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 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 EXCM 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**.

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

**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.

**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.**

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Quantity (Hours)</th>
<th>Payable Status</th>
<th>Approval Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/15/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/16/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/17/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/18/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/19/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/20/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/21/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/22/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/23/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/24/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/25/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td>02/26/2021</td>
<td>Regular Hours Worked</td>
<td>8.00</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>80.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*.

![Image of My Time interface](image)

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.

![Image of calendar interface](image)

**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.

![Image of task profile](image)

**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.

![Image of task profile list](image)
Click ![Icon](image) to select the appropriate **Task Profile ID**.

![Image](image)

**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](image) in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

![Image](image)

*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**.

![Image](image)

Click **Add**.
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 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 **SpeedTypes**.

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

<table>
<thead>
<tr>
<th>SpeedType Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>184055100</td>
<td>new speed type needed</td>
</tr>
<tr>
<td>0076543210</td>
<td>Revenue Transfer</td>
</tr>
<tr>
<td>LGIP</td>
<td>Local Government Invmt Pool</td>
</tr>
<tr>
<td>RETURNS</td>
<td>returned items</td>
</tr>
<tr>
<td>WRITE OFF</td>
<td>write off-bank reconciliation</td>
</tr>
</tbody>
</table>

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**.

### 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.