



ESS Time Recording Process



STEP 1- RECORD YOUR TIME

Enter your time on the timesheet in ESS.

STEP 2- SAVE THE TIMESHEET

If no error messages display, you should save the timesheet. If you receive errors, you will need to fix them before you submit the timesheet.

STEP 3- SUBMIT FOR APPROVAL

Submit time recorded to your manager for approval by clicking the “Submit for Approval” button.

STEP 4- MANAGER REVIEW

The time recorded appears in your manager’s worklist on the Time Approval tab. The manager reviews the time recorded and either approves or rejects it.

STEP 5- APPROVED TIME

The time your manager approves is ready for payroll to run and will reflect on your pay for the period. **The employee does not receive an email regarding approved time.**

STEP 6- REJECTED TIME

If your manager rejects time recorded, they will provide a **Rejection Reason**. You will receive an email with the date and a reason for rejection.

STEP 7- TIME CORRECTIONS

You can make changes to the previous or future four weeks. Follow steps 1-7 if you make any changes during a period.