My Timesheet

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

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

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НОМЕ	TIMESHEET	ESS	QUICK LINKS	ADMIN	HELP	
> HOME	letins and Alerts					
Date	News Bulletin					
06/18/15	New Paid Sick L	eave Law!				

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

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1. Pay period number

Job number

- 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
- Errors tab shows what <u>must</u> 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

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.



Weekly total hours

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. $oldsymbol{\oplus}$

Click the red button to delete the row. $^{oldsymbol{\otimes}}$

Clicking Show Notes will enable memo field entry.