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*.
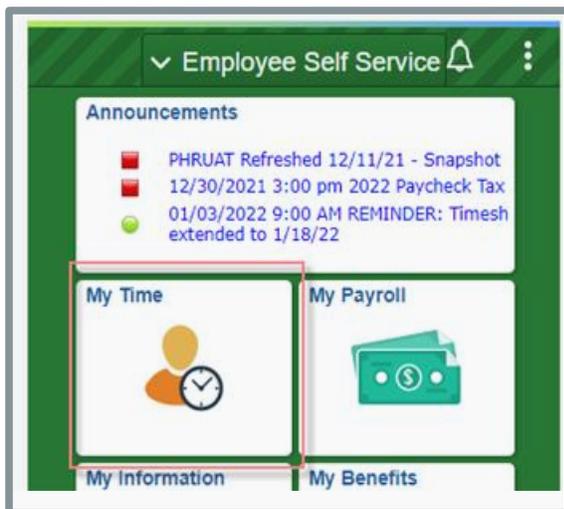
Select *Weekly Time*
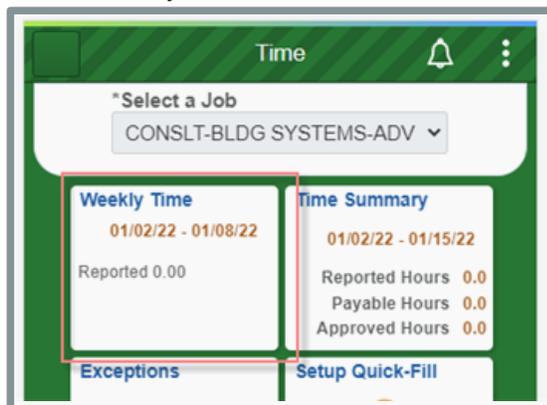
To enter elapsed time:

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).

5. Click on **Time Details**

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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
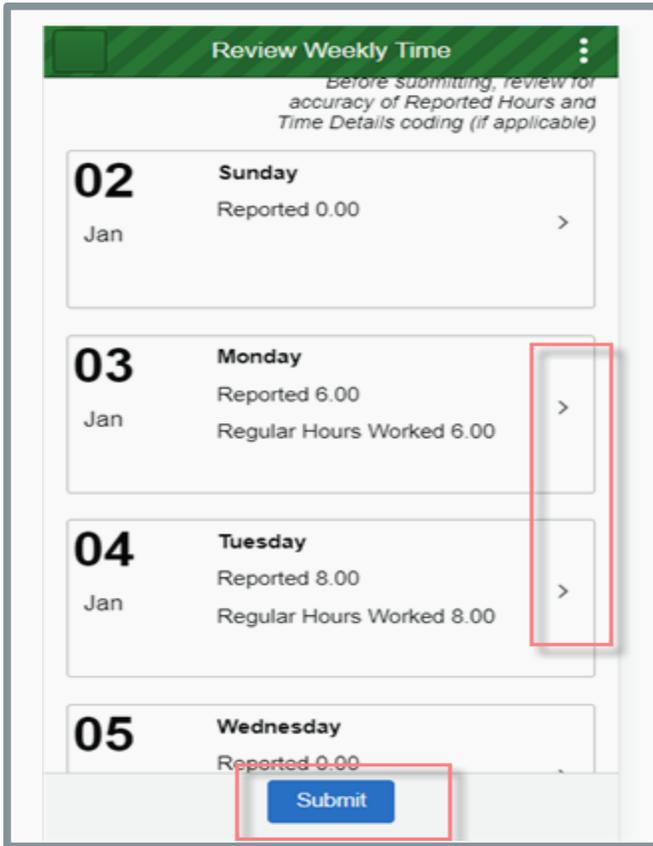
10. To return to the original screen click on the three dots in top right and select **Home**

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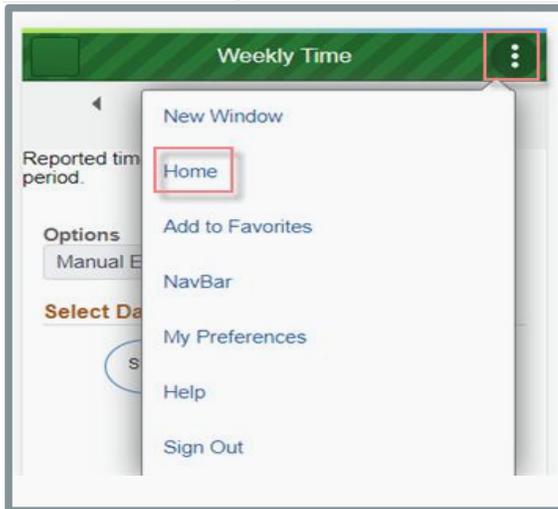
To designate additional hours/units to a different time reporting code for a given day:

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**.

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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
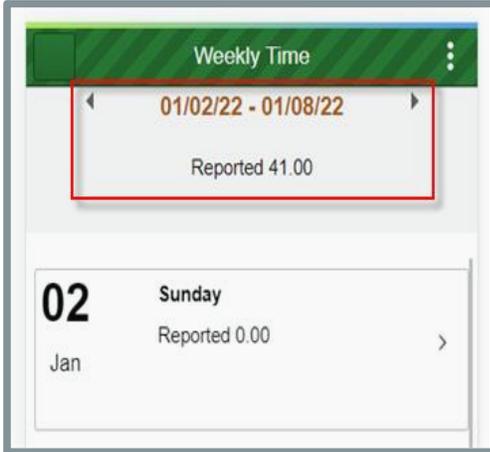
Week 2: 41 hours (2 hours of overtime)
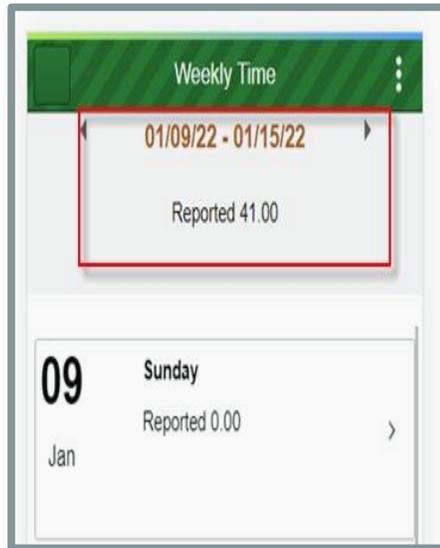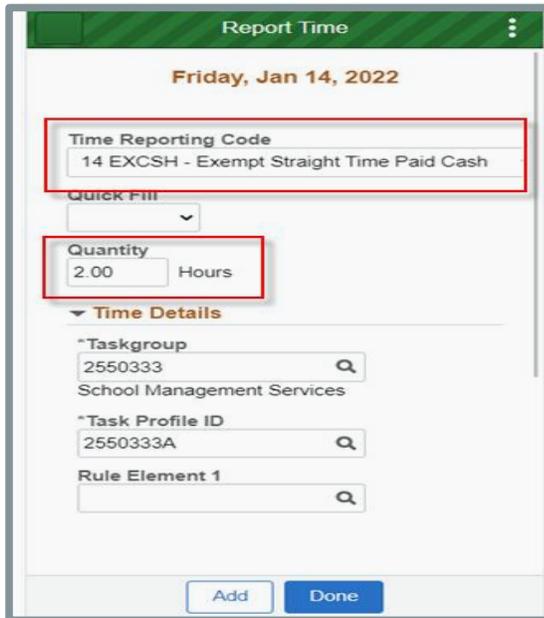
NOTE: Once 80 hours are reached for the pay period, hours will default to unpaid unless **Time Reporting Code** *EXCSH* or *EXCMP* is used.

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**.

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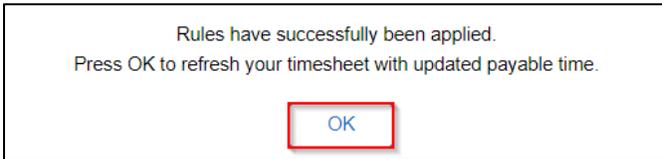
View Exceptions

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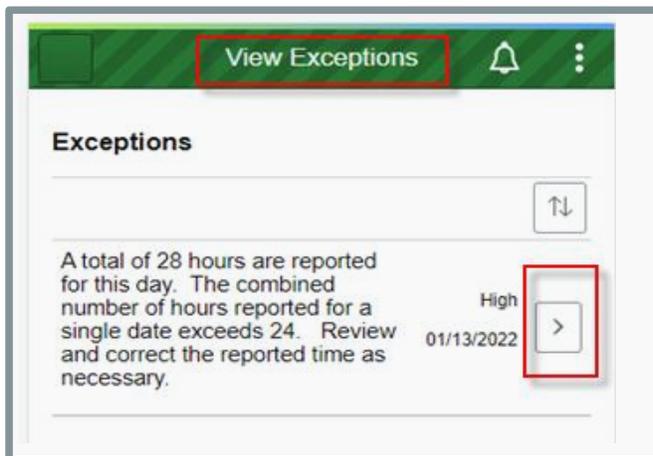
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

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View Summary of Time and Delete Time

To view a summary of your time, return to *My Time* and click on *Time Summary*
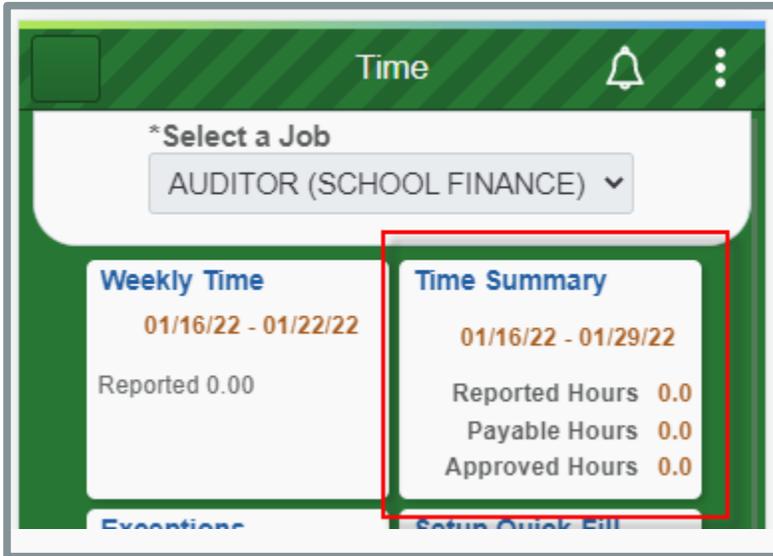
The *Time Summary* will show reported hours by week. You may scroll with the arrows next to the date range to search for the desired week.

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.

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

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5. Click on the **Delete** button and then the **Yes** button
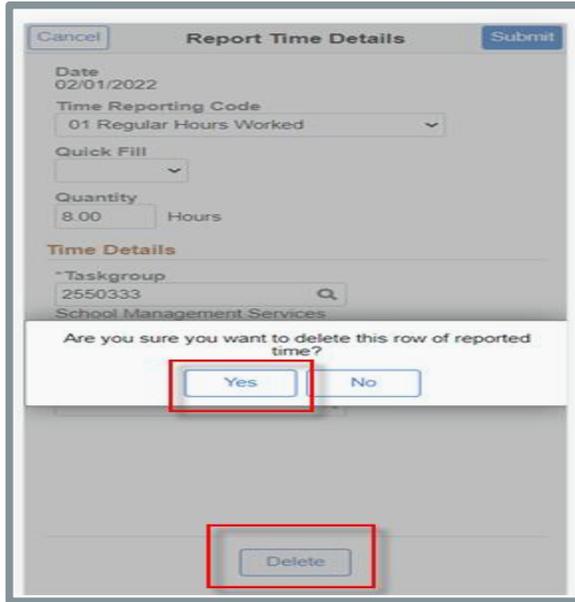
6. The time entry is now gone so you can either move to another day using the arrows with the date or you can make a new entry and click on the **Submit** button.
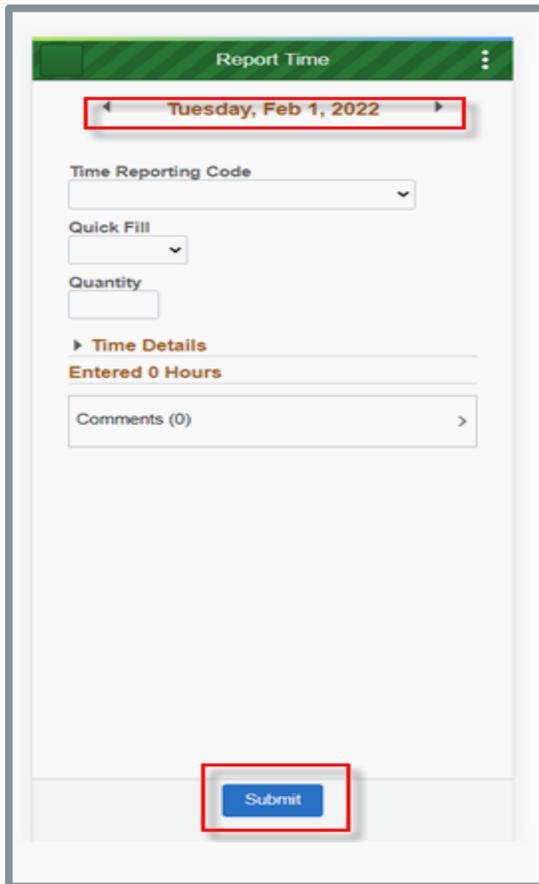
Adjust Reported Time

To adjust your reported time, return to *My Time* and click on *Time Summary*.
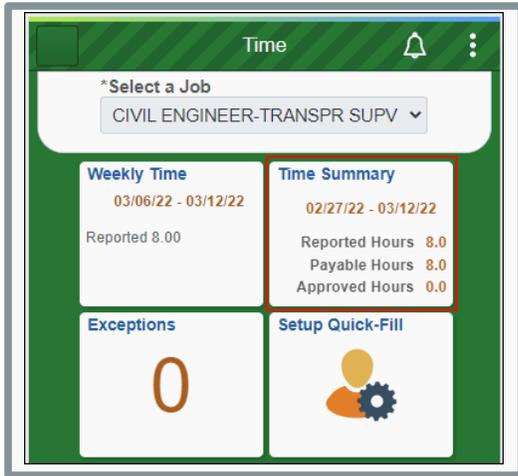
Click the arrows at the top to change to the week being adjusted or click on the dates to choose a specific week by calendar.
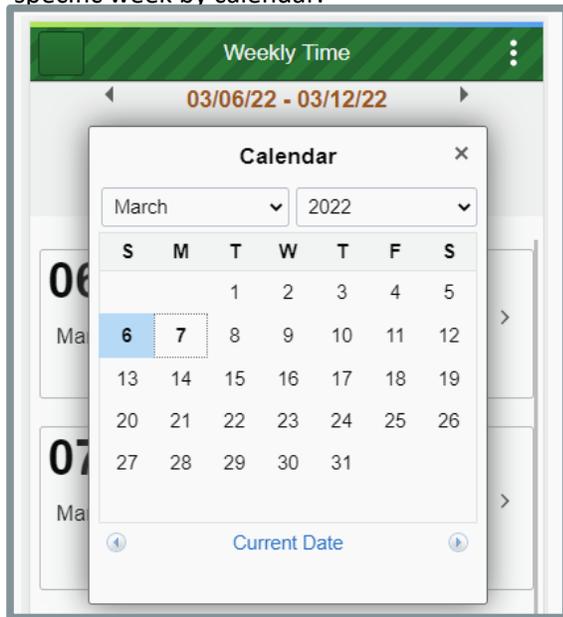
NOTE: You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

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.

Click on the hours you want to change.

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

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

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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**.

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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.

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

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

Review your time then click **Submit**.

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

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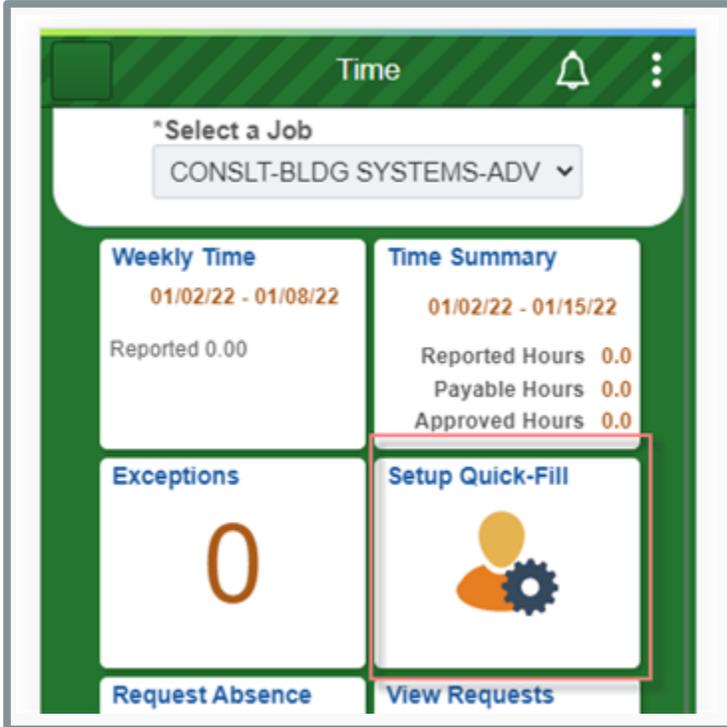
Return to the *My Time* page and select *Setup Quick-Fill*.

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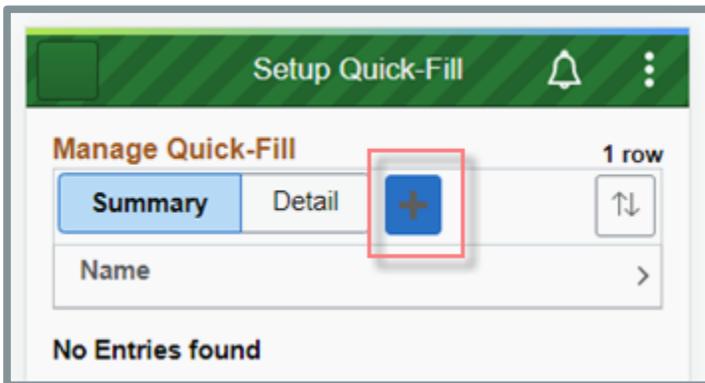
1. Enter a name for the **Quick Fill** template.
2. Enter the desired **Taskgroup** or click 🔍 to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click 🔍 to select from a list.
4. Click **Save**.

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.

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

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User Field 5 Entry

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

Weekly Time ⋮
◄ 10/02/22 - 10/08/22 ►

Time Reporting Code
01 REGLR - Regular Hours Worked ⌄

Quantity
8.00	Hours

▼ Time Details

Rule Element 1
🔍

Business Unit
41000	🔍
Corrections

User Field 5
🔍

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**.

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

Review your time then click **Submit**.

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.

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