

# ESS Time Entry

In order to better align with future product releases and accessibility standards the Weekly Time Entry and Daily Time Entry tiles are being replaced by a single tile called Time on the Employee Self Service home page (Figure 2.1)

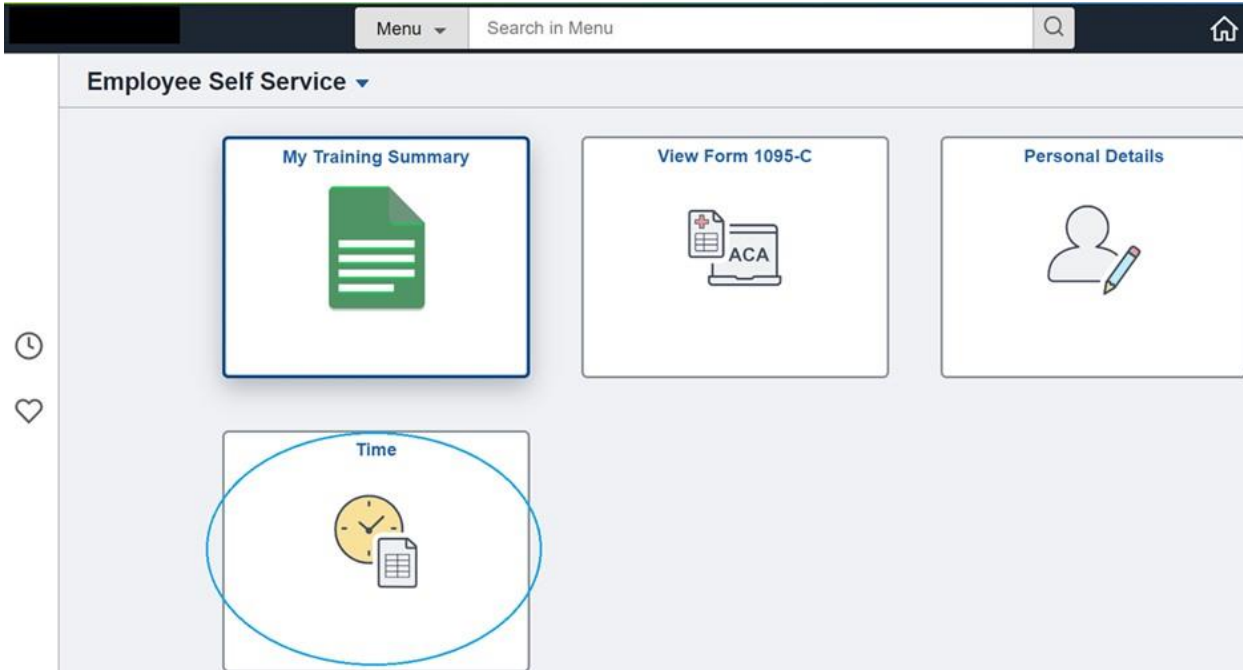


Figure 2.1

Clicking on this tile will bring you to the following (Figure 2.2).



Figure 2.2

It is important to note that this is a change to navigation only. The time functionality remains the same.

Starting from the top left in Figure 2.2.

1. The Enter Time tile will bring you to your weekly time sheet.
2. The Time Summary tile will allow you to see Reported and Payable time for entire pay periods.
3. The Exceptions tile will bring you to View Exceptions. Pay particular attention to Exceptions marked as high.
4. The Daily Time Entry tile will bring you to a screen where you can enter time day by day.
5. The Leave/ Comp Time tile will allow you to view your available accrued time.
6. The Payable Time tile will bring you to a screen where you can view payable time using a custom range of dates.

If you would like more information on these tiles or training on self-reporting time, please contact us through [AskHR](#), selecting the Topic HR Direct Training.

