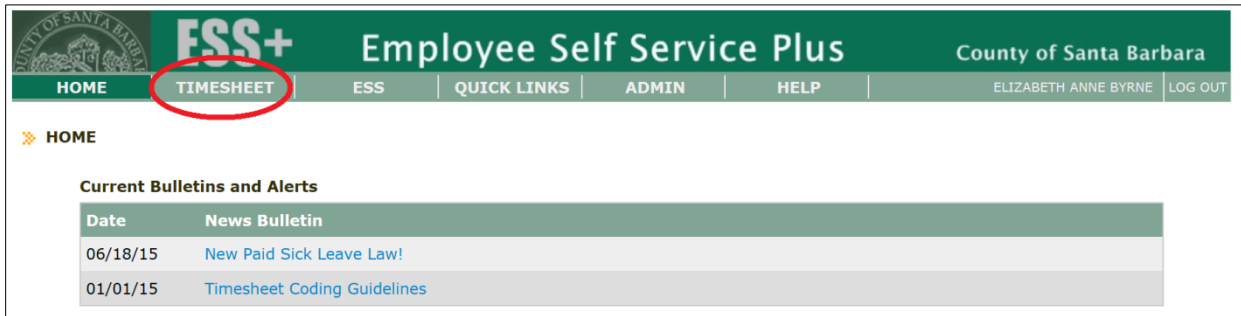


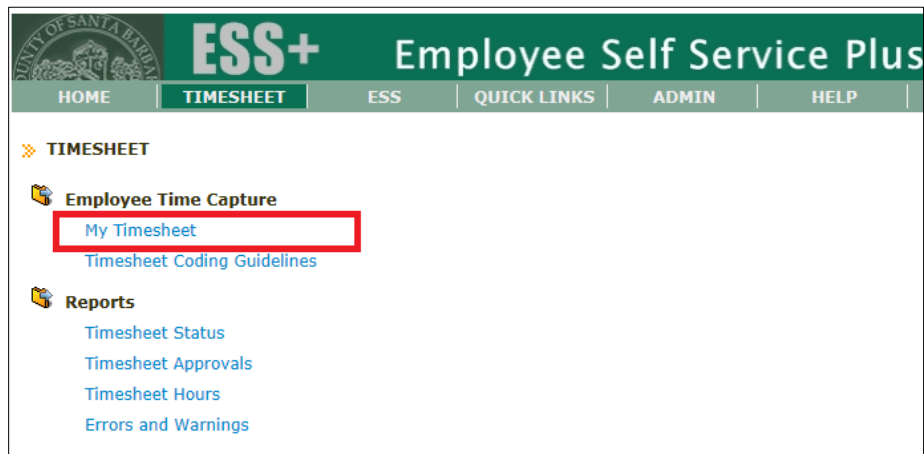
My Timesheet

Explanations for the Employee view of Timesheet application within ESS+.

- Log into **ESS+** at <https://essplus.co.santa-barbara.ca.us/>
- Click **TIMESHEET** in the Menu bar



- Under **Employee Time Capture** click [My Timesheet](#)



- **Important!** : You will no longer **send** your timesheet to a supervisor to approve.
- Instead you will **click Approve** in the Timesheet to place your name and the time and date of your approval on the record. Your primary supervisor will **click Approve** when they review your time.
- **Note:** There may be a delay when opening your timesheet. When opening a Timesheet, an 'edit' check performed to verify all hours and codes on the Timesheet. Review and clear "Errors" and "Warnings" for accuracy before you "Approve" the Timesheet.

My Timesheet

➤ How to Navigate My Timesheet

1. Pay period number
2. Job number
3. **Edit Check** reviews Errors and Warnings
Approve adds your name, time and date stamp and prevents changes.
Unlock invalidates previous Approvals and allow changes.
Print opens the Timesheet as a pdf
Template opens a pdf with POPAA and Earn Codes coded, with no hours.
4. Leave balances, Department and Budget Unit, FTE and Normal Hours are displayed
5. **Errors** tab shows what must be corrected before approval.
Warnings tab shows what *should* be corrected before approval.
Approvals tab shows both Valid and invalid approvals, including time and date.


My Timesheet


6. Timesheet Status shows here:
- **Incomplete** = Timesheet has no approvals
 - **Requires Employee Approval** = Timesheet has approval, but not employee approval
 - **Requires Supervisor Approval** = Timesheet has employee approval, but not supervisor approval
 - **Provisionally Approved** = Timesheet has employee and other approval, but lacks supervisor approval
 - **Approved** = Timesheet has employee and supervisor approval
 - **Legacy TimeCard Data** = Converted from eis/TimeCard
 - **Completed by AC Payroll** = Timesheet for employee entirely on integrated leave has been completed and does not require employee signature.

7. Weekly total hours

8. A **red-orange** line will highlight the active row for data entry.

Double click in any POPAA field to see a drop-down list of possible values.

Click the green button to add a row above. 

Click the red button to delete the row. 

9. Clicking **Show Notes** will enable memo field entry.