

Employee Self Service

Supervisor Time Approval

User Guide

To access ESS, use the link ess.reed.edu
Your employee dashboard will open

The screenshot displays the Employee Self-Service dashboard. At the top, a dark red header contains the text "Employee Self-Service" with a gear icon, a user profile icon, and a red rectangular area. Below the header, the text "Employee Dashboard" is displayed in a light blue font. The main content area is divided into several sections. On the left, there is a search bar and two blue buttons labeled "My Profile" and "My Team". In the center, a section titled "Leave Balances as of 09/28/2022" shows two metrics: "Vacation Pay in hours" with a value of 104.79 and "Sick Pay in hours" with a value of 28.25. To the right of this section is a link for "Full Leave Balance Information". Below these sections, there is a vertical list of menu items: "Pay Information", "Earnings", "Benefits", "Taxes", and "Job Summary", each with an upward-pointing arrow. On the right side, there is a "My Activities" section with a blue button labeled "Enter Time" and two links: "Approve Time" and "Pay Stub Administrator".

Employee Self-Service

Employee Dashboard

Employee Dashboard

My Profile

My Team

Leave Balances as of 09/28/2022

Vacation Pay in hours	104.79	Sick Pay in hours	28.25
-----------------------	--------	-------------------	-------

[Full Leave Balance Information](#)

Pay Information

Earnings

Benefits

Taxes

Job Summary

My Activities

Enter Time

[Approve Time](#)

[Pay Stub Administrator](#)

From the dashboard, under “My Activities” select “Approve Time”

The screenshot displays the Employee Self-Service dashboard. At the top, a dark red header contains the text "Employee Self-Service" on the left and a settings gear icon and a user profile icon on the right. Below the header, a light blue link "Employee Dashboard" is visible. The main title "Employee Dashboard" is prominently displayed. On the left side, there is a search bar and two blue buttons labeled "My Profile" and "My Team". The central area features "Leave Balances as of 09/28/2022" with two cards: "Vacation Pay in hours" showing 104.79 and "Sick Pay in hours" showing 28.25. A link "Full Leave Balance Information" is located to the right. On the bottom left, a vertical menu lists "Pay Information", "Earnings", "Benefits", "Taxes", and "Job Summary", each with an upward arrow. On the bottom right, the "My Activities" section is highlighted in yellow and contains a blue "Enter Time" button, a blue "Approve Time" link with a green arrow pointing to it, and a blue "Pay Stub Administrator" link.

From the “Approval” section you can filter by department (that your credentials allow access), current and past pay periods, and timesheet status.

Once you have finished with your filters, you can select your employees from the list.

Note: Clicking on the timesheet tab takes you to your timesheet.

Employee Self-Service ⚙️ 👤

[Employee Dashboard](#) > Time Entry Approvals

Approvals - Timesheet 👤 Proxy Super User || 📊 Reports

Approvals | Timesheet

Timesheet ▾ All Departments ▾ 09/07/2022 - 09/21/2022 (2022 SM 18) ▾ All Status except Not Started ▾ Enter ID/Name

Distribution Status Report - Timesheet ▾

- Pending 0 ▾
- Pending - In the Queue 0 ▾
- In Progress 0 ▾
- Returned 0 ▾
- Error 0 ▾
- Pending - Approved 0 ▾
- Approved 0 ▾
- Completed 1 ▴

Employee Name	ID	Organization	Hours/Units		
<input type="text"/>	<input type="text"/>	1-05040, BUSINESS OFFICE	15.00 Hours	ⓘ	⋮

Here you have a summary of your employees time. You can return it back to the employee, or approve if the information is correct.

Selecting "Details" will take to to the detailed version of the employees time sheet.

NOTE: If a correction is found after employee submission cut-off, you cannot return the timesheet. You will need to make the change and add a comment explaining the change.

Employee Self-Service

[Employee Dashboard](#) > [Time Entry Approvals](#) > [Payroll Specialist, S00477-00, 1, 05040, BUSINESS OFFICE](#) > Preview

Timesheet Detail Summary

1, 05040, BUSINESS OFFICE

Pay Period: 09/07/2022 - 09/21/2022 | 15.00 Hours | **Completed** Approved On 09/26/2022, 09:15 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
09/16/2022	VAC, Vacation	1	7.50 Hours
09/19/2022	SIC, Sick	1	7.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
VAC, Vacation	1		7.50		7.50 Hours
SIC, Sick	1			7.50	7.50 Hours
Total Hours			7.50	7.50	

Routing and Status		
Name	Action	Date & Time
	Originated	09/21/2022, 03:15 PM
	Submitted	09/21/2022, 03:16 PM
	Approved	09/26/2022, 09:15 AM

[Return](#) [Details](#)

From the details page you can review each day. To return to the approval page for that employee click on "Preview".

Selecting "Exit Page" will return you to the approval page, where you can select another employee.

The screenshot displays the 'Employee Self-Service' interface. At the top, there is a dark red header with the text 'Employee Self-Service' and a gear icon. Below the header, a breadcrumb trail shows 'Employee Dashboard > Time Entry Approvals > [Employee ID], 1, 05040, BUSINESS OFFICE'. A search bar contains the employee ID '1, 05040, BUSINESS OFFICE' and a 'Leave Balances' link is visible on the right. The main content area shows a calendar for the period '09/07/2022 - 09/21/2022' with a total of '15.00 Hours'. The status is 'Completed' and it was 'Approved On 09/26/2022, 09:15 AM'. The calendar grid has columns for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The days are numbered 4 through 10. The Wednesday (9/7) cell is highlighted in blue. Navigation arrows are present on the left and right sides of the calendar. At the bottom left, there is an 'Exit Page' link, and at the bottom right, there is a 'Preview' button.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7	8	9	10