



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

Punch time entry is for hourly employees that report hours using in and out punches on a daily basis.

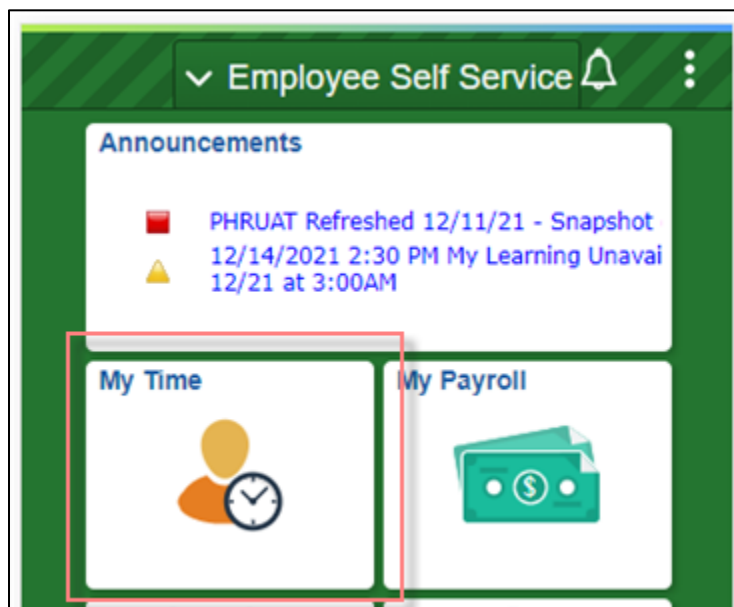
If reporting to task profiles/combo codes/user fields, it's highly recommended that you create quick fill(s) on your computer to make the mobile time entry process easier. Go to [Quick Fill Setup](#) for quick fill instructions via mobile or go to [ESS Punch Time](#) job aid for quick fill instructions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

Time reporting codes (TRCs) 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.

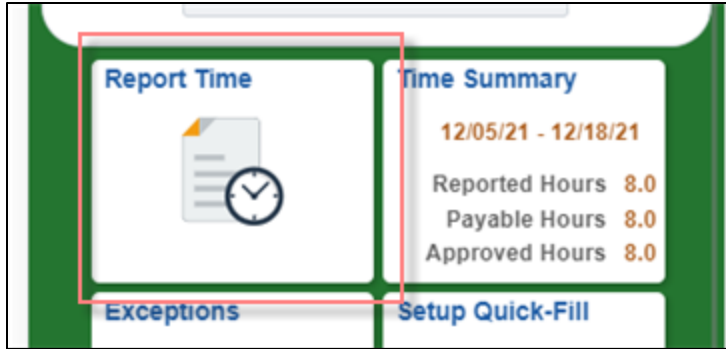
The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

Enter Punch Time

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

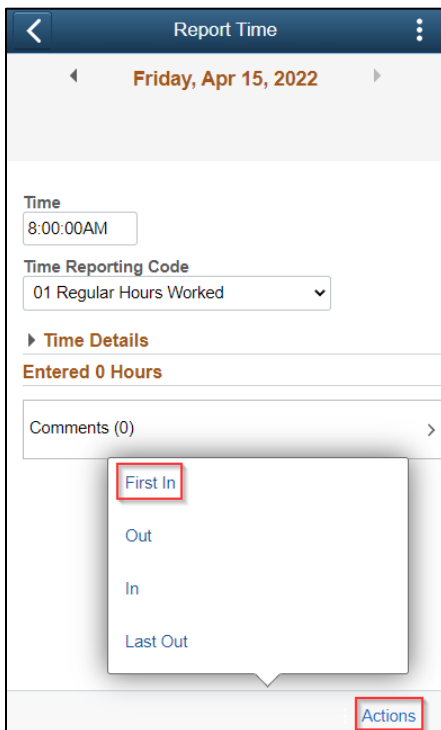


Select *Report Time*.



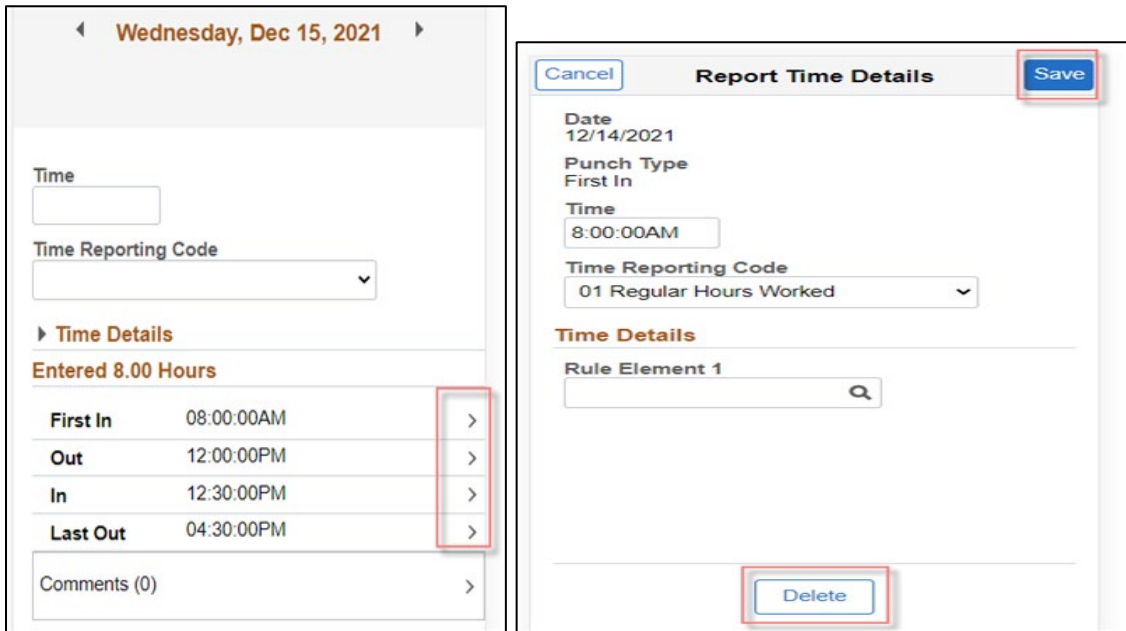
To enter punch time:

1. Click the arrows at the top to change to the day being entered.
2. Enter the time you began working for the day in the **Time** box (acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4.30p).
3. Click on the drop down for **Time Reporting Code** (TRC) box and choose the applicable TRC.
4. Click on **Actions** at the bottom right and select the **First In** in the box.

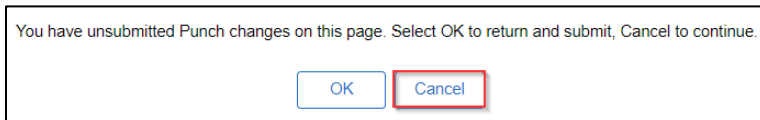


5. To account for non-payable time (i.e. lunch break) repeat steps 2-4 and select **Out** from the box for when you began your lunch and select **In** from the box when you returned from lunch.
6. Repeat steps 2-4 to enter the time you ended your work day and select the **Last Out** box. **You MUST enter a time in the Last Out column or you will receive an exception error when you submit.**

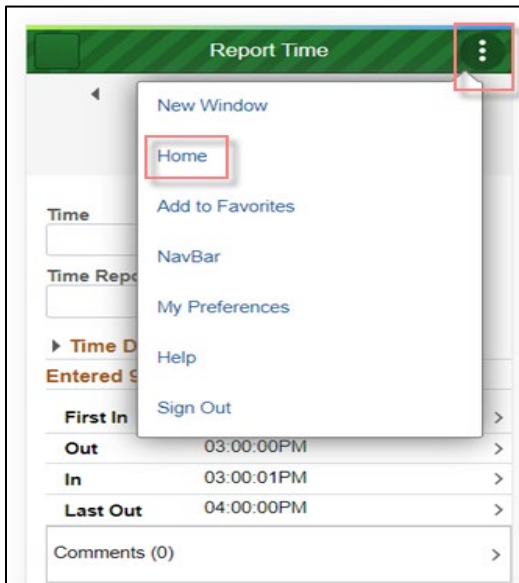
- Screen will display the number of hours entered and show the **First In, Out, In, and Last Out** as you complete each of the entries. You should review the entries by clicking on the arrow to the right of each entry and make any changes if necessary.



- Click on the arrow at the top of screen to move to another day. Click cancel on the message.



- To return to original screen, click on the **three dots** in upper right corner and click on **Home**.



10. If entering consecutive punches in two rows, use the next :01 second after the **Out** in the first row.

Report Time

Thursday, Dec 16, 2021

Time

Time Reporting Code

Quick Fill

Time Details

Entered 3.00 Hours

First In	07:00:00AM	>
Out	10:00:00AM	>
In	10:00:01AM	>

Comments (0) >

NOTE: The **Out** and **In** punches must have exactly a one second difference in order to be paid correctly.

11. If a **Last Out** punch occurs on the following day(overnight shift), enter the time you started working in the **First In** box for the first day.

12. Use the arrow by the date to move to the next day, click cancel when prompted for unsubmitted time, and put the time you finished working in the **Last Out** box on the second day.

You have unsubmitted Punch changes on this page. Select OK to return and submit, Cancel to continue.

OK Cancel

Report Time

Monday, Dec 20, 2021

Time

Time Reporting Code

Time Details

Entered 8.00 Hours

First In	10:30:00PM	>
----------	------------	---

Comments (0) >

Report Time

Tuesday, Dec 21, 2021

Time

Time Reporting Code

Time Details

Entered 0.00 Hours

Last Out	06:30:00AM	>
----------	------------	---

Comments (0) >

13. If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes. The total amount of payable hours will be reflected on the day you reported your first **First In** punch for that shift.
- 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.

Record Overtime

If your agency policy allows you to override the default payout method when overtime hours are worked, use **Rule Element 1** to perform the override. This field allows you to allocate those hours to be paid to you in CASH, put towards COMP time earned, or a COMBO of both. Contact your agency payroll specialist if you are unsure of your agency's policy.

1. Select the last day with hours reported for the week.
2. Click on the **Time Details** dropdown.

Report Time

Thursday, Dec 16, 2021

Time
4:00:00PM

Time Reporting Code
01 Regular Hours Worked

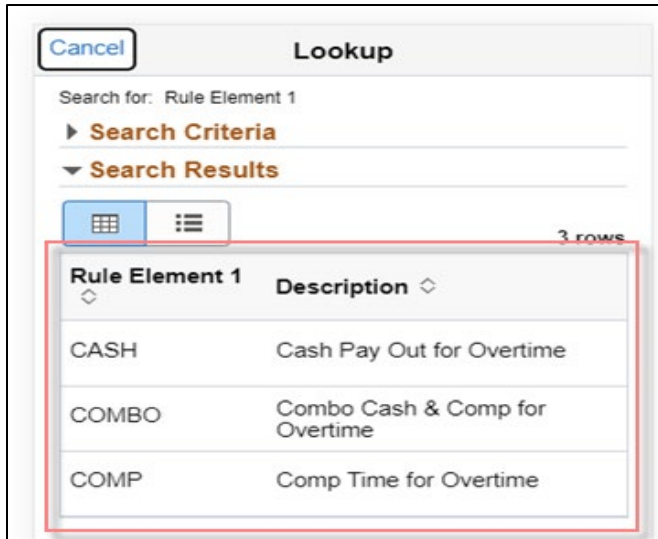
Time Details

Rule Element 1

Entered 8.00 Hours

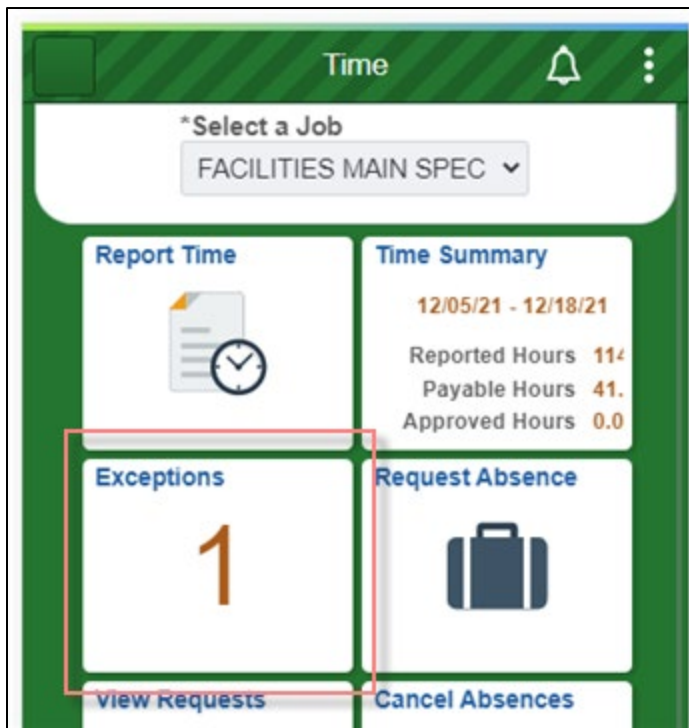
First In	07:00:00AM	>
Out	03:00:00PM	>
In	03:00:01PM	>

3. Click the magnifying glass and select the appropriate **Rule Element**.

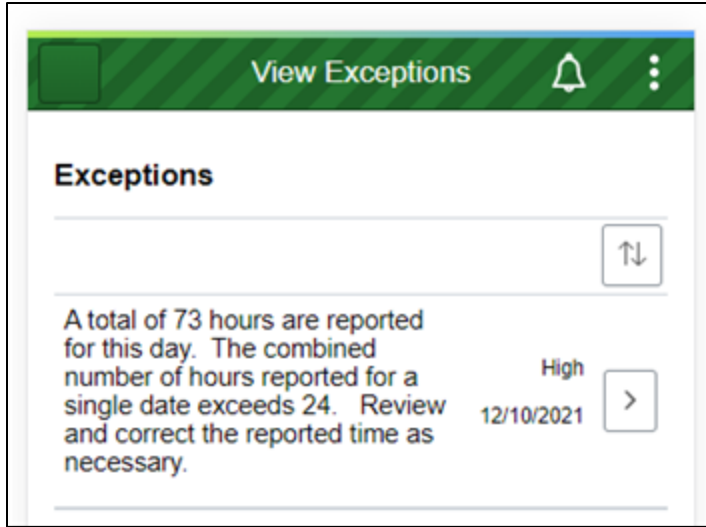


View Exceptions

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



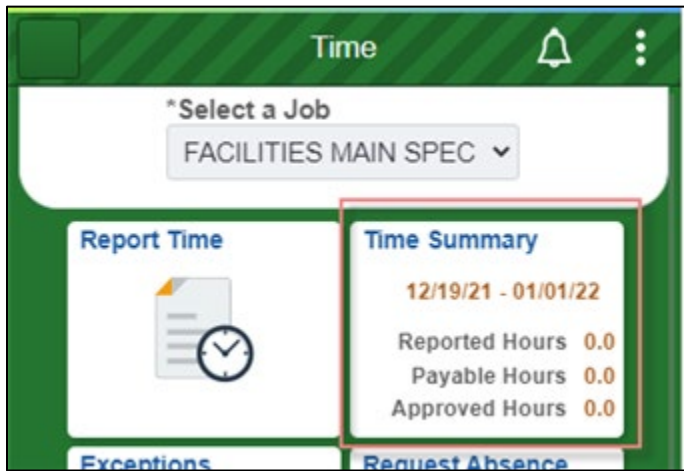
View Exceptions will give you a description of the error, the date, and severity of the exception. Go back to that date and correct the exception.



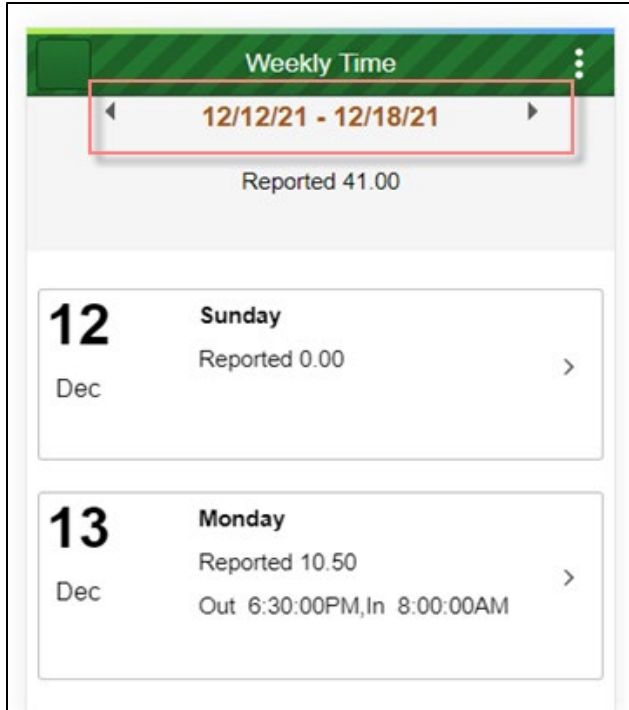
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

View Summary of Time and Adjust Reported Time

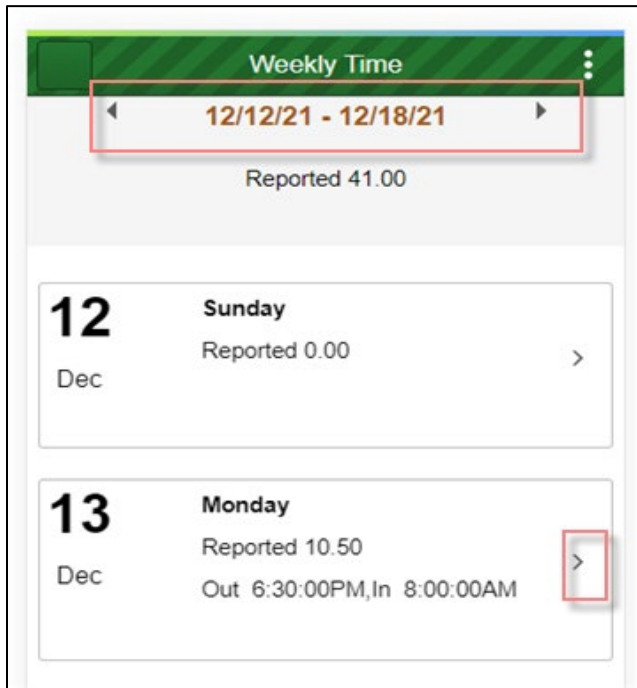
To view a summary of your time, return to *My Time* and click on *Time Summary*.



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.



You can scroll up and down on this screen to view each of the days reported time in that week.



From the *Report Time* screen you can make changes to your hours. Select the day you wish to make an adjustment to and update the punch times (see page 2 for more detail).

Report Time

Tuesday, Dec 14, 2021

Time

Time Reporting Code

Time Details

Entered 11.00 Hours

First In	07:00:00AM	>
Out	12:00:00PM	>
In	12:30:00PM	>
Last Out	06:30:00PM	>

Comments (0) >

Submit Actions

After you make your adjustment and updates on the *Report Time Details*. Click **Save**.

Cancel Report Time Details Save

Date
12/14/2021

Punch Type
In

Time
1:00:00PM

Time Reporting Code
01 Regular Hours Worked

Time Details

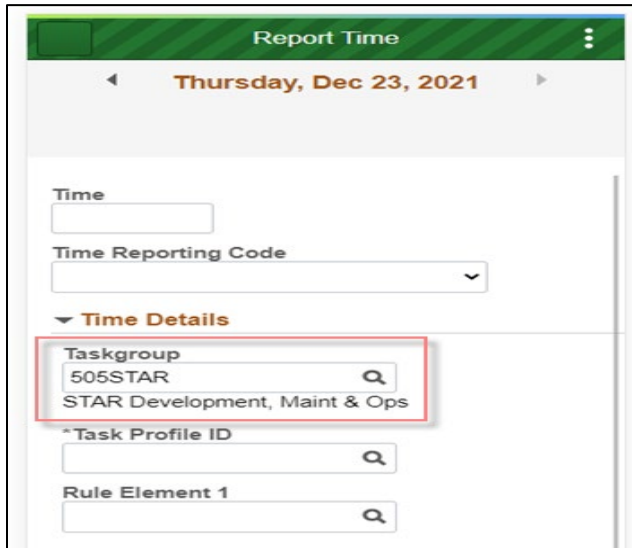
Rule Element 1

Delete

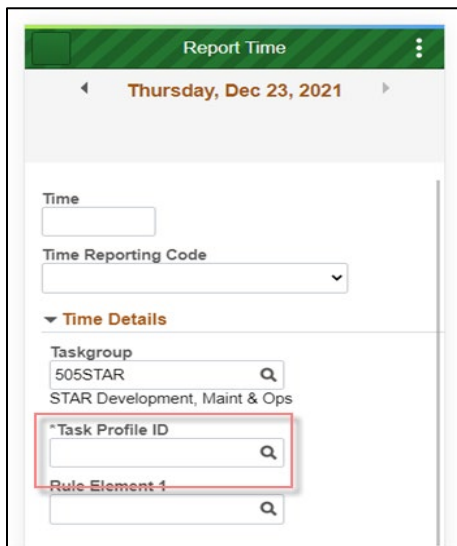
NOTE: You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

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**.

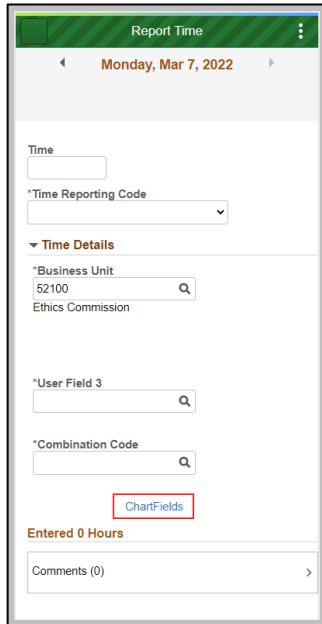


NOTE: Depending on your agency's policy, you may be required to select a task profile for each line with work time entered before submitting.

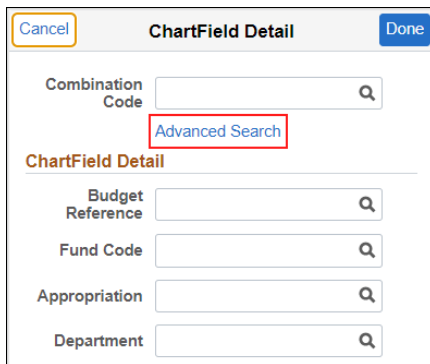
When you have finished recording your time for the week, you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

Speed Type Entry

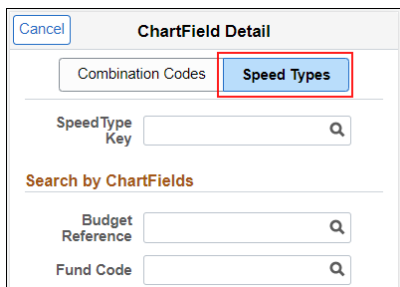
Your default Business Unit (Agency) will auto-populate. Click the **ChartFields** link to enter a combination code using a SpeedType.



Click on the **Advanced Search** link.



Click on **Speed Types**.



Enter the **SpeedType** as directed by your supervisor or click on the magnifying glass 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

The ChartField Detail is filled in automatically. Click **Done** to return to the timesheet.

Cancel **ChartField Detail** Done

Combination Code

Advanced Search

ChartField Detail

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

Fund Affiliate

When you have finished recording your time for the shift, click **Actions** in the lower right hand corner and click the appropriate option (First In, Out, In, Last Out).

Report Time

Friday, Apr 15, 2022

Time
7:00:00AM

Time Reporting Code
01 Regular Hours Worked

Time Details

Rule Element 1

Business Unit
39500

Transportation

Combination Code
000723594

User Account

Entered 0 H

Comments

Out
In
Last Out

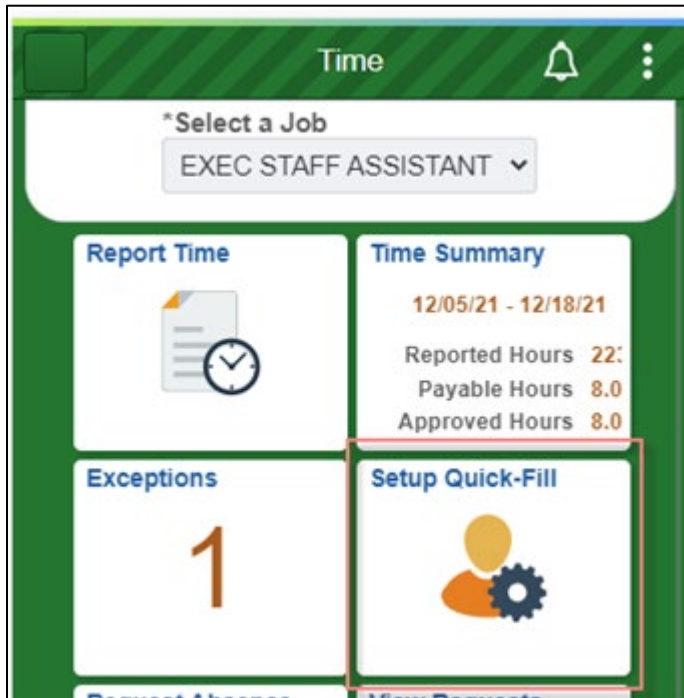
If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

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

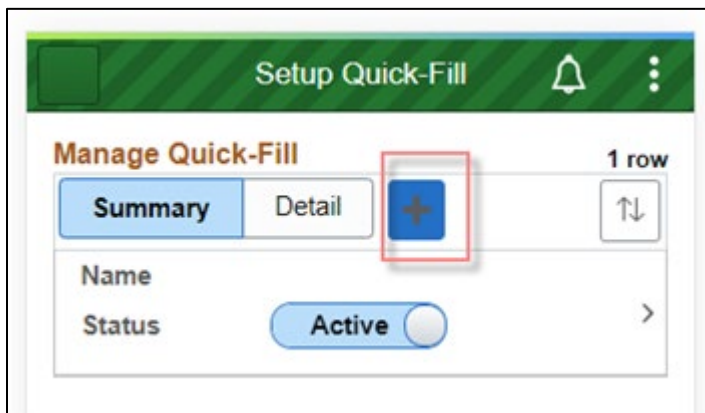
Quick Fill Setup

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 *Report Time* page and select *Setup Quick-Fill*.



Click the **plus sign**.



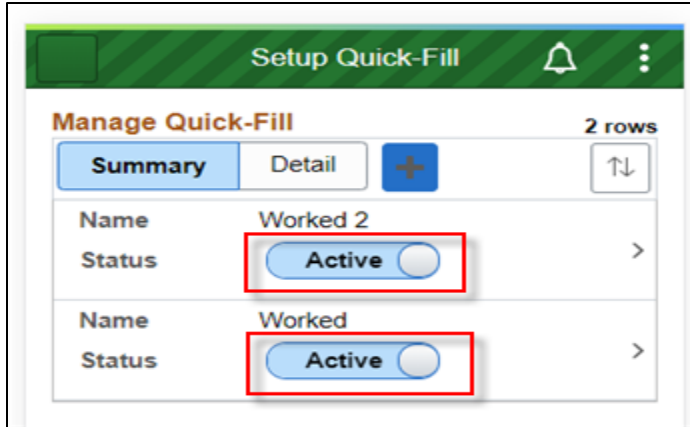
1. Enter a name for the **Quick Fill** template.

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**.

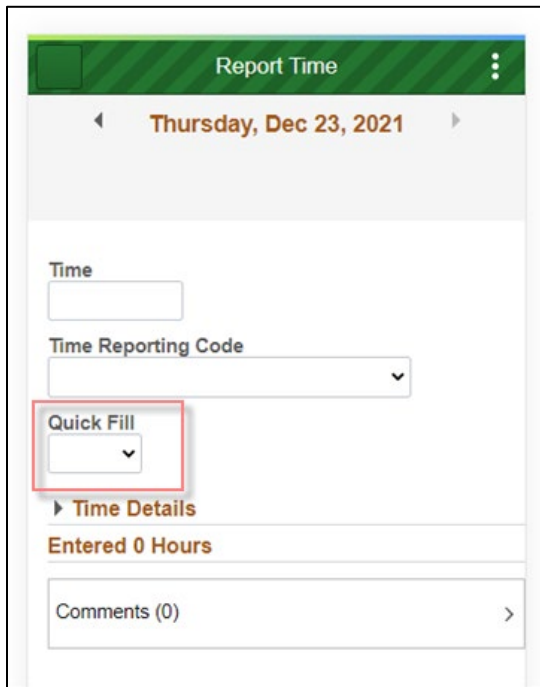
Repeat the steps above if you wish to add additional **Quick Fill** templates on the timesheet. All saved **Quick Fill** templates will be visible on this page. Click on the **arrow** link to edit a template.

Manage Quick-Fill		2 rows
Name	Worked 2	>
Status	Active	>
Name	Worked	>
Status	Active	>

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



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



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**.

If **User Field 5** is being used on an overnight shift, make sure to enter on both days that contain the **First In** and **Last Out** punches.

When you have finished recording your time for the shift, click **Actions** in the lower right hand corner and click the appropriate option (First In, Out, In, Last Out).

If **User Field 5** is being used on an overnight shift, make sure to enter on both days that contain the **First In** and **Last Out** punches.

If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

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.