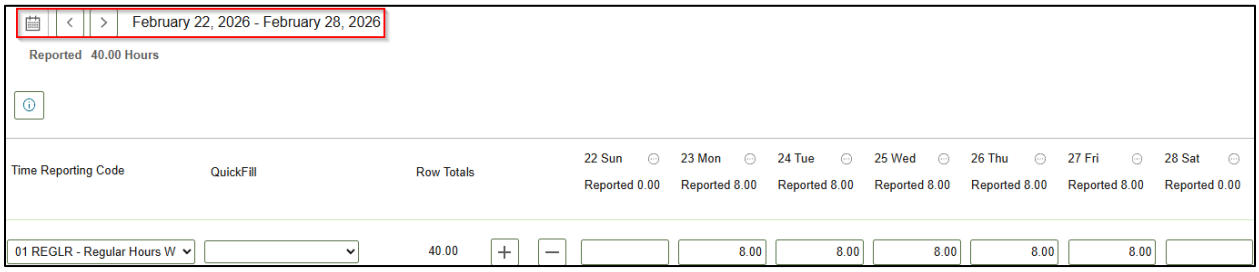


Adjust Reported Time

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

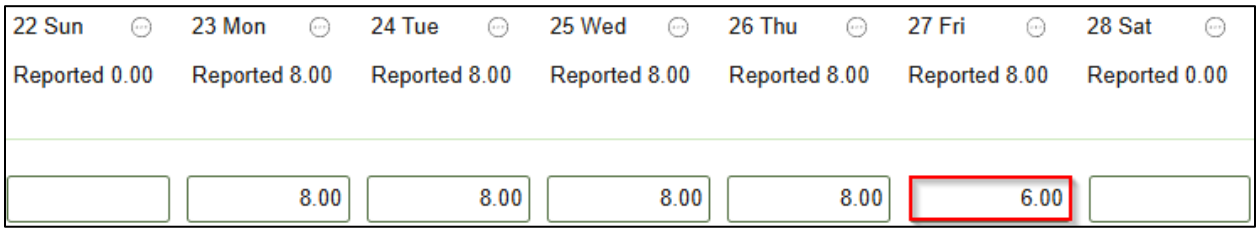


Click the arrows at the top to change to the week being adjusted or click on the calendar icon to select a specific week by calendar.



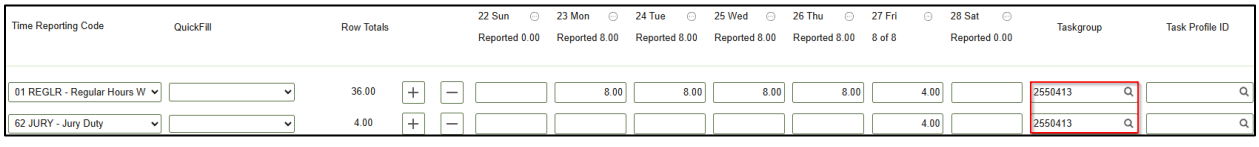
NOTE: You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

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.

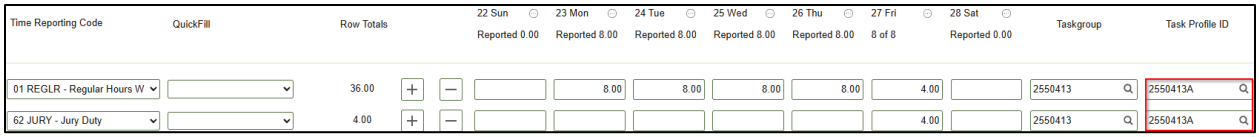


Task Profile Entry

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.

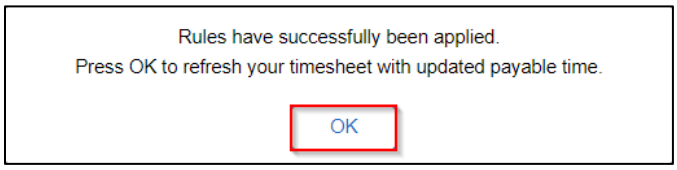


Click the magnifying glass to select the appropriate **Task Profile ID**.



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 **Submit** in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

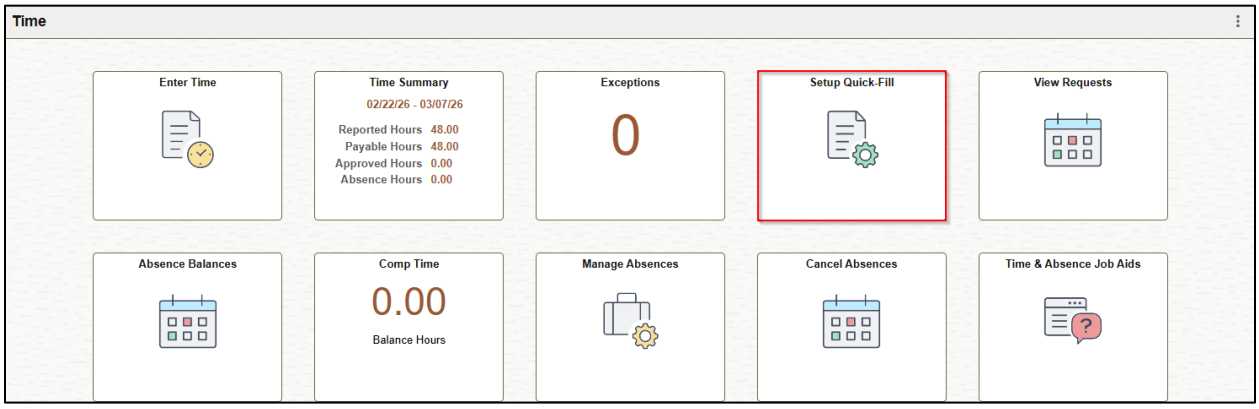


Please refer to the next section for instructions on setting up Quick Fill options for different Taskgroup/Task Profile combinations.

Quick Fill Setup

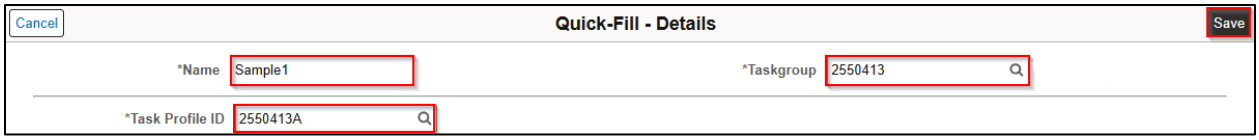
A feature is available for **Taskgroup** reporting that allows you to set up one or more **Taskgroup** and **Task Profile** combinations to select on the timesheet by following the steps below.

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

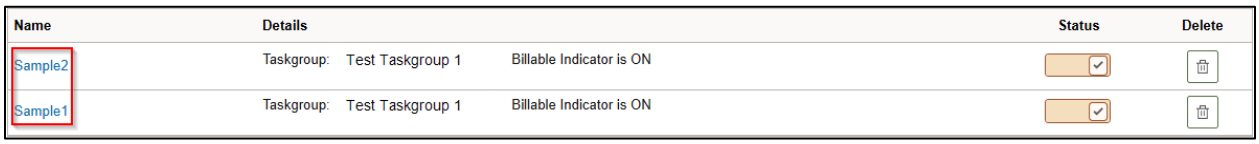


Click **Add**.

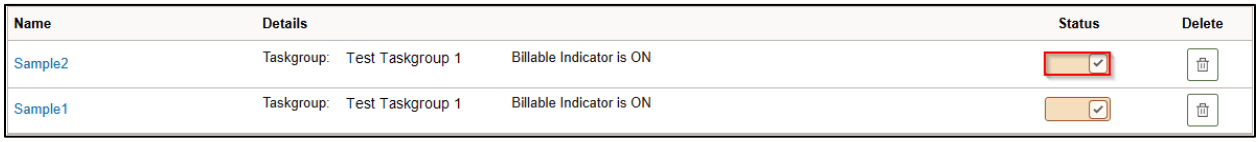
1. Enter a name for the **Quick Fill** template.
2. Enter the desired **Taskgroup** or click the magnifying glass to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click magnifying glass to select from a list.
4. Click **Save**.



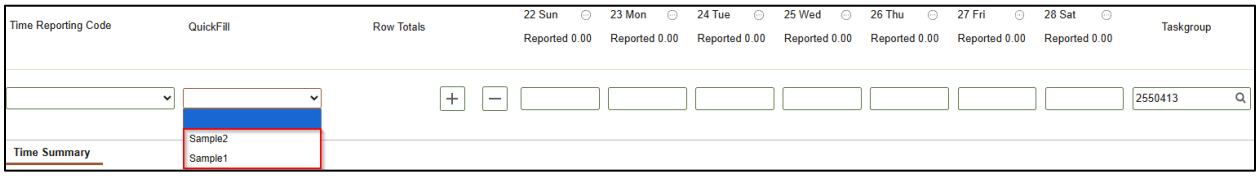
Repeat the steps above if you wish to add additional **Quick Fill** templates on the timesheet. All saved **Quick Fill** templates will be visible on this page. Click on the **Name** link to edit a template.



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

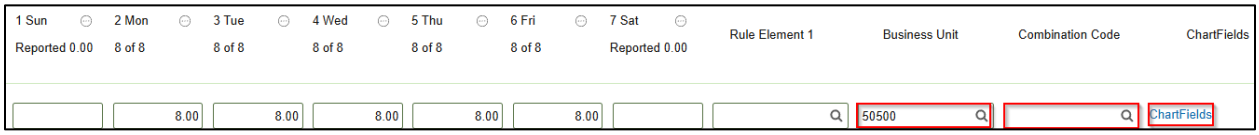


Return to *Enter Time*. Active **Quick Fill** templates can be selected on the timesheet to populate the corresponding **Taskgroup/Task Profile** combination.

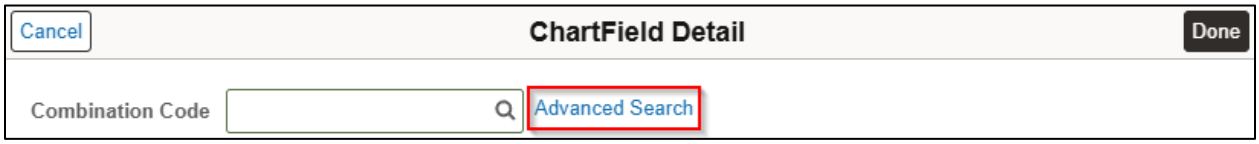


Speed Type Entry

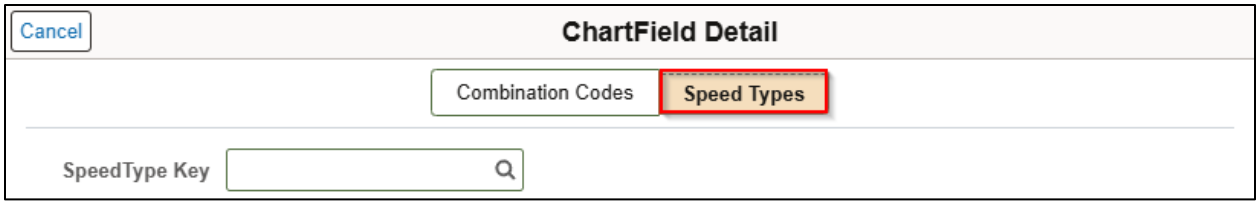
Your default **Business Unit** (Agency) will auto-populate. Click the **ChartFields** link to enter a combination code using a SpeedType.



Click on the **Advanced Search** link.



Click on **Speed Types**.

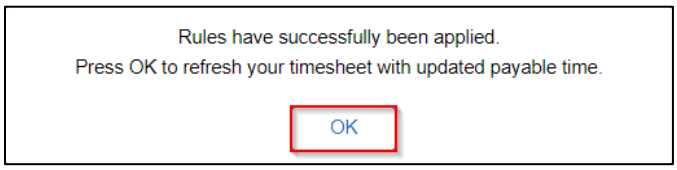


Enter the **SpeedType** as directed by your supervisor or click the magnifying glass and select the applicable row. The SpeedTypes displayed are specific to your agency.

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

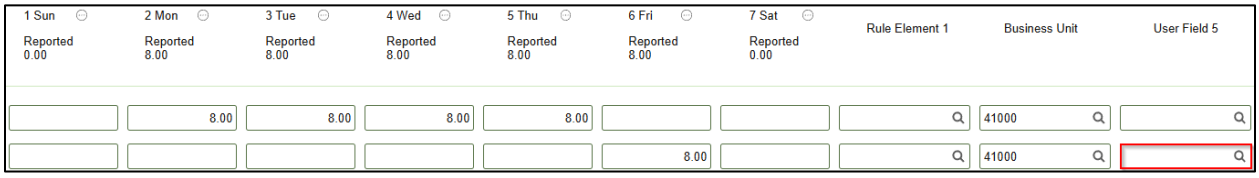
Click anywhere in the Search Results with the corresponding **SpeedType** at the bottom.

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**.



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.

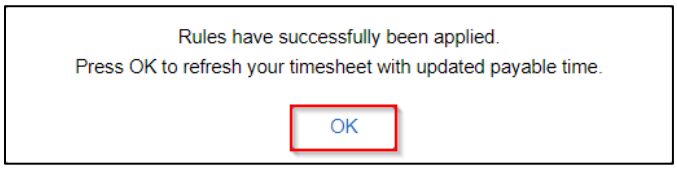


A list of available values will populate. Click on the desired **User Field 5** row.

User Field 5	Description
4109660000	Security-Copper Lake Schools
4109650000	Security-Lincoln Hills School

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 **Submit** in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.



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