Purpose

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Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Record Working Time** service is located in the 'My Working Time' workset in ESS. Employees will use this service to maintain their time sheets.

Attendance Times - Employees will enter the following times in ESS:

Attendance Hours
Call Back Hours
On Call Hours
Training Hours

Employees can enter time retroactively up to 30 days. However, no future time can be entered into the system.

Weekly vs. Daily Time Sheets - The default view is a Weekly time sheet. This view is for DISPLAY only and used to reconcile total hours worked for the week. Employees must enter their time using the Daily time sheet. The Daily time sheet requires all employee to record their exact Start (In) and (Out) times. The clock In/Out times are entered using military time. For example, 1:30PM would be entered as 13:30.

Charge Objects - Some employees will have additional fields to maintain on their time sheet for cost objects (e.g. they must charge to a Cost Center, Order, WBS Element, or other object). If an employee is required to charge their time to a cost object, they will be informed by their manager or Time Administrator what charge objects they should be using.

Worklist - Employees who use Charge Objects can also use the Worklist. The worklist will retain all charge objects the employee charges to for the past 90 days and used primarily as a "pick list" when entering time the next time. To add a charge object from the worklist to the time sheet: select a row from the worklist and click the 'Copy Rows' button.

Absence Times - Employees will not enter absences into the time sheet (such as Annual Leave, Sick Leave, Comp Time, etc.). All absence hours will be entered in the 'Leave Request' service in ESS.

Time Approvals - Once the time is entered into ESS, it will be available for your manager to approve it in MSS. Note: After the time is approved, it cannot be changed in ESS. Employees who need to make a time sheet correction will need to contact their Leave Administrator.

Time Rejections - Managers have the option to reject the employee's time. Time is primarily rejected due to wrong hours or charging against the wrong object. In the instance of rejected time, the employee will see a message on the 'My Work Time' page indicating that their time was rejected. Employees will also see rejected time when they go to the time sheet. The main calendar will flag any workday in red to indicate rejected time. The employee must correct the rejected time or discuss with their manager for further instructions.

Trigger

Employees will use this service in Employee Self-Service (ESS) to maintain their time sheet.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Working Time ➔ Record Working Time

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:

2. As required, complete/review the following fields:

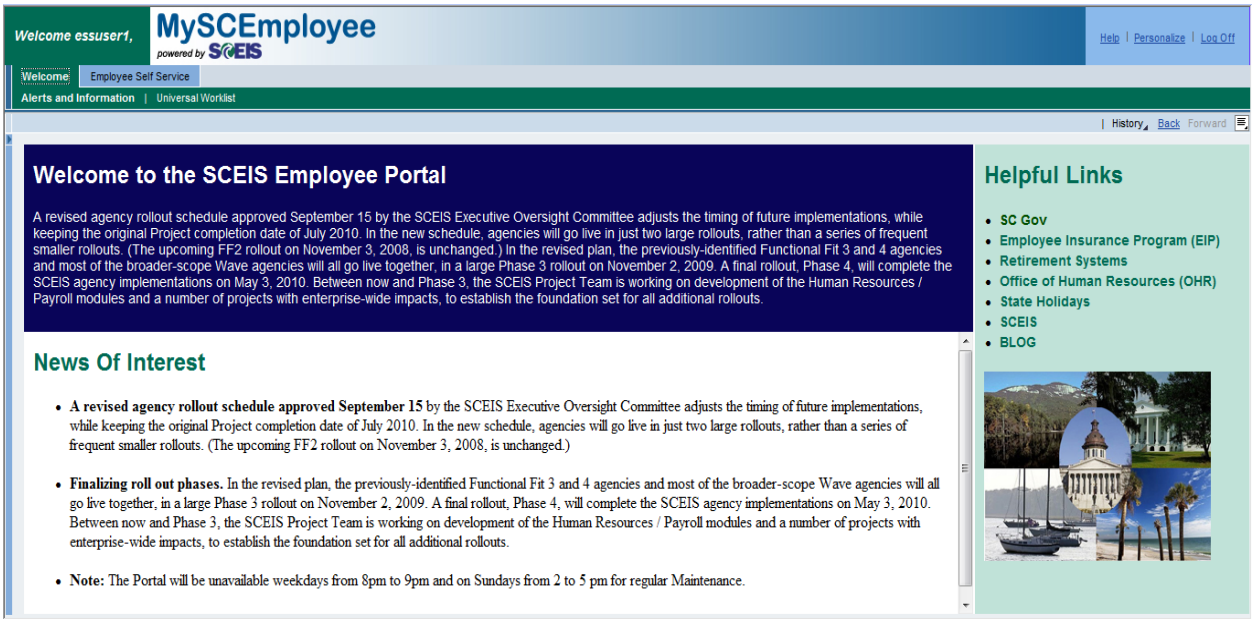
Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

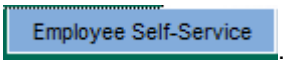
3. Click the Log on button [Log on].

After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.



5. Click the Employee Self-Services tab 
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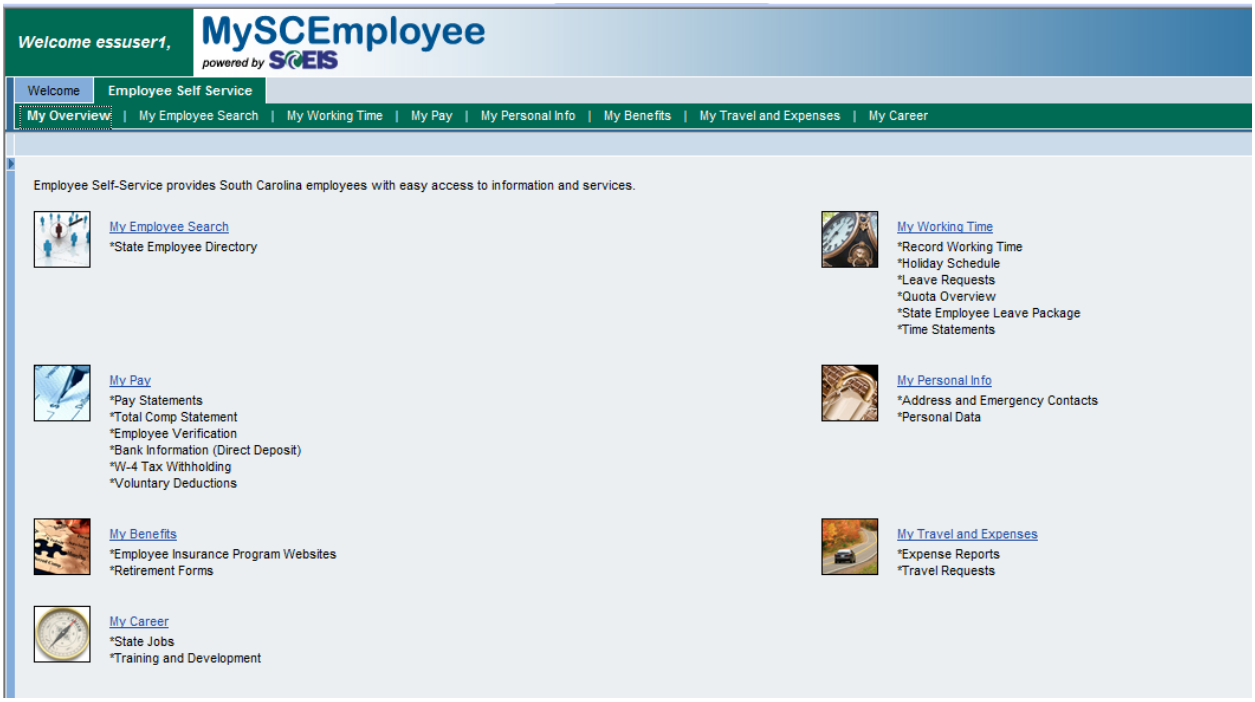
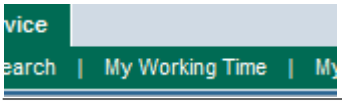
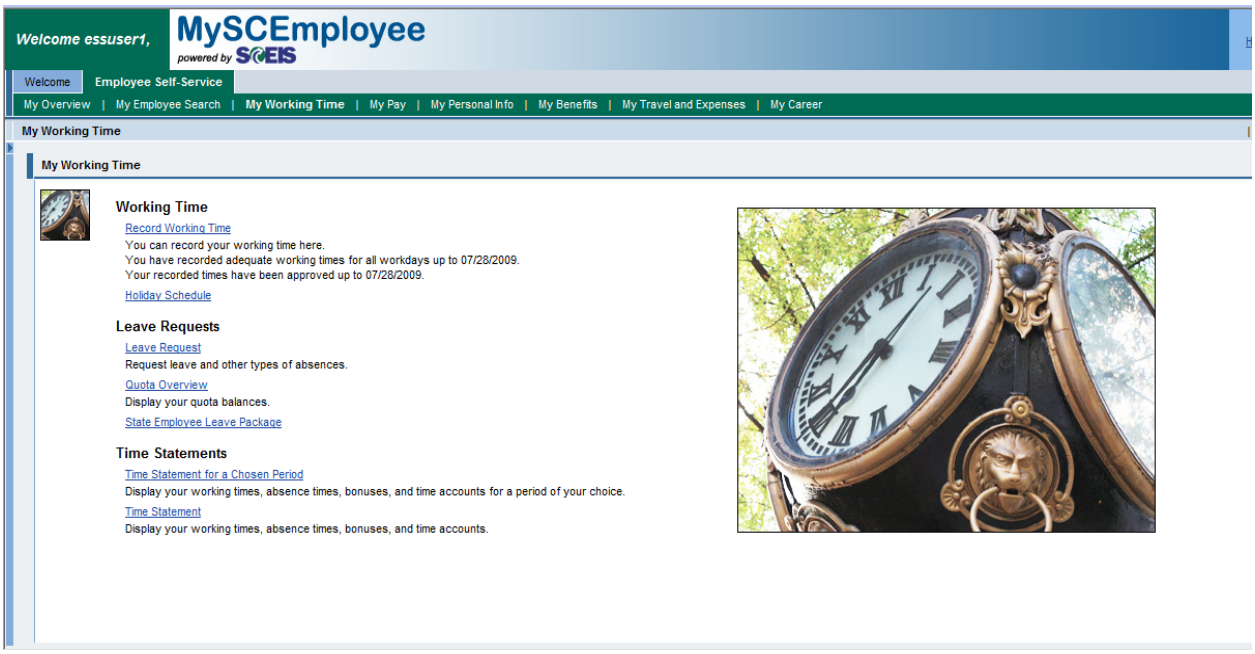


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by

performing one of the following functions:

Activity	Notes
	Select the workset **TAB**. The workset tabs are located below the main ESS tab.
	Click the **ICON** for the workset.
My Working Time	Click the main **LINK** for the workset.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

NOTE: The text below the link 'Record Working Time' is dynamic and displays messages depending on the status of your time sheet:

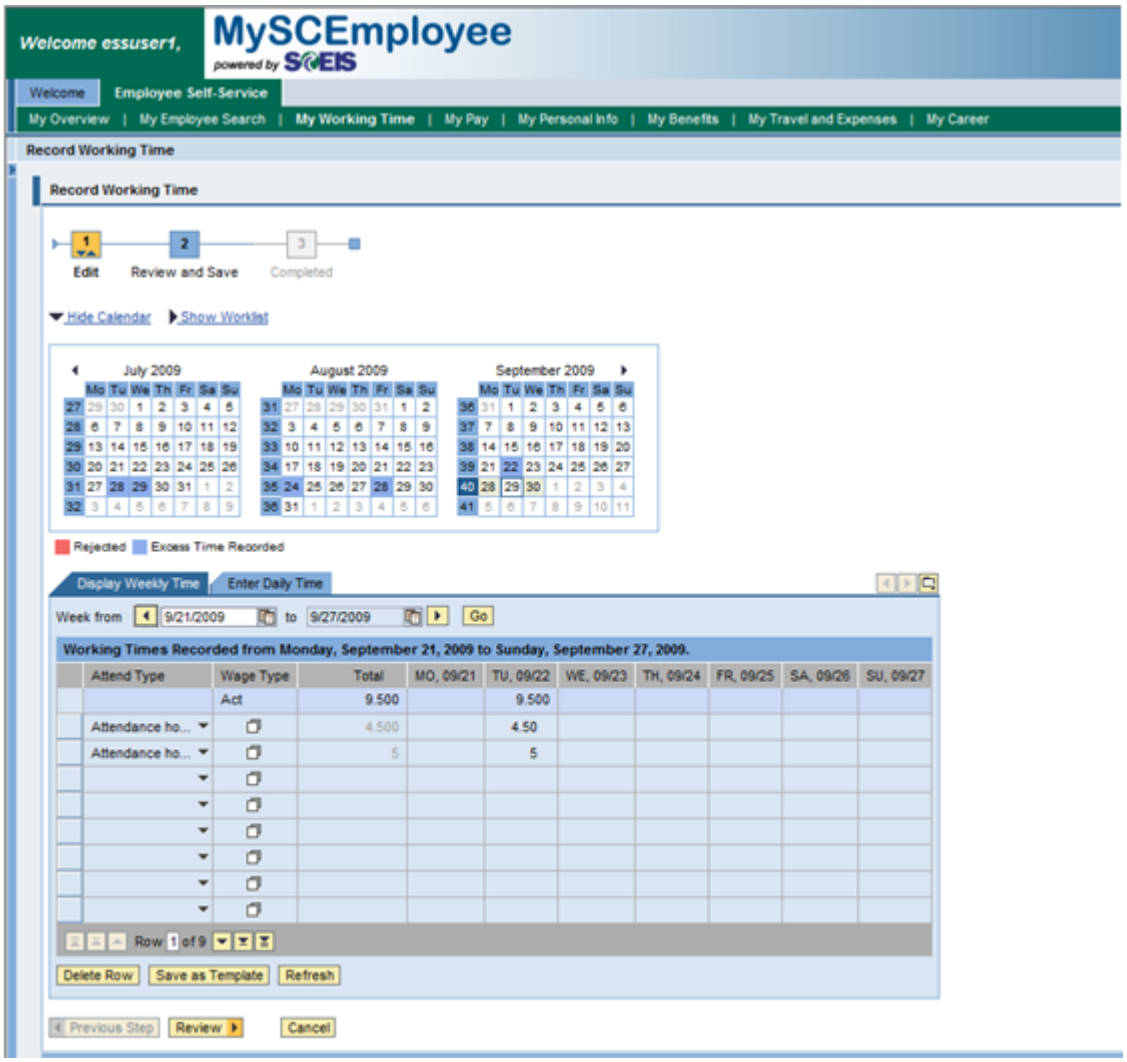
- Your time has been approved up to (a defined date).
- You have rejected time.
- Your work days in which you have recorded time have too many hours.
- Your work days in which you have recorded time don't have enough hours.

7. Perform one of the following:

To	Go To
Enter Time **Without Cost Objects**	Step 8
Enter Time **With Cost Objects**	Step 16

8. Charging Time Without Cost Objects

Go to the **Record Working Time** service, click the link Record Working Time .



To hide or display the **Calendar**, click the applicable link: Hide/Show Calendar.

Note: The workdays in the calendar will be color coded in RED to flag working time that was Rejected. Employees should take immediate action to correct any rejected time.

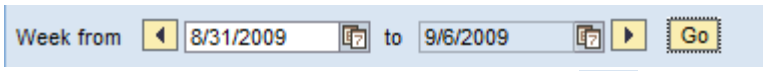
To hide or display the **Worklist**, click the applicable link: Hide/Show Worklist.

Note: Some employees will have additional fields to maintain on their time sheet for charge objects (e.g. they must charge to a Cost Center, Order, WBS Element, or other object). If

an employee is required to charge their time against charge objects, they will be informed by their manager or Time Administrator what charge objects they should be using.

To navigate to other pay periods:

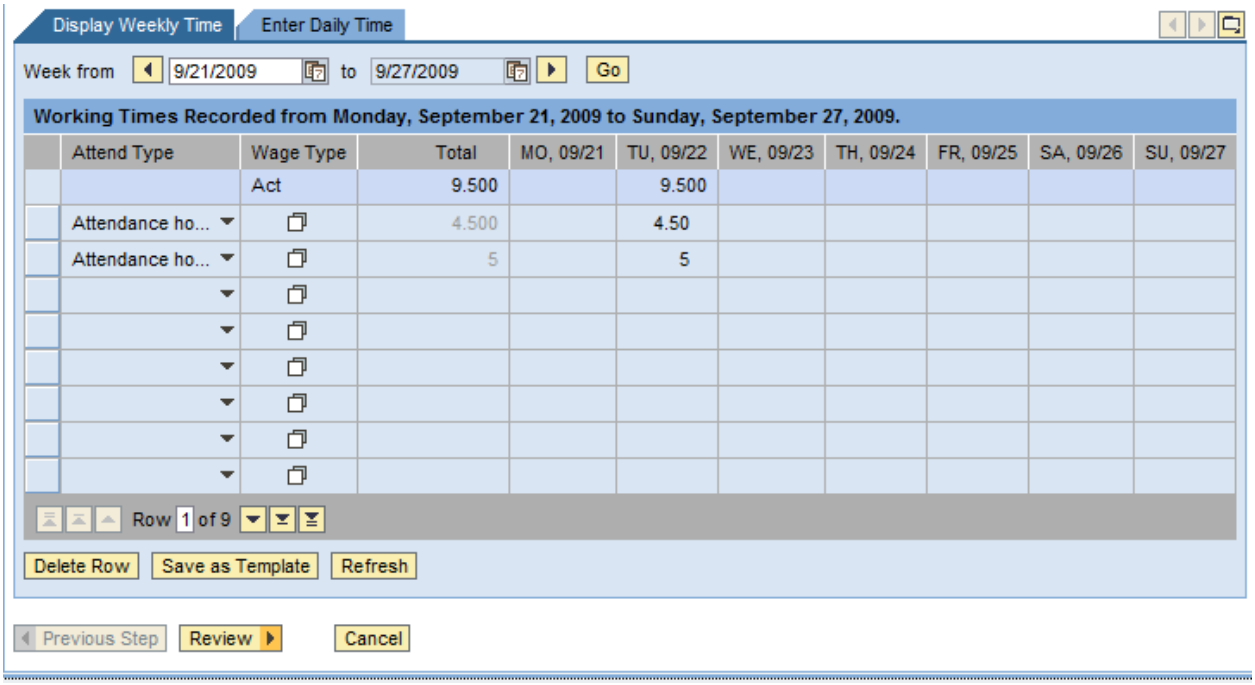
1. Scroll back and forward:



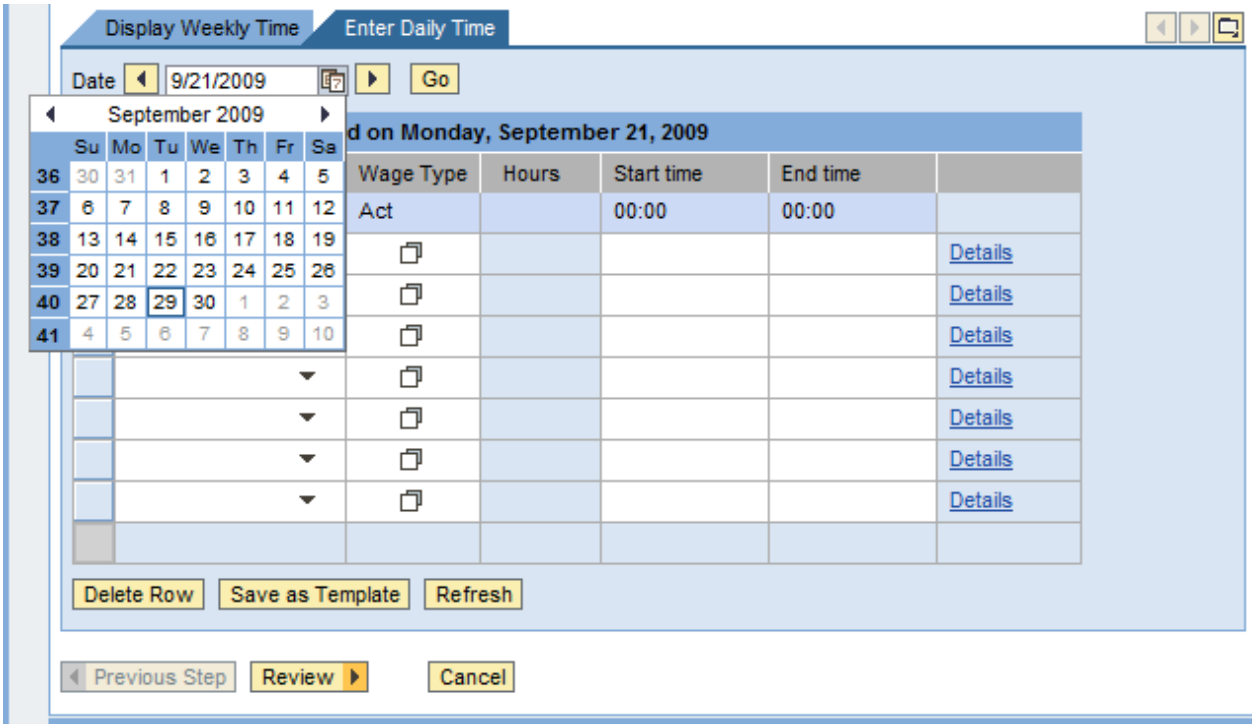
2. Enter a date directly into the date field and click Go.
3. Use the drop-down on the date field, select a date from the calendar, and click Go.

9. The default view is the **Weekly** time sheet. This view is used for DISPLAY only and can be used to reconcile your total hours worked for the week. (Employee must enter their time using the Daily time sheet.

Any Attendance Types or cost objects being charged against are located on the left side of the time sheet, while hours are on the right side of the time sheet. The top row of the time sheet displays the total hours entered.



10. To maintain your time, go to the **Daily** time sheet by clicking the tab Enter Daily Time.

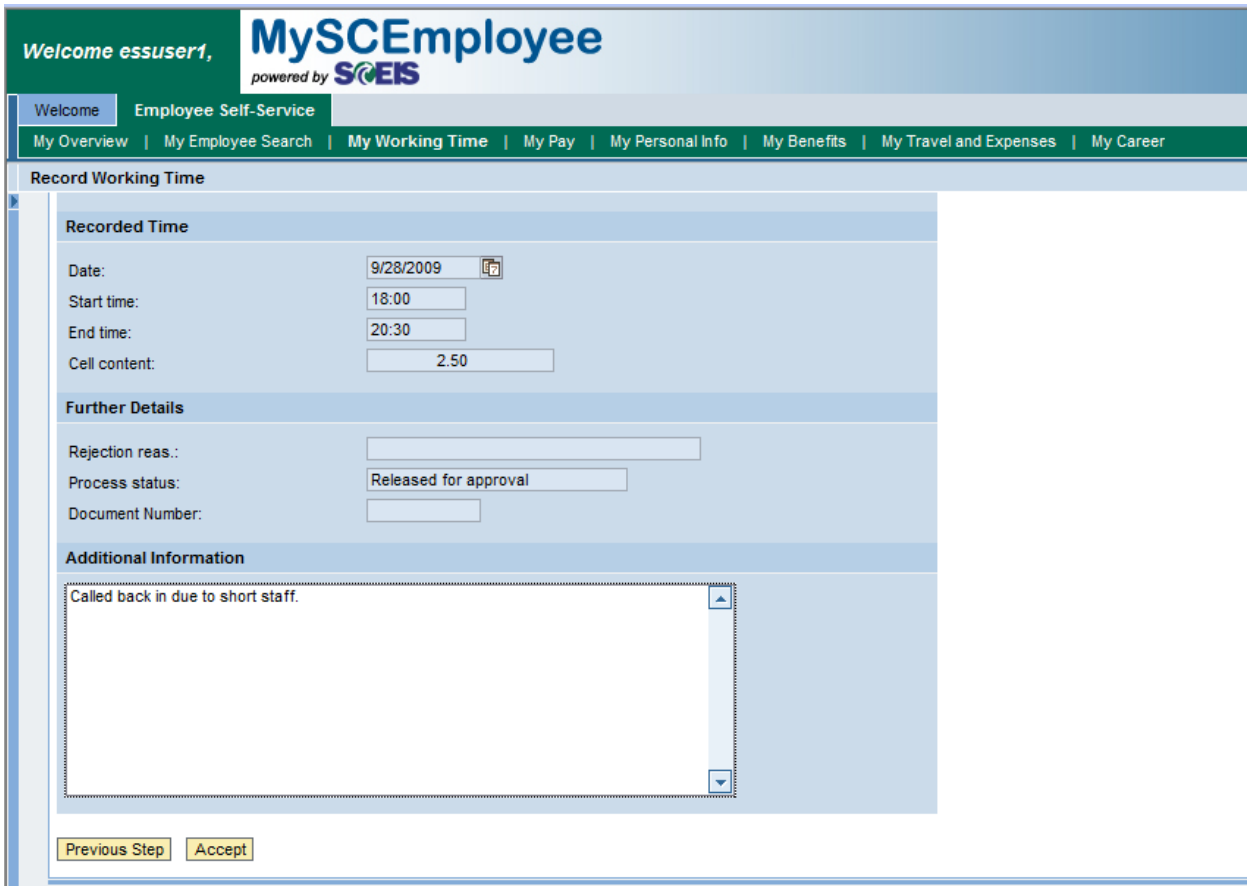


NOTE: The Daily time sheet is specific to a single work day. Go to the work day by selecting the date from the calendar or entering the date into the field directly. Then click Go.

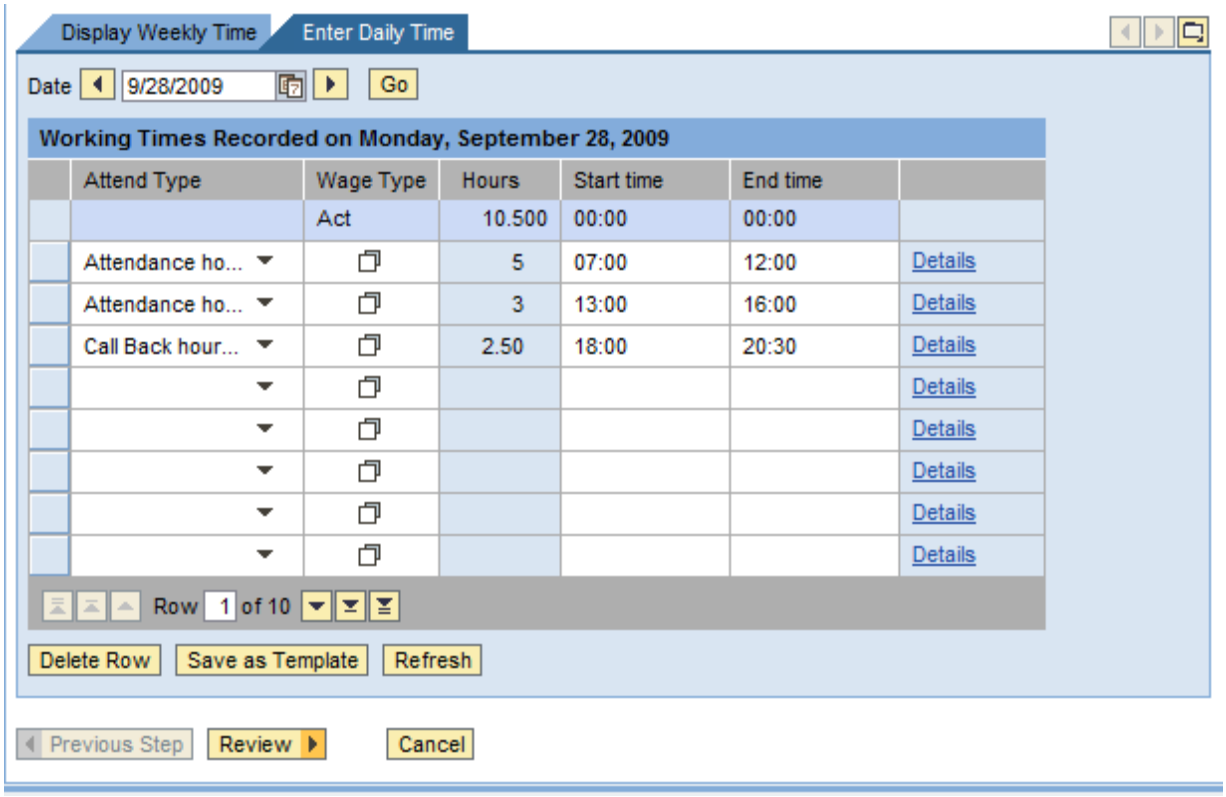
11. To maintain your time, complete/review the following fields:

Field	R/O/C	Description
Attend Type	R	From the drop-down, select an Attendance Type to charge time to: • Attendance Hours • Call Back Hours • On Call Hours • Training Hours Employees will not enter Absences into the time sheet (such as Annual Leave, Sick Leave, Comp Time, etc.). All absence hours will be entered in the 'Leave Request' service in ESS.
Wage Type	C	From the drop-down, select a Wage Type to charge to. The Wage Type and Attendance Type must be a valid combination or the system will not allow you to save the time. Note: Few employees will be required to use this field. Some of the employees in certain agencies may record the number of visits they make in a work week. If required, you will be given the correct Wage Type(s) charge to by your Manager or Time Administrator.
Hours	R	This field is displays the calculated hours entered in the Start/End times.
Start time	R	Enter the Start time. Employees are required to clock their exact Start/End times. Enter the Start time using military time For example, 1:30PM would be entered as 13:30.
End time	R	Enter the End time. Employees are required to clock their exact Start/End times. Enter the End time using military time For example, 1:30PM would be entered as 13:30.

11.1. To enter additional information for your manager to see when approving time, click Details.



11.2. Enter a note in the 'Additional Information' section and click Accept.

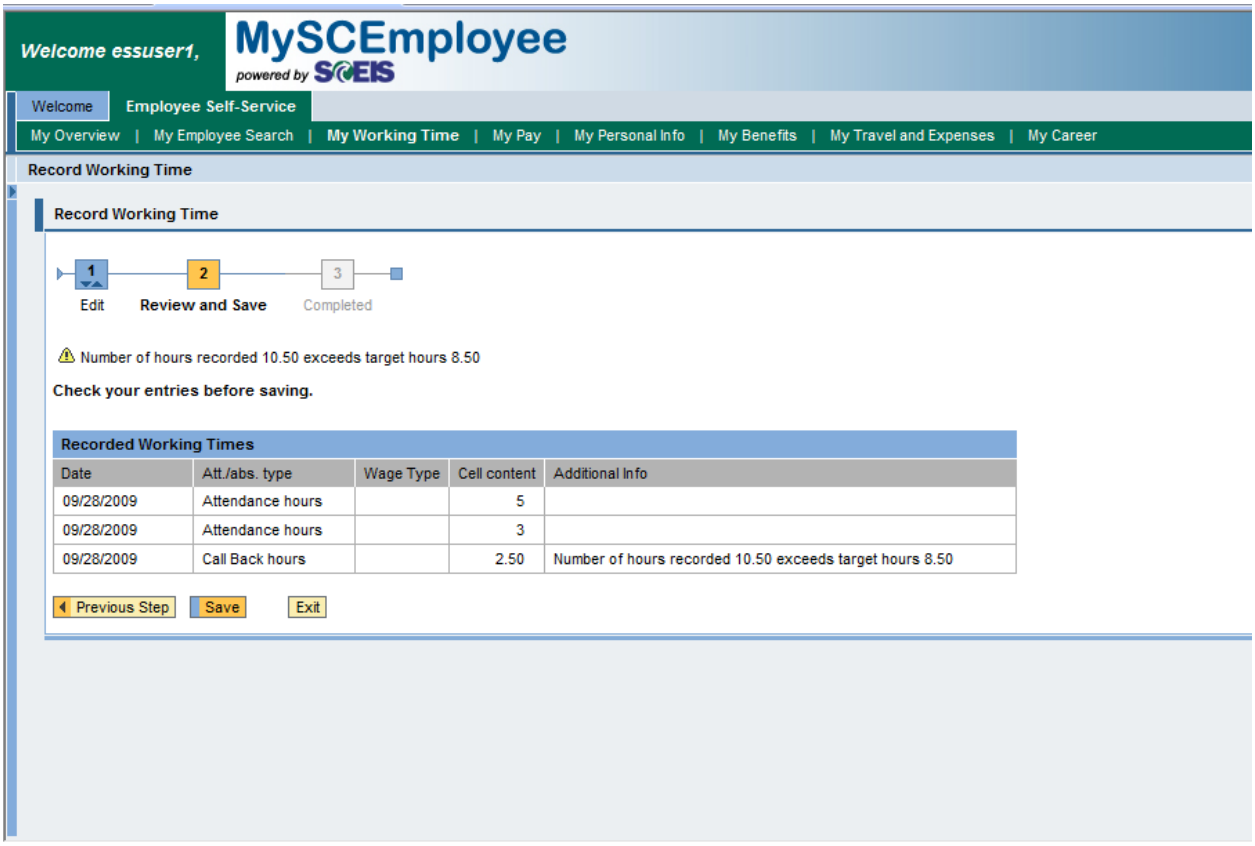


12. Additional time sheet functionality is available by performing one of the following actions:

Activity	Notes
Delete Row	Use this button to delete an entire row in the time sheet. Note: Approved time cannot be deleted. To use, select a row in the time sheet. When the row is highlighted, click the 'Delete Row' button.
Save as Template	Use this button to save all time sheet data <u>except the hours</u>. For example, if an employee charges the same A/A Types each period, it is useful to save this data as a template. This data will default into the time sheet the next time you go to your time sheet. To use, enter applicable time sheet data and click the 'Save as Template' button. Only one template can be saved. If another template is saved, the previous template will be over-written.
Refresh	Use this button to: • Calculate the Start/End times entered. • Validate if the time data was entered correctly. If applicable, an error or warning

	message will be displayed. • Refresh the time sheet. For example, if a row is deleted, you will need to 'refresh' to see the correct total of hours. To use, see above examples and click the 'Refresh' button.

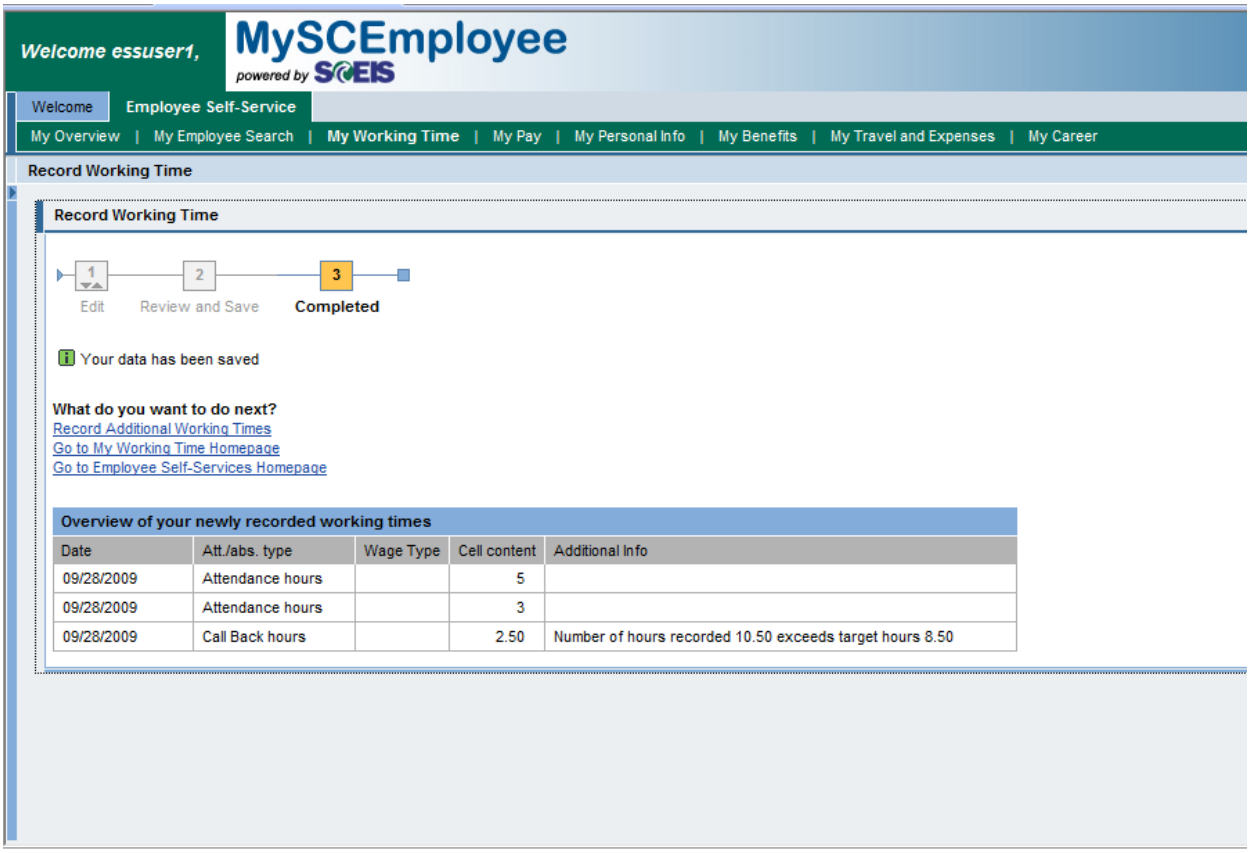
13. Click Review.



14. Perform one of the following:

If	Then
You do not want to save the time sheet and wish to navigate back to the time sheet to make edits.	Click Previous Step
You want to save the time sheet.	Click Save
You want to cancel all activity in the time sheet service and navigate back to the My Working Time area page (note: time sheet will not be saved).	Click Exit

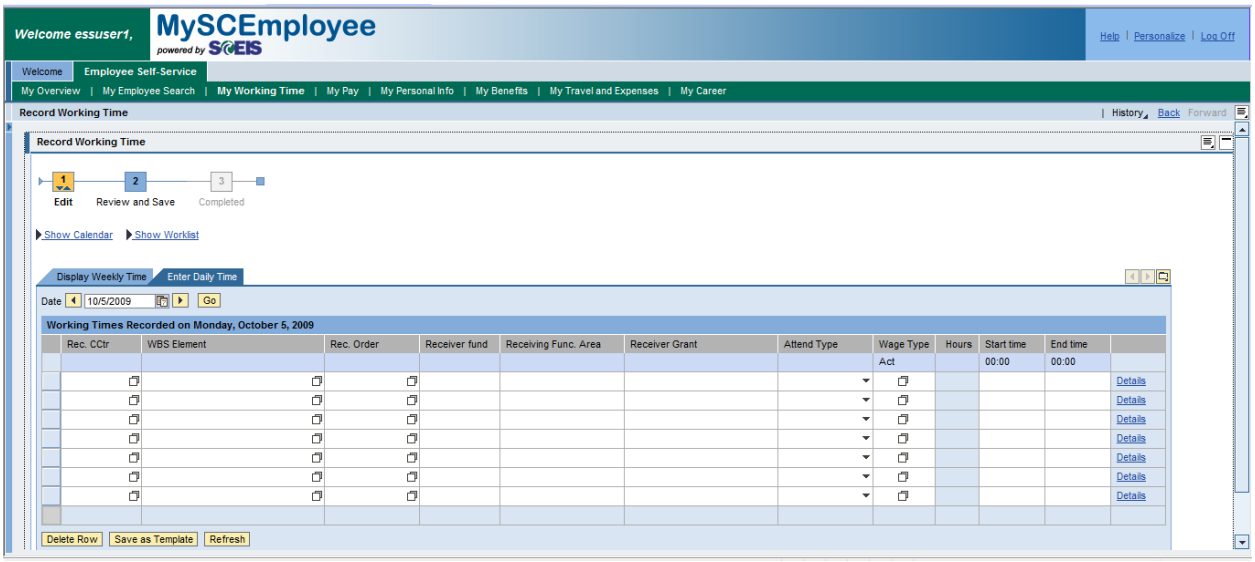
15. For the purpose of this exercise, click Save.



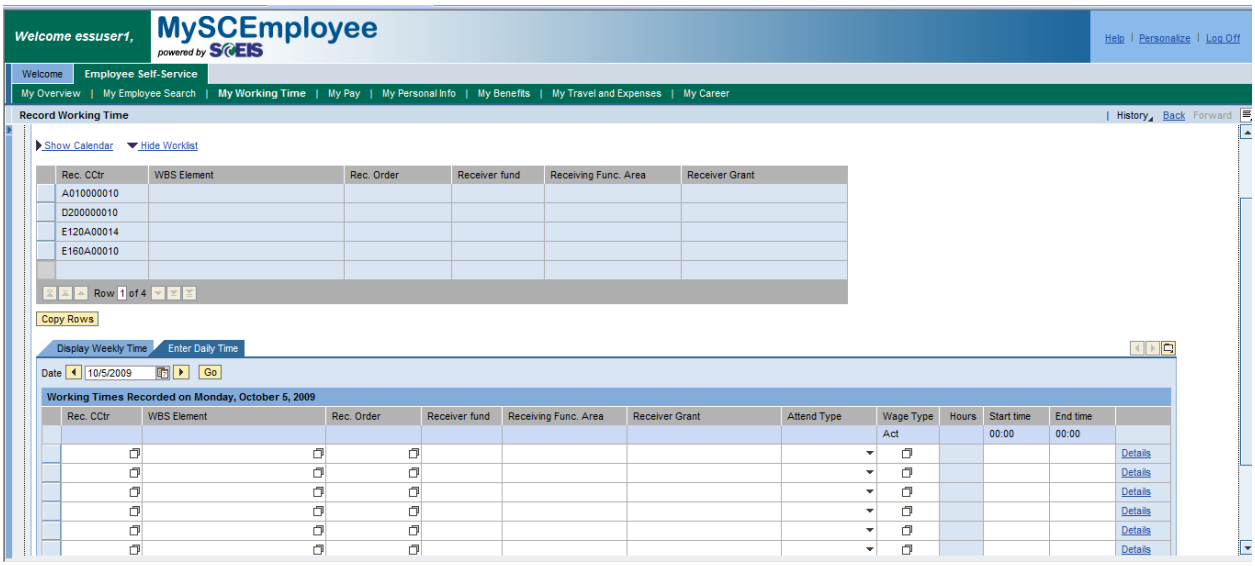
16. Charging Time With Cost Objects

Some state employees will be required to charge their time to Cost Objects (i.e. Charge Objects). A cost object captures time within a financial area of responsibility (for example, a Cost Center, Order, WBS, Fund, or Grant). These employees will have additional fields on their time sheets to input the cost objects against their time. Managers will need to review the time charged to the various cost objects and approve or reject the time. It is the manager's (or Time Administrator's) responsibility to communicate to their employee what cost objects they should be charging.

Go to the Daily time sheet:

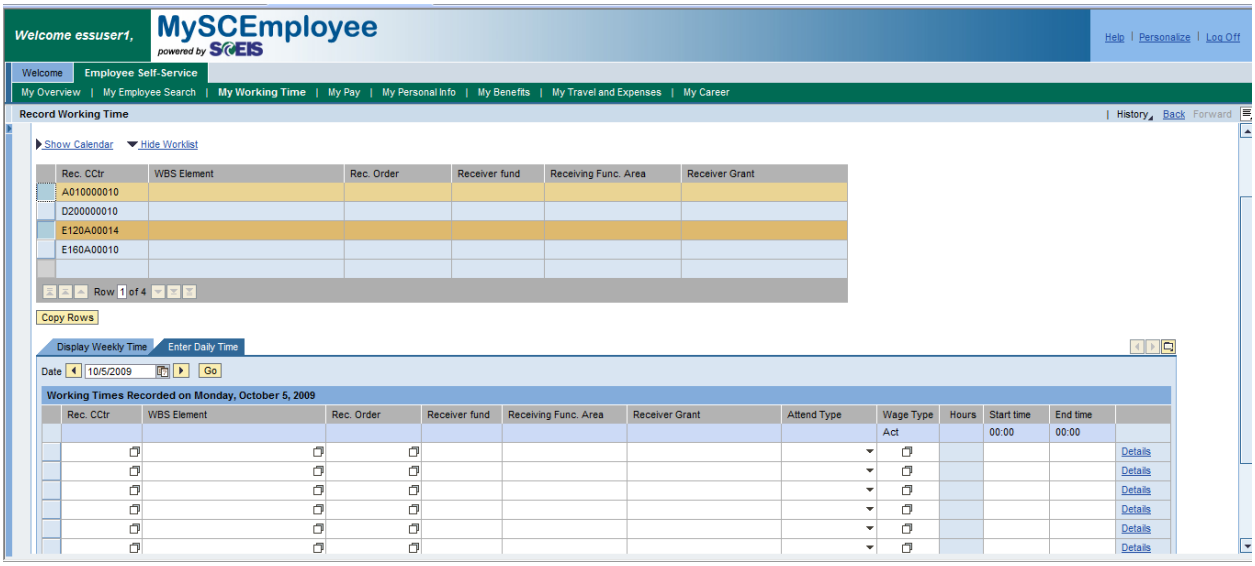


17. To copy previously used cost objects from the Worklist, click the link Show Worklist .

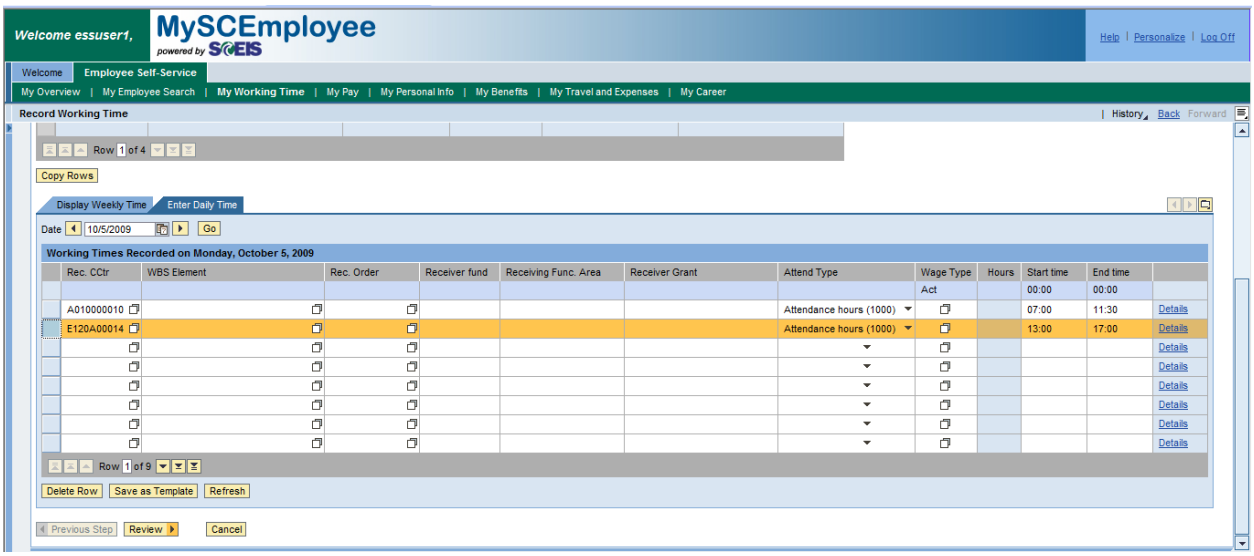


The worklist will retain all cost objects the employee charged to for the past 90 days and used primarily as a "pick list" when entering time the next time. Note: The worklist is an additional feature in the Time Sheet in ESS. It is not required when using Cost Objects

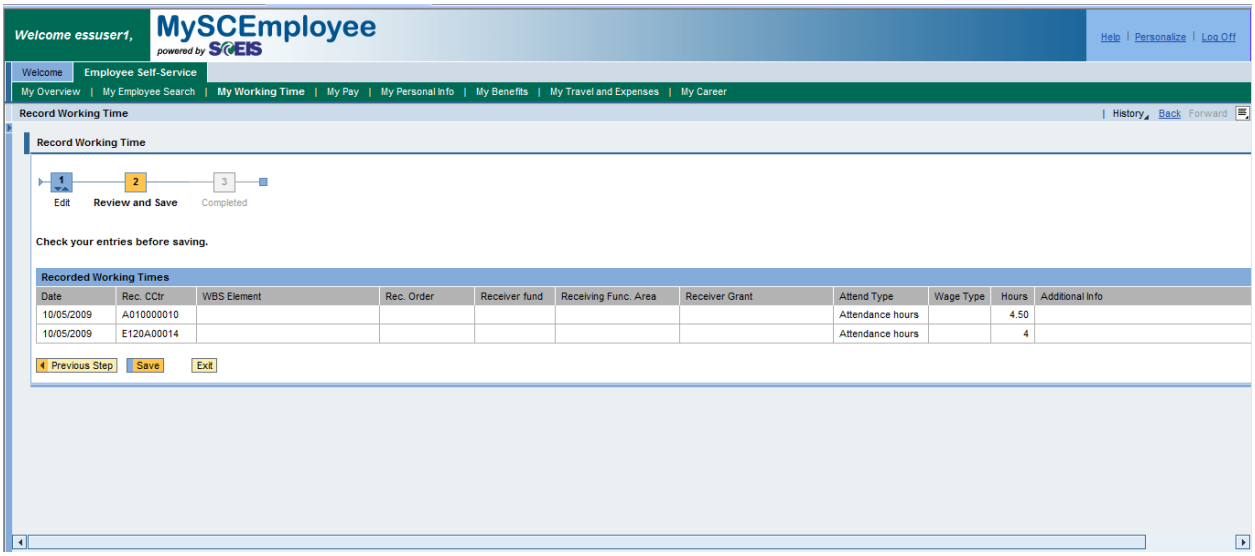
18. To copy a cost object from the worklist to the time sheet: select a row from the worklist and click the button Copy Rows . To copy more than one line down, hold the CTRL key, then select the line items.



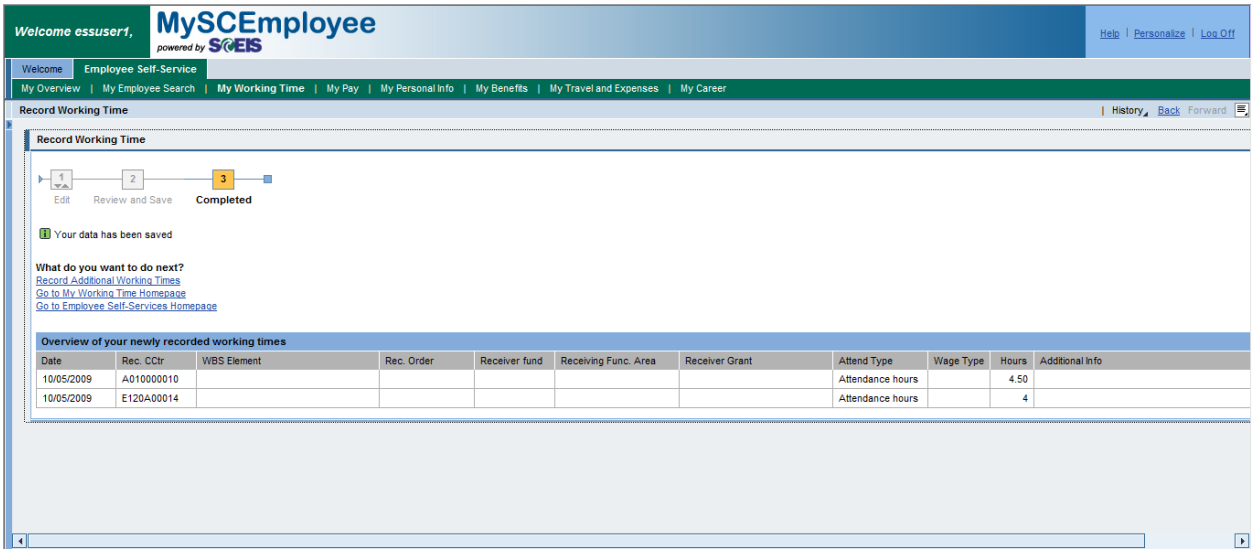
19. Once the cost objects are copied to the Time Sheet, enter the Attendance Type and Hours against it, as shown in the previous section:



20. Click Review .



21. Click Save.



22. Perform one of the following:

If	Then
You want to navigate back to the Record Working Time overview page to display or maintain additional time data.	Click Record Additional Working Times
You want to navigate back to the My Working Time overview page.	Click Go to My Working Time Homepage
You want to navigate back all the way back to the main ESS Overview page.	Click Go to Employee Self-Services Homepage

Result

You have maintained your working time.