

Time Entry Guidelines & Notifications

When entering your time:

- Select the proper **Grid** for your Role.
- Enter each day in **one column**
- Enter your **Time In & Time Out**

This should give you **two lines per day** (*time before lunch, time after lunch*) and ten lines per week- under normal circumstances.

- Sick & Vacation days would be on one line.

Notice how the timecard data flows down and across

Grid Selection: Customize Grid | GA/Overhead

Records 1 - 11	Select	Time Card Status	Pay Type	Pay Type Description	Sun 2/19	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	TIME IN	TIME OUT	Change Reason Code	Change Comments	L	R
	<input type="checkbox"/>		1 Regular			4.00						13	29				
	<input type="checkbox"/>		1 Regular			4.00						33	49				
	<input type="checkbox"/>		1 Regular				4.00					13	29				
	<input type="checkbox"/>		1 Regular				4.00					33	49				
	<input type="checkbox"/>		1 Regular					4.00				13	29				
	<input type="checkbox"/>		1 Regular					4.00				33	49				
	<input type="checkbox"/>		1 Regular						4.00			13	29				
	<input type="checkbox"/>		1 Regular						4.00			33	49				
	<input type="checkbox"/>		1 Regular							4.00		13	29				
	<input type="checkbox"/>		1 Regular							4.00		33	49				

TIME IN TIME OUT

Select User Define Code

Product Code: 06 Payroll (old)
 User Defined Codes: 01 Payroll Category Code 01
 Description:
 Description 2:

Records 1 - 97

Code	Description	Description 2
<input type="radio"/>	81	1:00 AM
<input type="radio"/>	82	1:15 AM
<input type="radio"/>	83	1:30 AM
<input type="radio"/>	84	1:45 AM
<input type="radio"/>	85	2:00 AM
<input type="radio"/>	86	2:15 AM
<input type="radio"/>	87	2:30 AM
<input type="radio"/>	88	2:45 AM
<input type="radio"/>	89	3:00 AM
<input type="radio"/>	90	3:15 AM
<input type="radio"/>	91	3:30 AM
<input type="radio"/>	92	3:45 AM
<input type="radio"/>	93	4:00 AM
<input type="radio"/>	94	4:15 AM
<input type="radio"/>	95	4:30 AM
<input type="radio"/>	96	4:45 AM

Time Entry Guidelines & Notifications

- For Employees that are required to enter their time weekly – whether they be hourly or salaried employees- it is **STRONGLY** recommended that you enter your time everyday, and Save. Then on Friday, enter your time and submit. This allows for any issues with your timecard to be corrected before the time entry deadline.
- If you enter time and have not submitted the time, you will receive a reminder email (see below).
- If you are a Supervisor and have not approved time, you will receive a reminder (to the right).

• TIME NOT ENTERED

Dear Mickey Mouse,

Our system records indicate that you have not entered time in ESS for the week ending Sep 19 2019 . You must login to ESS and submit your time immediately. Any hours you fail to submit will not be included in your next paycheck.

Thank you for your immediate attention to this matter.

• TIME NOT APPROVED

To: Bugs Bunny,

Our system records indicate that there is unapproved time entered in ESS for the week ending Sep 4 2019 for the following employee(s)who report directly to you:

Address ID	Name	Salary / Hourly	Paydate	Date Worked	Hours Worked
989898	Mouse, Mickey	S	9/3/2019	8/24/2019	8
910999	Coyote, Wiley	S	9/3/2019	8/24/2019	4
899101	LePue, Peppy	S	9/3/2019	8/24/2019	8
917857	Leghorn, Foghorn	S	9/3/2019	8/24/2019	8
996335	Duck, Daffy	S	9/3/2019	8/24/2019	8
888754	Gonzales, Speedy	S	9/3/2019	8/24/2019	8

You must login to ESS and approve the time entry for your employee(s) immediately. Failure to approve the time entry will result in the employee not being paid.

As a reminder, time entry must be approved every pay period by 12:00 Pacific Time on Mondays.

Thank you for your immediate attention to this matter.