## 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 <u>AskHR</u>, selecting the Topic HR Direct Training.

