



City of Portland

ESS Time Sheet User Guide



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Last modified: 12/23/2013

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A Quick Tour of the New Time Sheet

Overview

The ESS time sheet has been designed to make access to information and data entry a quick process for employees. This document will explain the new areas found on the time sheet and how to perform basic tasks.

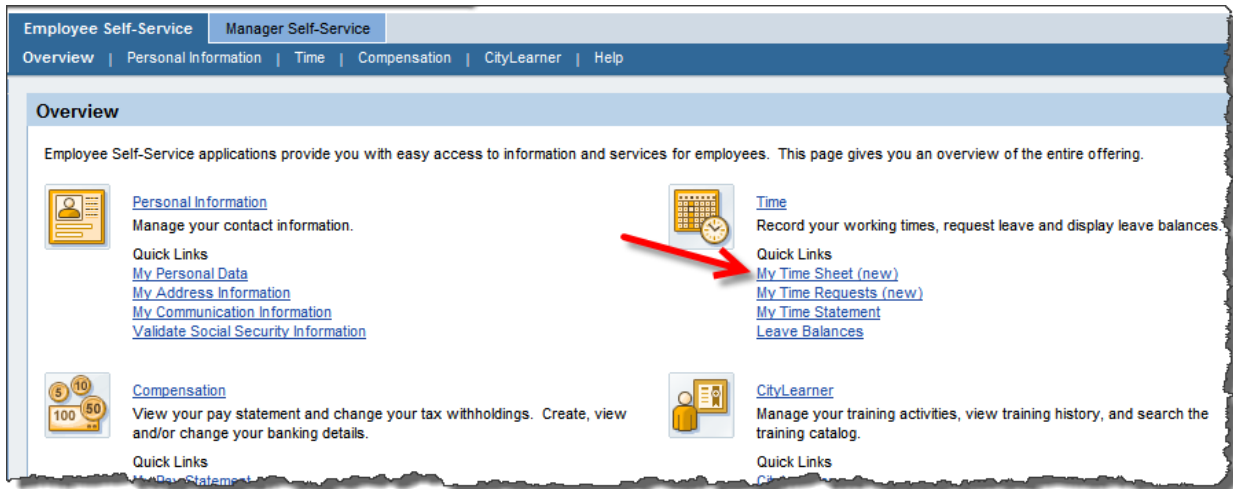
Access New Time Sheet

To access the CityLink portal go to www.PortlandOnline.com/ESS and click on the **SAP CityLink Portal** link. Currently, CityLink can only be accessed from within the City of Portland network.



The **CityLink page** is organized with tabs. For ESS, you will use the **Employee Self-Service** tab.

The time sheet is available on the Time page or from the Time section of the Overview page.



Navigation

This section is a brief overview of how to get around in the time sheet.

The screenshot shows the ESS Time Sheet interface with several key sections highlighted:

- Personnel Information:** Located at the top right, containing fields for Personnel No., Employee Name, Position, Pers. Area, Pers. Sub Area, Cost Center, Supervisor, Time Keeper, and Contact No.
- Quota Balances:** A table showing leave balances as of 12/23/2013.

Quota text	Start Date	End Date	Quota remaining
Sick Leave	06/10/2009	12/31/9999	106.50000
Vacation Leave	06/10/2009	12/31/9999	0000
Vacation Over Maximum	07/22/2009	12/31/9999	23.50000
- Time Request Overview:** A section for managing time requests, currently showing "No Time Requests exist."
- Time Sheet Buttons:** A row of navigation buttons including Prev. Pay Period, Current Period, Next Pay Period, Save, Refresh, and Certify.
- Time Sheet Display Options:** A row of checkboxes for Hide clock times, View unscheduled days, and No. of days to display (set to 3 days).
- Time Sheet Certification:** A section for certifying the time sheet, containing a Certify button and a Cancel button.
- Time Code Entry:** A table for entering time codes, with columns for Activity, Rec., Rec. O., Rec. W., Alt./..., Extern..., Job, and FML...

Activity...	Rec. ...	Rec. O...	Rec. W...	Alt./...	Extern...	Job	FML...
				AVAC			
				0HWP		30001708	
				0HWP			
- Hours Worked and Absences:** A grid showing planned and actual hours worked and absences for specific dates (Thu, 12/19; Fri, 12/20; Mon, 12/23).

Personnel Information

The top of the page is where you can view your personnel number and name as well as your supervisor and timekeeper names.

Personnel No.	00077243	Pers. Area	OMF-CAO	Supervisor	Sharon Wolf
Employee Name	[Redacted]	Pers. Sub Area	DCTU-AFSCME	Time Keeper	Linda Rains
Position	Office Support Specialist II	Cost Center	Finance and Management Service (MFOP000001)	Contact No	


Quota Balances

The next section is the available Quota Balances.

Quota Balances (as of 12/23/2013)			
Quota text	Start Date	End Date	Quota remaining
Sick Leave	06/10/2009	12/31/9999	196.50000
Vacation Leave	06/10/2009	12/31/9999	400.00000
Vacation Over Maximum	07/22/2009	12/31/9999	23.56000

Time Request Overview

This section shows you which submitted time requests are relevant for the payroll period you are viewing. You can see what the current status is (Approved = green), the dates/times for the request, who submitted it, what date, and what manager approved the request.

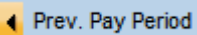
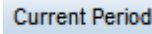
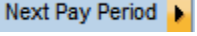
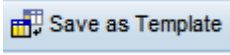
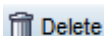
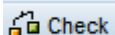
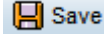
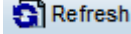

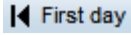
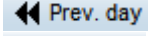
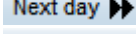
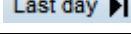



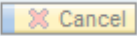
Time Request Overview (12/20/2012 to 01/02/2013)							
Req. Type	Status	Start date	End date	Submitted by	Submitted on	Processed by	
 Vacation	Approved	12/24/2012	12/26/2012	Tracey Letmate	11/05/2012	Satishwar Nath	

Time Sheet Buttons

The time sheet section is found in the middle part of the window. The top of this section has a menu of options and just below is a split window where you enter time data.

Time Sheet (12/19/2013 to 01/01/2014)																	
Prev. Pay Period		Current Period		Next Pay Period		Save as Template	Delete	Check	Entry View: Show All	First day	Prev. day	Next day	Last day				
Certify		Cancel		Hide clock times										View unscheduled days		No. of days to display: 3 days	
Plan. 80								Thu, 12/19 - 08:00 to 12:00 - ...		Fri, 12/20 - 08:00 to 12:00 - 13:00...		Mon, 12/23 - 08:00 to 12:00 - ...					
Ac...								Planned: 8 hrs		Planned: 8 hrs		Planned: 8 hrs					
								Actual: 8 hrs		Actual: 8 hrs		Actual: 0 hrs					
Activity...	Rec. ...	Rec. O...	Rec. W...	Alt./...	Extern...	Job	FML...	Tot.	Hrs.	Start	End	Hrs.	Start	End	Hrs.	Start	End
				AVAC				8	8								
				OHWP		30001708		4				4	13:00	17:00			
	MFOB...			OHWP				4				4	08:00	12:00			

Below is a description of each menu option available at the top of the time sheet.

BUTTON	KEYBOARD SHORTCUT	DESCRIPTION
  	ALT + Arrow Left CTRL + 0 ALT + Arrow Right	On the left are three buttons that will help you navigate to prior, current and future pay periods. NOTE: Time entry is only allowed in current and next pay period.
	CTRL + T	Save as Template allows you to save any information entered on the left of the screen (costing, activity type, job, A/A type, etc.) to be used for all future pay periods.
	CTRL + D	Remove entire rows of data from the time sheet. Select the row and then press the Delete button.
	CTRL + C	The Check button will validate the data you've entered, looking for any errors before you save your entries.
	CTRL + S	Save will validate and save the data you've entered into SAP.
	CTRL + R	Refresh will delete any entries you've made and will refresh the screen to the last time data was saved.
Entry View: 	N/A	The Entry View option gives you the different views of the time sheet.
   	CTRL + F CTRL + P CTRL + N CTRL + L	The last four buttons help you quickly move between days in the pay period to enter your time.
	N/A	This is the Help button. Click here to view a list of help files for the time sheet.
No. of days to display: 	N/A	At the bottom of the timesheet, the user has the ability to choose how many days display for entering time. Up to 14 days can be selected.
 	CTRL + Y CTRL + X	The Certify and Cancel buttons allow the user to notify the manager that the time sheet has been reviewed by the employee. Certify will lock the time sheet from further editing.
<input type="checkbox"/> Hide clock times	N/A	Checking this button will only show hours on the time sheet.
<input type="checkbox"/> View unscheduled days	N/A	Checking this button will display any days where the employee does not have planned hours on the schedule.

Time Code Entry

The left side of the time sheet is where information about your time type and costing information is entered.

▶↓	Activity...	Rec. ...	Rec. O...	Rec. W...	Att./...	Extern...	▶↓...	▶↓...	Job	FML...
▶					AVAC					
▶					0HWP				30001708	
▶		MFOP00			0HWP					
▶										

Changing Data Entry View

In the data entry part of the time sheet, there are different views you can access. If you charge your time to different cost objects, enter activity types, or external work orders, then you can use the Entry View called: **Show All** or **Costing**.

Entry View: Entry View:

With these views, you will find columns for entering activity type, receiving cost object (cost center, order number or WBS element), attendance or absence type, external work order and job. The Costing view also displays the descriptions for the Project (WBS Element).

▶↓	Activity...	Rec. ...	Rec. O...	Rec. W...	Att./...	Extern...	▶↓...	▶↓...	Job	FML...
▶					AVAC					
▶					0HWP				30001708	
▶		MFOP00			0HWP					
▶										

▶↓	Activity T...	Rec. Cctr	Rec. Order	Rec. WB...	Project ...	Att./abs. t...	Tot...
▶						AVAC	8
▶						0HWP	4
▶		MFOP0000				0HWP	4
▶							

If your time entry is basic and you don't need to provide activity types, costing information, external work orders or FMLA certification, you can use the **Basic** field.

Entry View:

Att./abs. ty...	OT comp. t...	Premium no.	Job
AVAC			
OHWP			30001708
OHWP			

Some of the views are for information purposes only. For example, the Costing Desc. Only view will just display the costing columns. You can use this view to enter your time, but you will not be able to edit the cost object information from here.

"Blue-Gray" fields are view only

Activity Ty...	Rec. CCtr ...	Rec. Order...	Project De...	Att./abs. ty...	Tot.	Hrs.	Start	End	Hrs.
Labor Alloc...	Right of Wa...	Non Project...		OHWP			:	:	
Labor Alloc...	Right of Wa...	Street Deeds		OHWP			:	:	
Labor Alloc...			112th & Ma...	OHWP			:	:	
Labor Alloc...		Middle Hills...		OHWP			:	:	
Labor Alloc...			Ramona & ...	OHWP			:	:	

NOTE: The time sheet will remember what view you used last time you saved time data.

Collapsing Columns

If there are columns that you don't use, just click on the column title and it will collapse to free up more room on the screen. Click the column title again to make the column visible.

Collapsed View

NOTE: The time sheet does not save this view of collapsed columns and you will need to make these changes each time you go into the time sheet.

Viewing Additional Costing Info per Line

If you are entering time against other cost objects and would like to view more detailed information, you can expand each row.

Activit	W...	Proje...	Att./ab...	Tot.	Hrs.	Start	End	Hrs.	Start	End	Hrs.
LBRRREG	TRED00	9TR00000	0HWP			:	:		:	:	
Expanded Rec. CTr TRED000001		Rec. CTr Desc Right of Way Acquisition			Rec. Order 9TR00000180			Rec. Order Desc Non Project Work			
LBRRREG	TRED00	9TR00000	0HWP			:	:		:	:	
Expanded view shows descriptions for cost centers, WBS / projects, and orders.											
LBRRREG	TRED00	9TR00000	0HWP			:	:		:	:	
Collapsed Rec. WBS Ele T00347.L46		Rec. WBS Element Desc 112th & Marx LID, NE : Right-of-way Acquisition									

Save a Template

If you enter the same information every week to your time sheet, it may be helpful for you to create a template that can be applied to every pay period. A template is useful to save information like your cost objects and to save your attendance/absence types.

To save a template, set up each row of time codes that you would like available for each pay period. When you are finished, just click the **Save as Template** button from the top of the page.

Now, each time you log in and when you move to the next pay period, you will see that your template has automatically been applied.

NOTE: Templates do not save your hours.

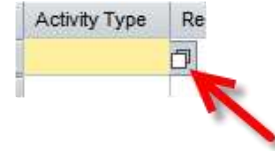
MANAGERS and TIMEKEEPERS: If you save a template, it will automatically appear in any other time sheet you view.

Personal Values List

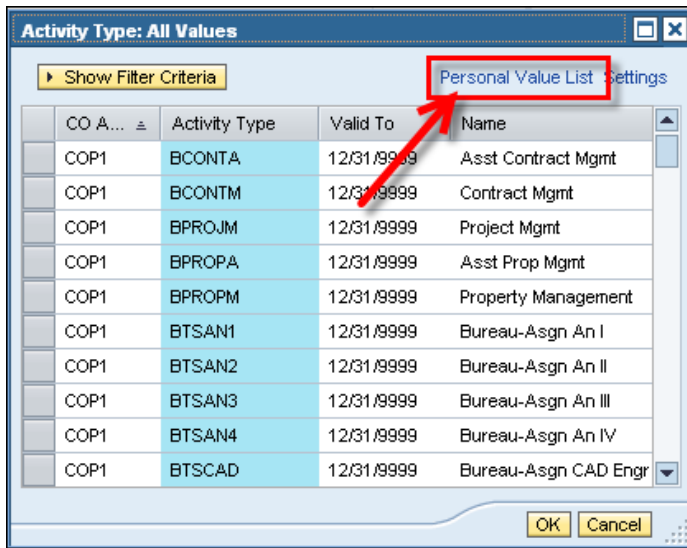
If you charge your time to the same cost objects each pay period, then you may want to create a **Personal Values List** so you don't have to navigate through the long list of items. The following steps explain how to set up the list and access it later.

To Create the Personal Values List

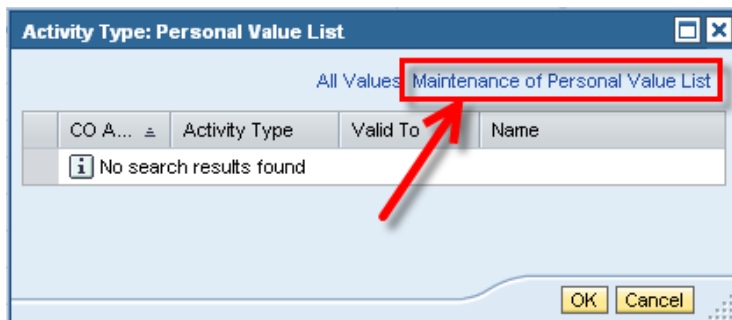
Step 1: Click into a cell of the time code column, like the Activity Type. Click the **matchcode** button to the right of the cell.




Step 2: In the search window that opens, click the **Personal Value List** link.

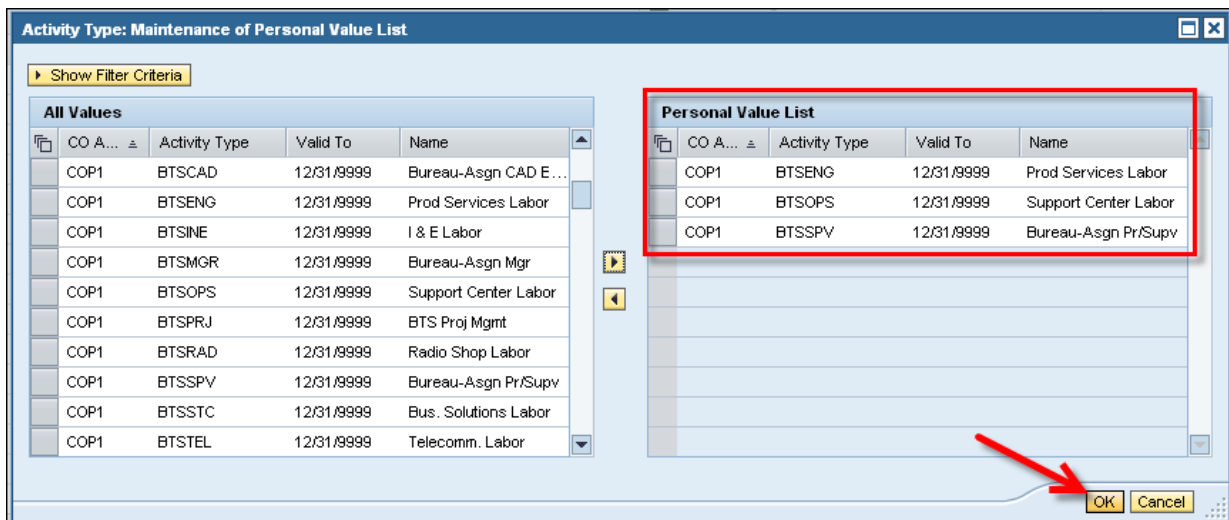
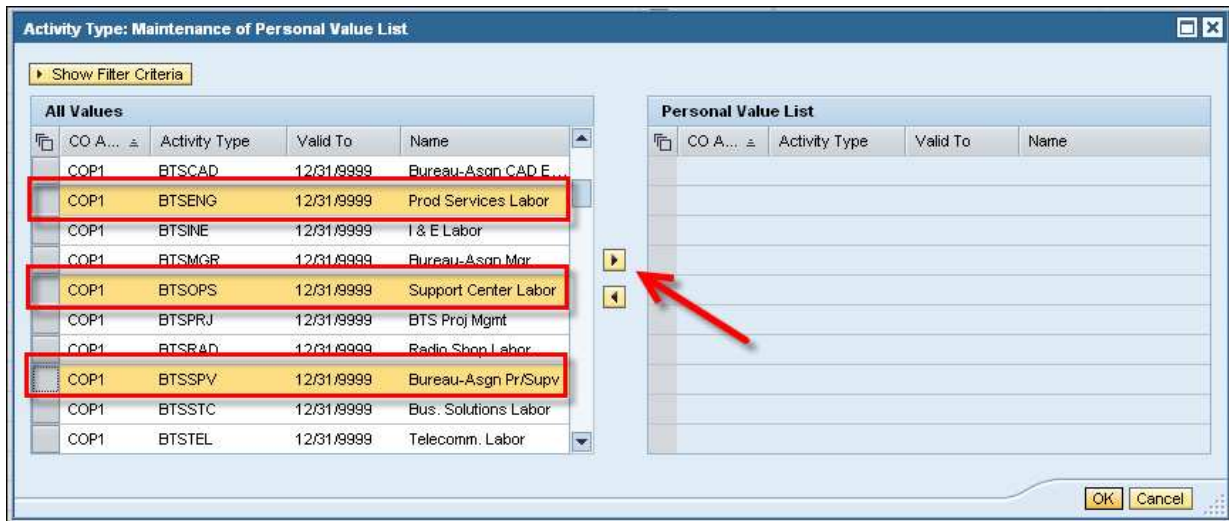



Step 3: In the next window, click the **Maintenance of Personal Values List** link.



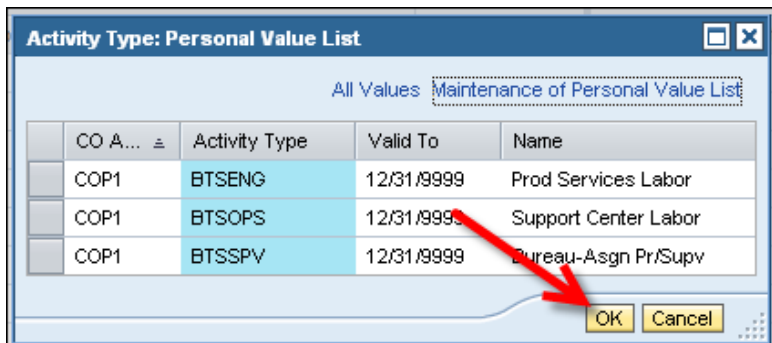
Step 4: In the Maintenance of Personal Value List screen, select the values you want to add to your list. Hold down the CTRL key on your keyboard to select multiple codes at once.

Step 5: Click the Add Item button  to move the values to your Personal Values List on the right side.



Step 6: When you are finished adding values to your list, click the OK button .

Step 7: This will take you back to the Personal Values List screen. Click the OK button again to go back to your time sheet.



To Access the Personal Values List

To access the Personal Values List, click into the field where the personal values list exists. **Press F4 on your keyboard to access the list.**

The screenshot below shows how the list is minimized to only those that were added.

Activity Type	Rec. CCtr	Rec. Order	Rel
BTSENG	COP1, 12/31/9999, Prod Services Labor		
BTSOPS	COP1, 12/31/9999, Support Center Labor		
BTSSPV	COP1, 12/31/9999, Bureau-Asgn Pr/Supv		
All Values			
Maintain Personal Value List			

To Maintain the Personal Values List

When you click on F4 select the **Maintain Personal Values List** link.

Activity Type	Rec. CCtr	Rec. Order	Rel
BTSENG	COP1, 12/31/9999, Prod Services Labor		
BTSOPS	COP1, 12/31/9999, Support Center Labor		
BTSSPV	COP1, 12/31/9999, Bureau-Asgn Pr/Supv		
All Values			
Maintain Personal Value List			

On the Maintenance of Personal Value List page, you can add or remove values using the buttons in the middle. When finished select OK.

Activity Type: Maintenance of Personal Value List

▶ Show Filter Criteria

All Values				
CO A...	Activity Type	Valid To	Name	
COP1	BCONTA	12/31/9999	Asst Contract Mgmt	
COP1	BCONTM	12/31/9999	Contract Mgmt	
COP1	BPROJM	12/31/9999	Project Mgmt	
COP1	BPROPA	12/31/9999	Asst Prop Mgmt	
COP1	BPROPM	12/31/9999	Property Management	
COP1	BTSAN1	12/31/9999	Bureau-Asgn An I	
COP1	BTSAN2	12/31/9999	Bureau-Asgn An II	
COP1	BTSAN3	12/31/9999	Bureau-Asgn An III	
COP1	BTSAN4	12/31/9999	Bureau-Asgn An IV	
COP1	BTSCAD	12/31/9999	Bureau-Asgn CAD E...	

Personal Value List				
CO A...	Activity Type	Valid To	Name	
COP1	BTSENG	12/31/9999	Prod Services Labor	
COP1	BTSOPS	12/31/9999	Support Center Labor	
COP1	BTSSPV	12/31/9999	Bureau-Asgn Pr/Supv	

OK Cancel

Hours Worked and Absences

On the right side of the window you will see all two weeks of the pay period.

Hide Clock Times

If you just want to review your time sheet for hours entered, you can hide the clock times by checking this field.

Hide clock times View unscheduled days No. of days to display: 2

	Thu,...	Fri,1...	Mon,...	Tue,...	...	Thu,...	Fri,1...
Plan. 80	...	P...	P...	P...	P...	P...	P...
Act. 64
Tot.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
	8	2	6				

Rec. Order: 9TR000000180 Rec. Order Desc: Non Project Work

NOTE: Because clock times are required for entering time, you cannot hours with this option selected.

View Unscheduled Days

The default view of the pay period will be to hide any days not on the employee’s schedule. For example, if you have scheduled (planned) hours on Monday – Friday, then your time sheet will automatically hide Saturday and Sunday (see screenshot below).

Hide clock times View unscheduled days No. of days to display: 2

	Thu,...	Fri,1...	Mon,...	Tue,...	...	Thu,...	Fri,1...
Plan. 80	...	P...	P...	P...	P...	P...	P...
Act. 64
Tot.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
	8	2	6				

Rec. Order: 9TR000000180 Rec. Order Desc: Non Project Work

Changing Number of Days Visible

On the upper right of the page, there is a drop-down which will allow you to change the number of days displayed. You can choose any field 1-14.

NOTE: If you have two monitors set up on your computer, you could actually set the display to all 14 days and then stretch the application across both screens to see the full pay period at once.

No. of days to display: 3 days

- 1 day
- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- 7 days
- 8 days
- 9 days
- 10 days

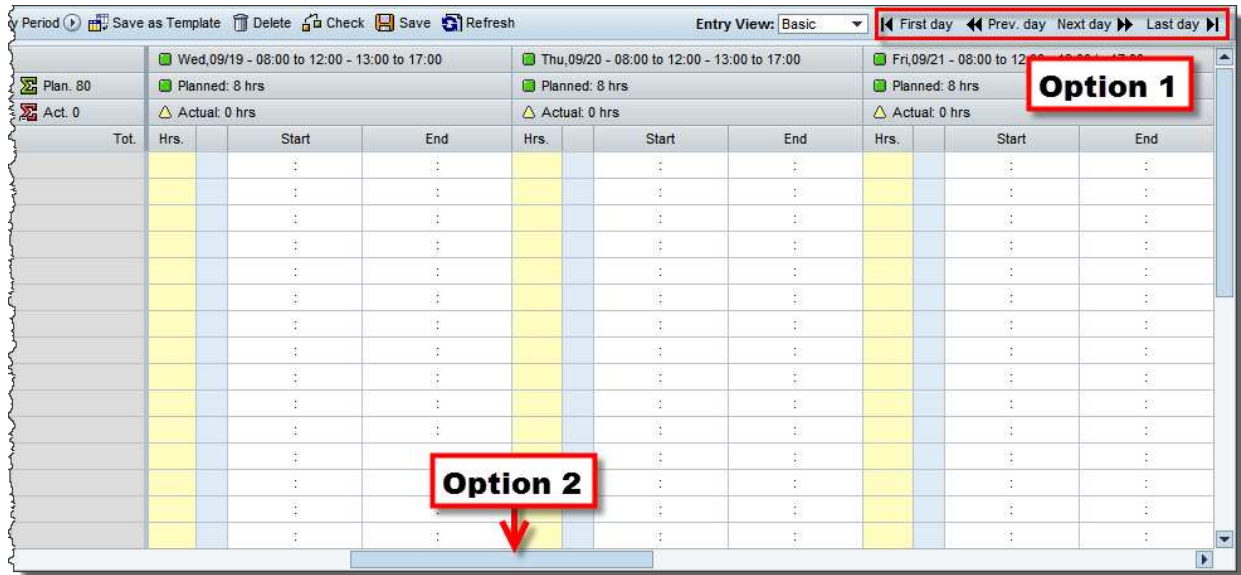
Scrolling Through the Pay Period

If you do not make all days in the pay period visible at one time, you can scroll through the pay period to view all the days. Scroll using one of the following methods:

Option 1: You can use the buttons on the top of the time sheet (First Day, Next Day, Previous Day or Last Day.)

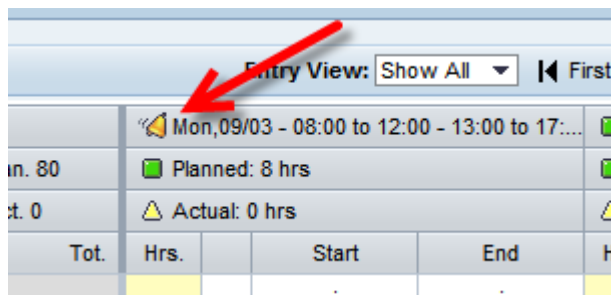
Option 2: You can use the scroll button on the bottom of the page to move forward or back in the pay period.

Option 3: You can use the arrow keys on your keyboard.



NOTE: See the section on **time entry** for more details about entering your time.


Holidays



The little bell icon on the screen means this is a standard holiday. If you have questions about how to enter time for your particular work schedule, please contact your timekeeper.

Time Sheet Messages

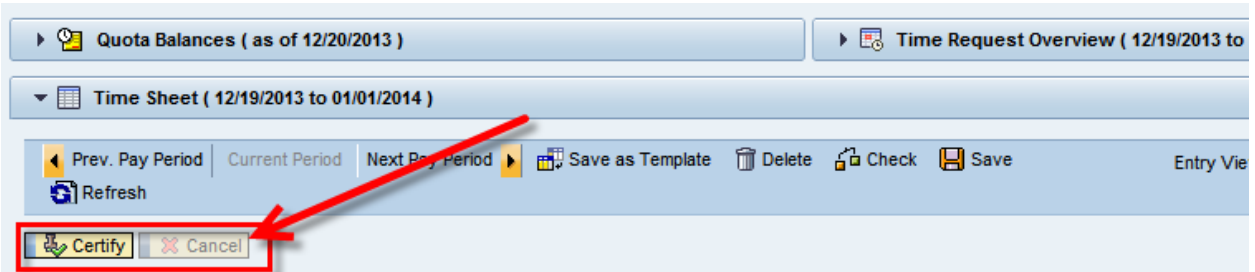
Just below the time sheet on the bottom left of the screen, there is an information block where you can read important notes about the time period. Common examples include notes about Holidays.

 09/03(Mon) - Labor Day

Certifying Your Time Sheet

IMPORTANT! All employees with access to the time sheet will be required to certify that their time is correct even if you have no entries for the pay period.

On the upper left side of the screen are the **Certify** and **Cancel** buttons where you can submit that the time entered for you is correct. After you have reviewed your time for the pay period, click the **Certify** button (CTRL + Y) to certify that your time entry for the period is correct.



Once you click the Certify button, the screen will be grayed out and you will need to click the **Cancel** button (CTRL + X) to change any entries.



NOTE: Edits to your time sheet cannot be made after close of business on Wednesday. Timekeepers have the ability to edit your timesheet on Thursday and Friday after the pay period closes.

Entering Your Time

Quick Steps

Step 1: Log into the CityLink Portal and click the **My Time Sheet (new)** link on the ESS Overview page.

Step 2: Enter your **time codes** on the left.

Step 3: Enter your **actual time worked and/or exceptions** on the right.

Step 4: Before you exit, click **Save** to check for errors and save your time entries to SAP.

Activity Type	Rec. Code	Rec. Order	Rec. W/C Ele.	Att./Abs. type	External Wor...	Job	Tot.	Hrs.	Start	End	Hrs.	Start	End
BTSSENG				OHWC			4	4	08:00	12:00			
				ASCK			8				8		
MFTS000007				OHWC			4	4	13:00	17:00			

Step 5: At the end of the pay period, click the **Certify** button to acknowledge that your time record is correct.

Quick Entry Tips/Hints

- Use a **Template** to save time codes that you use frequently.
- Switch **Entry View** to Basic (from Show All) to show only Att/Abs type and Job Code columns. You can also collapse unused columns on the left by clicking on the column header.
- Change the **number of days to display** for time entry at the bottom right corner of the page.
- Time Sheet will **auto-propose clock times** if you enter hours (based on a schedule in the system). You may need to manually adjust the clock times to reflect your time accurately.
- **Hover** over any field / button for more information.
- When you save your time, look above the time sheet for **messages** that the data was saved and that no errors were found.
 - Your data has been saved
 - No errors were found
- The **Certify** button will ALSO save your time sheet.
- You can only edit time for the current and next pay periods; none in past or more than one period in the future.

Time Code Entry Details

On the left of the time sheet is where you enter all time codes. The chart below provides a definition of each column.

Activity Type	Rec. CCtr	Rec. Order	Rec. WBS e...	Att./abs. t...	External Wo...	OT comp. ty...	Premium no.	Job	FMLA Req No
▶									
▶									
▶	1	2	3	4	5	6	7	8	9
▶									
▶									
▶									

NOTE: Only enter a receiving cost object if your time is NOT being charged to your position’s default cost center(s).

Column Name	Description
1: Activity Type	Used by bureaus who use the cost allocation time entry profile; used to identify the type of activity to code time (check with your timekeeper if you have questions about whether you should use this field)
2: Rec. Cost Center	Cost object: identifies which cost center your time should be charged to (if other than your default cost center)
3: Rec. Order	Cost object: identifies which internal order number your time should be charged to (if other than your default cost center)
4: Rec. WBS Element	Cost object: identifies which WBS element your time should be charged to (if other than your default cost center)
5: Attendance / Absence Type	The code used to describe either time worked (attendance) or time absent (absence)
6: External Work Order	Used by bureaus who need to capture work order information for coding time in SAP
7: OT Comp. Type	Used to designate overtime and deferred holidays.
8: Premium No.	Used to add premium codes for the time worked.
9: Job	Job code for working out of class.
10: FMLA Req No	If entering a FMLA-related absence, certification number must be entered here.

Time Sheet Day Headers

	Thu,08/30 - 08:00 to 12:00 - 13:00 to 17:00	Fri,08/31 - 08:00 to 12:00 - 13:00 to 17:00
Plan. 80	Planned: 8 hrs	Planned: 8 hrs
Act. 0	Actual: 0 hrs	Actual: 0 hrs
Tot.	Hrs. Start End	Hrs. Start End
	:	:
	:	:
	:	:
	:	:

Header Name	Description
1: Schedule	The top line shows your schedule in SAP (if you are a “negative time entry” employee; see more about negative time entry rules later in this guide). Note that your scheduled lunch break will appear as a break in the schedule.
2: Planned Time	The planned row indicates how many total hours are planned for the pay period and day based on your schedule in SAP.
3: Actual Time	Actual shows the actual number of hours entered for the day. This will auto-populate if you enter “hours” and a “from” time on the time sheet. If this is different from the Planned hours, you will see a yellow triangle

Hrs.	Start	End
	:	:
4	08:00	12:00
4	13:00	17:00
	:	:

Header Name	Description
4: Hours	The hours column displays the total number of hours entered for that day and for that row. It will auto-populate if you enter clock time into the “start” and “end” fields.
5: Start	Start is the beginning of that time period you are entering.
6: End	End is the end of that time period you are entering.

Auto-Time Proposal

The time sheet has a feature that will automatically propose clock times for you. All you need to enter are the hours and start time for each attendance/absence line.

NOTE: You must have an Att/Abs Type entered in that column before the time proposal will work.

Positive time entry: No schedule in the system

The minimum you need to enter is hours and start time.

Hrs.	Start	End
2	08:00	
2	10:00	
4	13:00	

Press enter on your keyboard, to propose times.

Hrs.	Start	End
2	08:00	10:00
2	10:00	12:00
4	13:00	17:00

Negative time entry: Schedule in the system

If you want to enter four hours of time at the beginning of your day, you would type “4” in the hours column and then press enter on your keyboard. If there is a schedule in the system, it will automatically put in four hours with the start time at the beginning of the schedule. If you want to enter time later in the day, for example, two hours after lunch, you would just enter a “2” on the next row and the start time of 13:00 and press Enter on your keyboard.


Thu,09/13 - 08:00 to 12:00 - 13:00 to 17:00

Planned: 8 hrs

Actual: 6 hrs


Hrs.	Start	End	Hrs.	Start	End
4			4	08:00	12:00
2	13:00		2	13:00	15:00

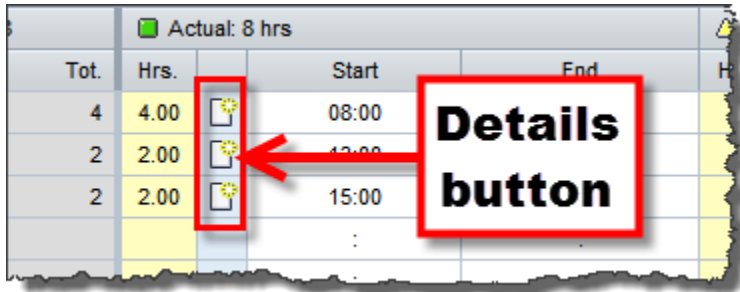
Press enter to propose time






If you want to change the hours reported for the line, you will need to change the hours, start and/or end time of that row.

Adding Notes to your Time Sheet

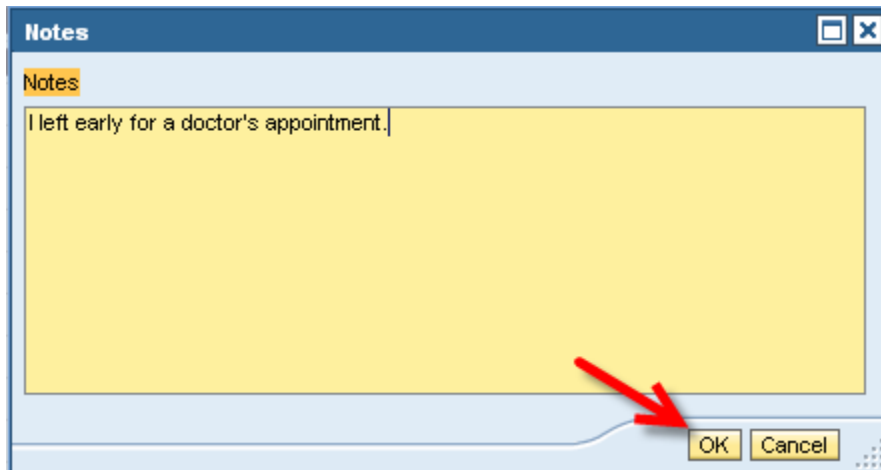
After you have saved your time data, you will be able to add notes for each block of time on your time sheet. Look for the **Details** button .



Actual: 8 hrs					
Tot.	Hrs.		Start	End	H
4	4.00		08:00		
2	2.00		13:00		
2	2.00		15:00		
			:		

IMPORTANT! You will not see the Details button on your time sheet until AFTER you have saved your initial time data.

To enter a note, click the **Details** button. Type your notes in the pop-up window and click **OK**.




Notes □ ×

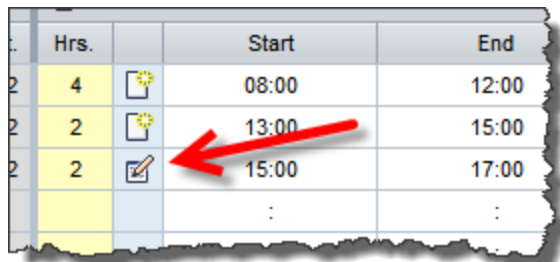
Notes




I left early for a doctor's appointment.

OK Cancel

You must click the **Save** button again on your time sheet in order to save the note. You will know it is saved because the icon will change to this: .

Notes will be visible in SAP for your manager and timekeeper.



Hrs.		Start	End
4		08:00	12:00
2		13:00	15:00
2		15:00	17:00
		:	:

NOTE: You will be have access to display notes for previous pay periods, but will not be able to enter or edit them.

Time Entry Rules for ESS

Negative Time Entry Employees

If you have a set schedule in SAP, you are considered a negative time entry employee. Here are some important facts you need to know about time entry.

Absences

If you have a **full-day absence**, you only need to enter the total number of hours for the absence; clock times are not necessary.

Att./abs. type	Job	Tot.	Hrs.	Start	End
ASCK		20	8	:	:

If you have a **partial day absence**, you need to enter the start and end time for the absence, not including any planned break time in your schedule.

Att./abs. type	Job	Tot.	Hrs.	Start	End
ASCK		16	4	13:00	17:00

Worked Time

Using default cost and org assignment information for position: Unless you are charging time to a cost object other than your default cost object or need to code to an External Order or Job, you do not need to enter any time for the day.

Entering time against different cost objects: If you are entering cost object information, external work orders, or other job numbers then you need to enter start and end times on your schedule and take out your lunch break. (See example below)

Rec. CCtr	Att./abs. type	Tot.	Hrs.	Start	End
MFFS000003	OHWP	10	2	08:00	10:00
MFFS000005	OHWP	22	2	10:00	12:00
MFFM000005	OHWP	4	4	13:00	17:00

Holidays











If you are not working on the City-recognized holiday, you do not need to do anything in the system. However, if you are working through a holiday, you will need to follow the rules outlined by your timekeeping staff.

Certifying Your Time

Even if you have nothing to enter into ESS, all employees must log into ESS to certify their time sheet prior to the end of the pay period. By doing this, you are confirming that the time data that appears on your time sheet is correct.


Positive Time Entry Employees

If you do not have a set schedule in SAP, you are considered a “positive time entry” employee.


		Thu,08/16 - 00:00 to 00:00 - 00:00 to 24:00			Fri,08/17 - 00:00 to 00:00 - 00:00 to 24:00			
 Plan.	336	 Planned: 24 hrs			 Planned: 24 hrs			
 Act.	16	 Actual: 8 hrs			 Actual: 8 hrs			
Tot.	Hrs.		From	End time	Hrs.		From	End time
7	3		08:00	11:00	4		08:00	12:00
6	2		11:00	13:00	4		13:00	17:00
3	3		14:00	17:00			:	:
			:	:			:	:

If you are a positive time entry employee, you will see a few differences on the time sheet.

No schedule: You will not have a schedule in the system, so your planned hours will be 24 hours per day, or 336 total per pay period.

Thu,08/16 - 00:00 to 00:00 - 00:00 to 24:00
 Planned: 24 hrs

The Actual line on each day of the pay period will always have a yellow triangle because it will never match your planned hours (24).

 Actual: 8 hrs

You also need to deduct your lunch break as the system doesn’t know where to put that automatically.

Hrs.	From	End time
4	08:00	12:00
4	13:00	17:00

Tips and Troubleshooting

Tips

Moving between days

There are two weeks' worth of time available to enter in this time sheet. Tabbing on your keyboard will not display the hidden days. You either need to scroll across, use the arrow keys on your keyboard, or use the Next Day / Previous Day buttons in the top right.

Changing Default Days Display

You can use the drop-down menu on the upper right of the screen to change the default number of days your time sheet displays.

ESS Keyboard Shortcuts

You can hover over any button on the screen to see the keyboard shortcut that is assigned to the button. For example, CTRL + N will automatically scroll forward one day in the pay period. See the Navigation section of this User Guide for more information on the available keyboard shortcuts.

Absences (Negative Time Entry Employees with a schedule in SAP)

If you are absent for a partial day, you must enter clock times. If you are absent for a full day, you only need to enter hours.

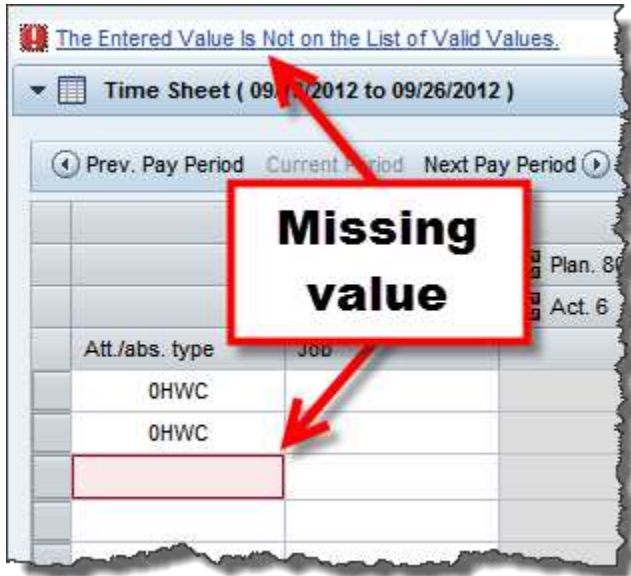
Troubleshooting

I can't access my Personal Values List or any other values

If you have created a personal values list, you must use F4 on your keyboard to access it. You will also need to use F4 on your keyboard to access All Values once you have set up any preferences.

I am trying to check or save my time and get this Invalid Entry error

Why you are getting this error: You may have entered data in one of the time code fields, but used the backspace or delete button on your keyboard to delete it. However, this does not clear the field.



How to fix this error:

Step 1: Choose any code to enter into that field.

Step 2: Highlight the whole row.

Step 3: Use the Delete button to delete the row.

