

Employee HR and Payroll Self Service (ESS) Training Manual 2019




Introduction to Employee Self-Service (ESS)

Employee Self-Service is a web-based portal that provides you with visibility to salary and benefit information contained within the Ellucian Colleague modules. The ability to view human resource

Employee Leave Balances

In this area you will be able to view your Vacation and Sick/Personal balances. Click on "Leave".



Leave

Here you can view your leave balances.

Notice you can view what you have used and your overall balance in the graphic at the top of the screen. Details about accrual earnings, usage and adjustments are found below.

Leave

Leave Balance




Leave - As Of 9/20/2019

Description	Starting Balance	Earned	Used	Adjustments	Balance
Vacation	109.00	0.00	0.00	0.00	109.00
Comp Time	0.00	0.00	0.00	0.00	0.00
Sick Leave - Hourly Biweekly	0.00	76.00	0.00	0.00	76.00
Floating Holiday	0.00	0.00	0.00	0.00	0.00

Time History for Employee

Select Time History



Time History

Here you can view your paid timecards.

In this section you can view time sheet history. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.

Time History

Select a Year to view associated Pay Period

2019

Pay Period

04/07/2019 - 04/27/2019 Bi-Weekly Pay Cycle	>
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04/07/2019 - 04/27/2019
Bi-Weekly Pay Cycle

Dates

04/07/2019 - 04/13/2019
04/14/2019 - 04/20/2019
04/21/2019 - 04/27/2019

Time Entry and Approval

Employee Time Entry

In the Time Entry area of ESS you are able to view, enter, make comments, and submit time worked. To start entering your time in ESS click on "Time Entry"



Time Entry

Here you can fill out your timecards.

1. Select the pay period and click the blue arrow on the far right to open the timesheet.


In this example, the person has one job.

07/07/2019 - 07/13/2019 Due by: 8/19/2019 11:00 AM Total: 40.00 Hours	Submitted	Clerk, Ap Long Title	>
07/14/2019 - 07/20/2019 Due by: 8/19/2019 11:00 AM Total: 40.00 Hours		Clerk, Ap Long Title	>
07/21/2019 - 07/27/2019 Due by: 9/2/2019 11:00 AM Total: 40.00 Hours	Approved	Clerk, Ap Long Title	>
07/28/2019 - 08/03/2019 Due by: 9/2/2019 11:00 AM Total: 64.00 Hours	Approved	Clerk, Ap Long Title	>
09/15/2019 - 09/21/2019 Due by: 10/28/2019 11:00 AM Total: 0.00 Hours		Clerk, Ap Long Title	>

Multiple jobs will look like this; click the blue arrow to expand all timesheets.

Administrative Assistant to the President
Admissions Counselor
(temporary, Non-Exempt)

>



- Enter Time Worked. Some positions require detailed time entry, others only summed hours per day. Your time will save automatically. There is a Save button, but you don't really need it.

Summary time entry view

Pay Period 09/15/2019 - 09/28/2019
[All Time Sheets](#)

Week 09/15/2019 - 09/21/2019
 40.00 Total hours

Saved at 1:52 PM Save View Leave Balances

ZAPMA62102CLER • Clerk, Ap Long Title
 Ingram, Vikki L • AP Manager • Main Campus
 40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
+ Additional Time								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Comments Submit for Approval

Detail time entry view (time in and out)

To

Week 09/22/2019 - 09/28/2019
 39.50 Total hours

Saved just now Save View Leave Balances


ZAPMA62102CLER • Clerk, Ap Long Title
 Ingram, Vikki L • AP Manager • Main Campus
 39.50

Earn Type	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28	Total
Work Schedule							0.01	0.01
Regular Pay	00:00 AM	8:00 AM	8:00 AM	9:00 AM	00:00 AM	8:00 AM	00:00 AM	31.50
	00:00 AM	12:00 PM	11:30 AM	4:30 PM	00:00 AM	12:00 PM	00:00 AM	
		1:00 PM	12:30 PM	+		1:00 PM		
		5:00 PM	5:00 PM			5:00 PM		
		- +	- +			- +		
Sick					8.00			8.00

Remove Sick

Notice that the arrows toggle back and forth between both weeks in the pay period to allow you to enter time on the correct week.

< Week 09/15/2019 - 09/21/2019 40.00 Total hours >



ZAPMA62102CLER • Clerk, Ap Long Title
Ingram, Vikki L. • AP Manager • Main Campus
40.00

3. Submit time for approval based on HR policies. If you wish to make comments on your timesheet, you must do it before you "Submit for Approval".

< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved Save View Leave Balances

+ Additional Time

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
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Comments Submit for Approval

4. After clicking "Submit for Approval" you will see this pop up in the upper right corner of your screen. Your Supervisor will get an e-mail that you have submitted your timecard.

✓ Success!

If you made a mistake on a timecard and you need to correct it, click "Return Timecard to Edit". Once you've made your changes, resubmit the time. Keep in mind that your Supervisor will get an email for each action that you make to the timecard.

Position Total Hours:	0.00	5.0
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[Comments](#) [Return Timecard to Edit](#) 

Entering in Vacation/Sick or other Leave Time

1. From your timecard, Select "+ Additional Time".


Pay Period 09/15/2019 - 09/28/2019
[< All Time Sheets](#)

[<](#) Week 09/15/2019 - 09/21/2019 [>](#)
40.00 Total hours

Saved at 1:52 PM [Save](#) [View Leave Balances](#)

ZAPMA62102CLER • Clerk, Ap Long Title
Ingram, Vikki L. • AP Manager • Main Campus
40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

[+ Additional Time](#) 

Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
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[Comments](#) [Submit for Approval](#)

2. Select the earnings type you wish to enter

Earn Type	Sun
Regular Earnings	<input type="text"/>

Choose Earn Type ^

-
- Sick/Personal
- Vacation
- Jury Duty
- Funeral
- Personal Time
- Holiday/Weather Closing

Submit for Appro

Enter the number of hours on the day of the week in which you took the leave. For this example, we will select funeral leave. Enter the number of hours. You can add other leave types by clicking "+ Additional Time" and repeating the process. Once you are done, you may exit the timecard (remember your time saves automatically) or you can click Save. If you have finished entering time for the pay week, click "Submit for Approval".

Pay Period 09/15/2019 - 09/28/2019
< All Time Sheets

Week 09/15/2019 - 09/21/2019
40.00 Total hours

Saved at 1:52 PM Save View Leave Balances

ZAPMAG2102CLER • Clerk, Ap Long Title
Ingram, Vikki L • AP Manager • Main Campus
40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00
+ Additional Time								
Position Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Comments Submit for Approval