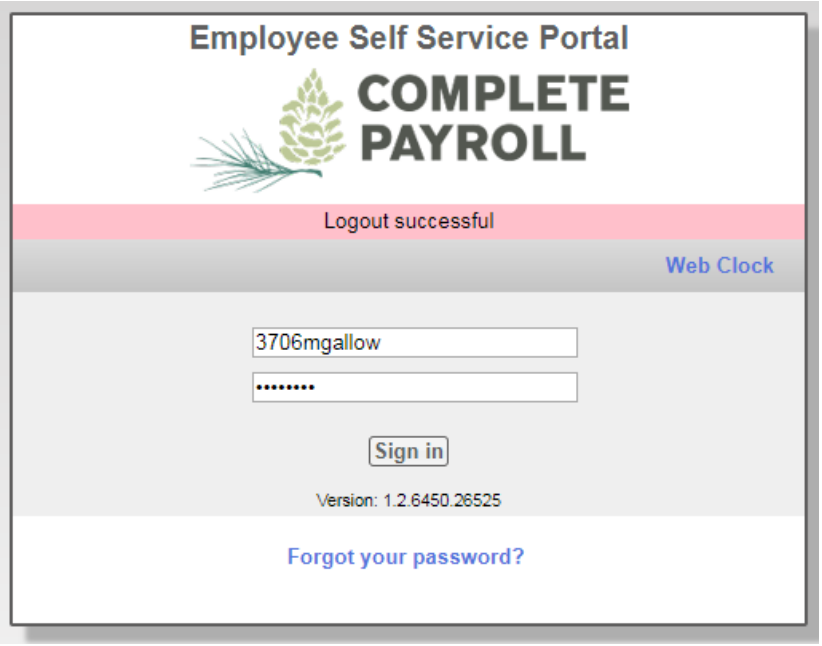
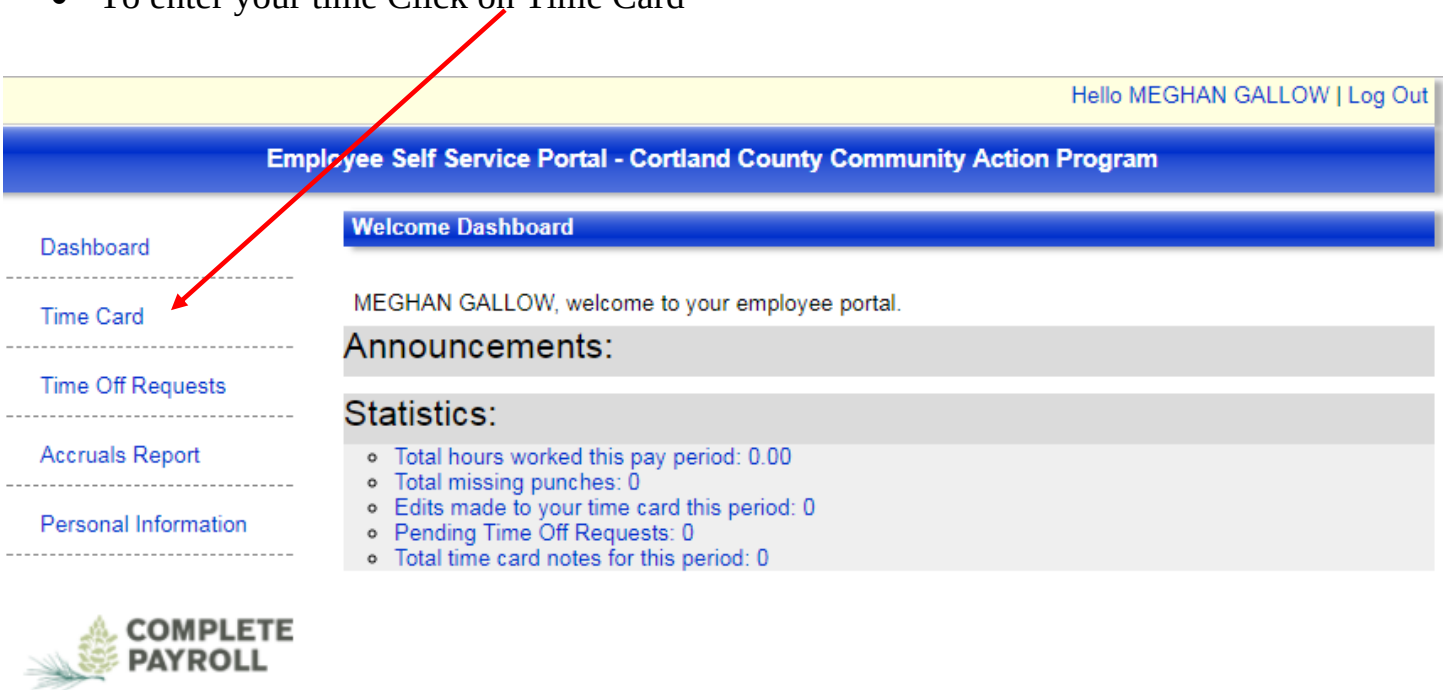
Procedure: Employee Timecard Entry

Login to Employee Self Service Portal

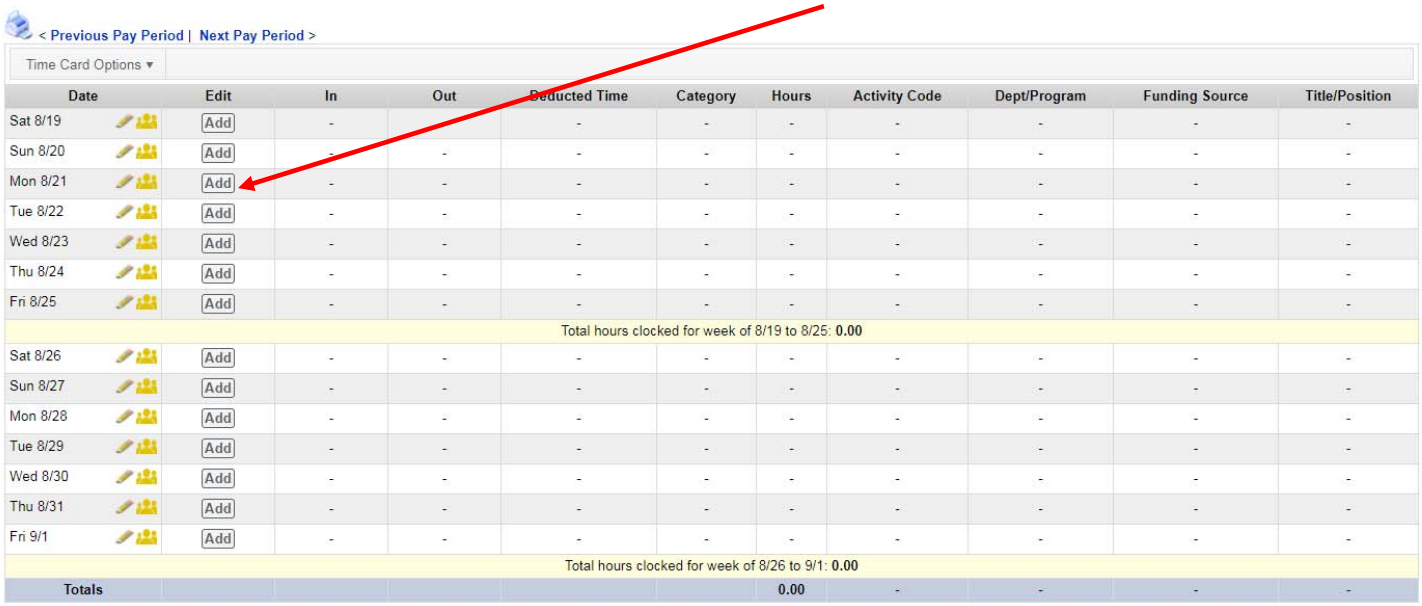
- Go to: https://completepayrollprocessing.payrollservers.us/pg/Ess/Default.aspx
- Enter Login ID and Password
  - Login ID is *3706 employee first initial last name*
    - *In this example Meghan Gallow ID is 3706mgallow*



- This opens the Employee Dashboard
- To enter your time Click on Time Card



- The Time Card for the current pay period opens
- To Enter Time – In the Edit column click on the ADD button

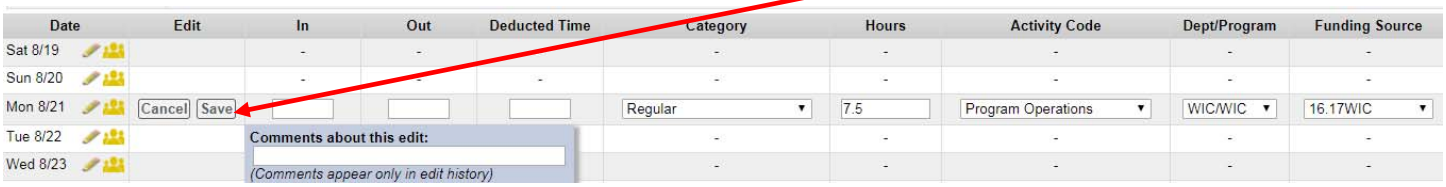


- Enter information in the columns: **Category** (defaults to Regular) – **Hours** – **Activity Code – Dept/Program** and **Funding Source**

NOTE: Entering In and Out times is not required.

- In this example we entered *Regular, 7.5, Program Operations, WIC/WIC and 16.17WIC*

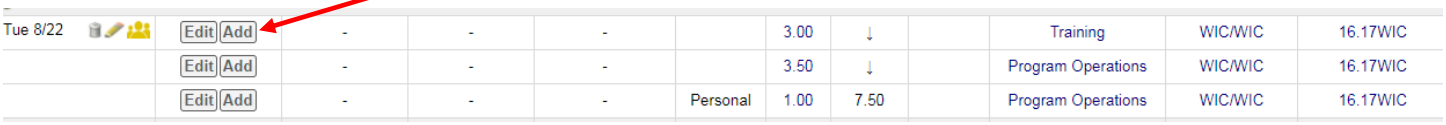
- When information for the day has been entered click on the Save button, or hit the enter key on the keyboard



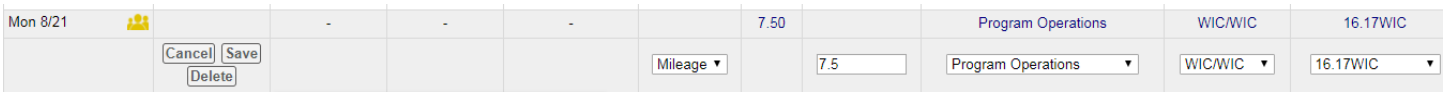
NOTE: When selecting ***Vacation*** time only enter # of hours then save. The Dept/Program and Funding Source will auto-populate with MAG/MAG NONE.

Category	Hours	Amount	Activity Code	Dept/Program	Funding Source
Vacation	7.50			MAG/MAG	NONE

- To Enter Time when employee needs to split their time between Category, Activity Code, Dept/Program, or Funding Source
  - Click on the Add button to continue entering lines for the same day

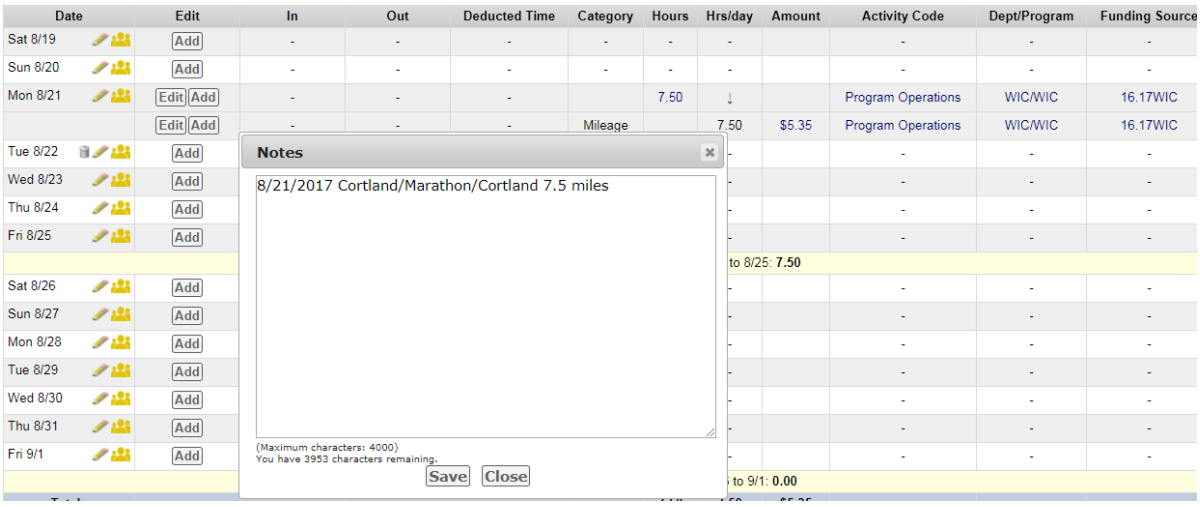


- To Enter Mileage for Reimbursement:
  - After time is entered / saved for the day, Click on the Add button
  - Select Mileage in Category – Enter # of miles in Amount – Activity Code – Dept/Program and Funding Source



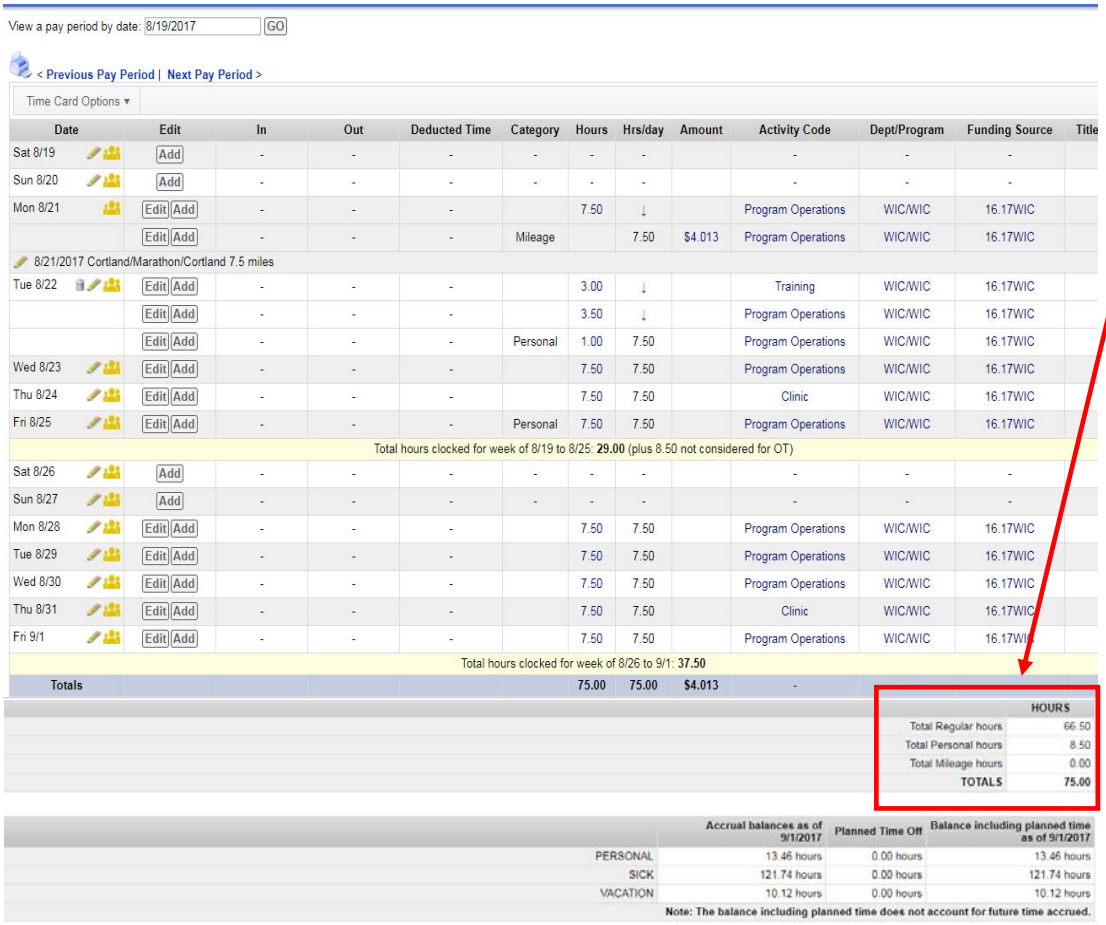
  - Save
    - Note: once line is saved # of miles changes to $ to reimburse Under Category select Mileage
  - When entering Mileage employee must Enter a Note:
    - To Add a note click on the Pencil Icon

    - This opens the Notes window: Enter date, # miles, to/from information
    - In the Notes window Click on Save button



    - Note is displayed on the last line for that day

- **Reviewing / Approving your time card**
  - After completing your timecard review that all data is correct
    - Note: At the bottom right of your timecard is Total of Hours by Category.
  - After verifying all information is correct you need to approve your timecard.



View a pay period by date: 8/19/2017 GO

< Previous Pay Period | Next Pay Period >

Time Card Options ▾

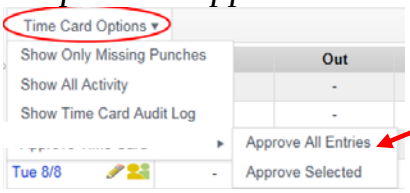
Date	Edit	In	Out	Deducted Time	Category	Hours	Hrs/day	Amount	Activity Code	Dept/Program	Funding Source	Title
Sat 8/19	Add	-	-	-	-	-	-		-	-	-	
Sun 8/20	Add	-	-	-	-	-	-		-	-	-	
Mon 8/21	Edit Add	-	-	-		7.50	↓		Program Operations	WIC/WIC	16.17WIC	
	Edit Add	-	-	-	Mileage		7.50	$4.013	Program Operations	WIC/WIC	16.17WIC	
8/21/2017 Cortland/Marathon/Cortland 7.5 miles												
Tue 8/22	Edit Add	-	-	-		3.00	↓		Training	WIC/WIC	16.17WIC	
	Edit Add	-	-	-		3.50	↓		Program Operations	WIC/WIC	16.17WIC	
	Edit Add	-	-	-	Personal	1.00	7.50		Program Operations	WIC/WIC	16.17WIC	
Wed 8/23	Edit Add	-	-	-		7.50	7.50		Program Operations	WIC/WIC	16.17WIC	
Thu 8/24	Edit Add	-	-	-		7.50	7.50		Clinic	WIC/WIC	16.17WIC	
Fri 8/25	Edit Add	-	-	-	Personal	7.50	7.50		Program Operations	WIC/WIC	16.17WIC	
Total hours clocked for week of 8/19 to 8/25: **29.00** (plus 8.50 not considered for OT)												
Sat 8/26	Add	-	-	-	-	-	-		-	-	-	
Sun 8/27	Add	-	-	-	-	-	-		-	-	-	
Mon 8/28	Edit Add	-	-	-		7.50	7.50		Program Operations	WIC/WIC	16.17WIC	
Tue 8/29	Edit Add	-	-	-		7.50	7.50		Program Operations	WIC/WIC	16.17WIC	
Wed 8/30	Edit Add	-	-	-		7.50	7.50		Program Operations	WIC/WIC	16.17WIC	
Thu 8/31	Edit Add	-	-	-		7.50	7.50		Clinic	WIC/WIC	16.17WIC	
Fri 9/1	Edit Add	-	-	-		7.50	7.50		Program Operations	WIC/WIC	16.17WI	
Total hours clocked for week of 8/26 to 9/1: **37.50**												
Totals						75.00	75.00	$4.013	-			

	HOURS
Total Regular hours	66.50
Total Personal hours	8.50
Total Mileage hours	0.00
TOTALS	**75.00**

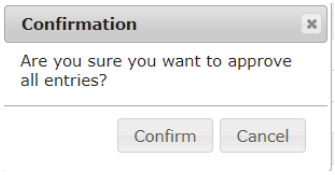
	Accrual balances as of 9/1/2017	Planned Time Off	Balance including planned time as of 9/1/2017
PERSONAL	13.46 hours	0.00 hours	13.46 hours
SICK	121.74 hours	0.00 hours	121.74 hours
VACATION	10.12 hours	0.00 hours	10.12 hours

Note: The balance including planned time does not account for future time accrued.

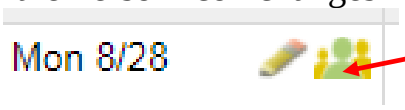
  - To Approve your Timecard in the upper left of the timecard
    - click **on** *Time Card Options →Approve Time Card →Approve All Entries*



    - Click **Confirm** when prompted, "Are you sure…"



    - When approved the Person Icon changes from yellow to **green**.



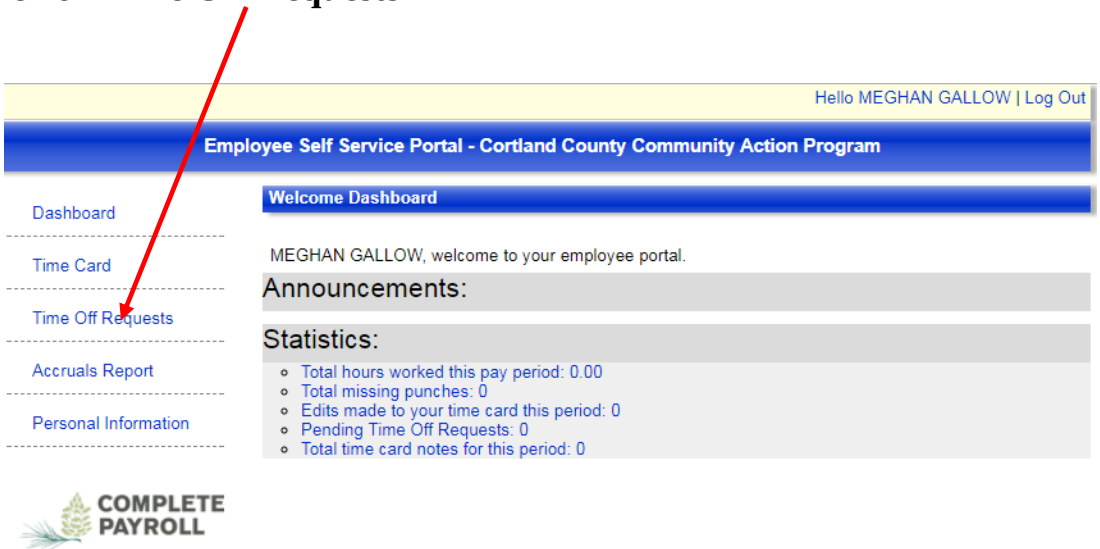
Procedure: Employee Requesting Time Off

Login to Employee Self Service Portal

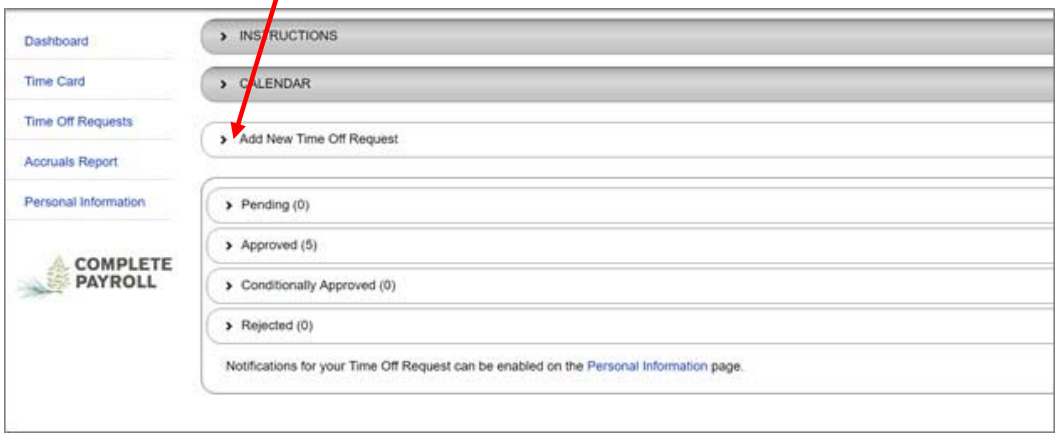
- Go to: https://completepayrollprocessing.payrollservers.us/pg/Ess/Default.aspx

- Enter Login ID and Password
  - Login ID is *3706 employee first initial last name*
    - *In this example Meghan Gallow ID is 3706mgallow*

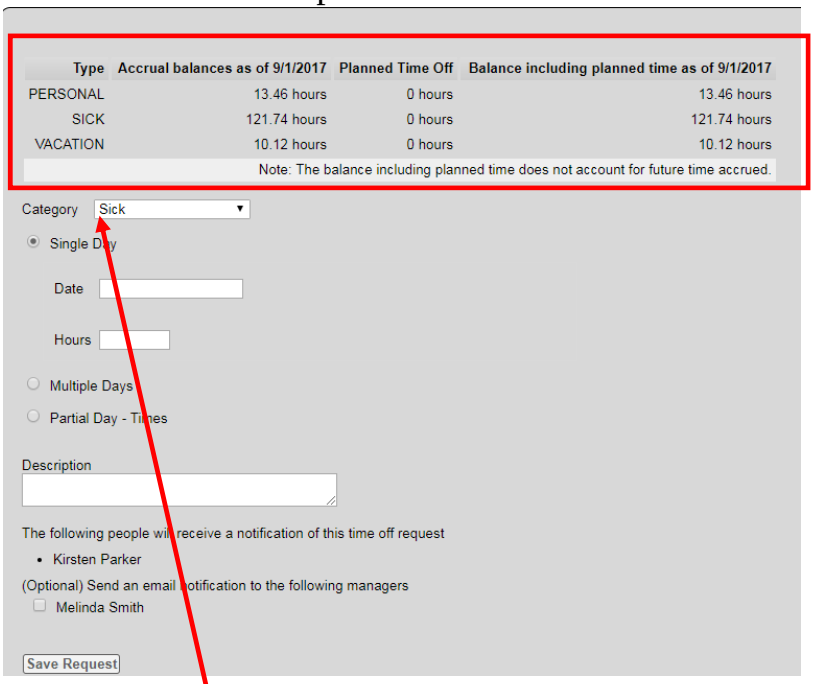
- This opens the Employee Dashboard
- Click on **Time Off Requests**



- Click on **Add New Time Off Request**

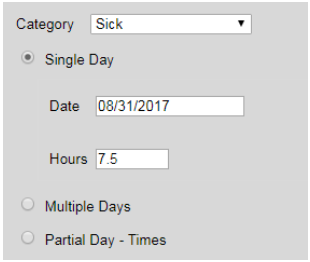


  - Verify enough time off is available
    Note: Run the Accruals Report to view future time accruals

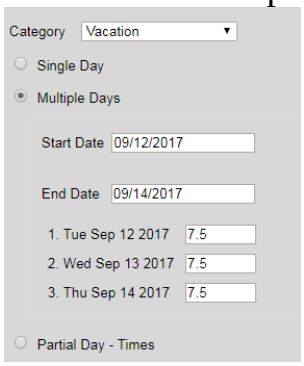


  - In Category select appropriate time from drop down list.
    - Sick, Vacation, Personal and Unpaid Leave
      - *In this example we have selected Sick*

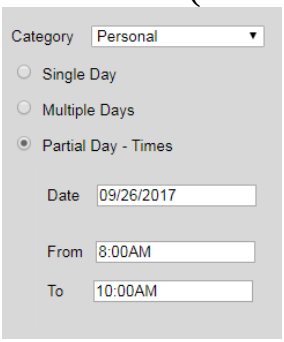
- **To request a Full Day**:
  - Click on **Single Day**
  - Enter Date
  - Enter Total Number of Hours



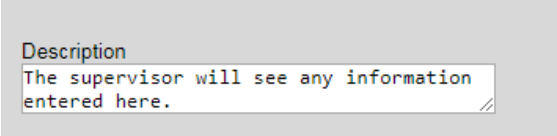
- **To request Multiple Days**:
  - Click on **Multiple Days**
  - Enter Start Date and End Date
  - Enter Total Number of Hours per day



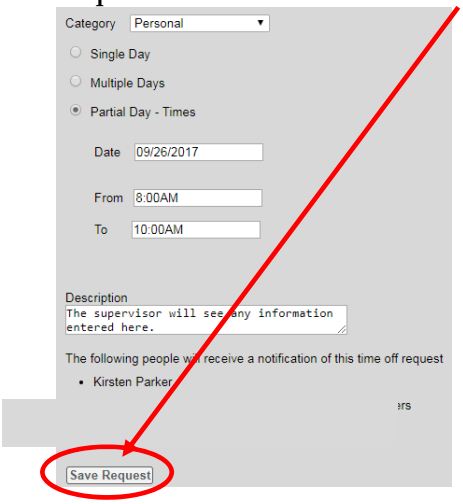
- **To request Less Than a Full Day**:
  - Click on **Partial Day - Times**
  - Enter Date
  - Enter Time From and To (include AM or PM_



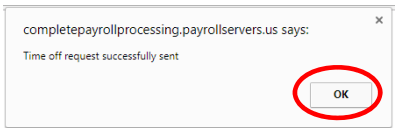
- Enter a brief **Description** of time off requested (not required)



- To Submit the Request – Click on **Save Request** button



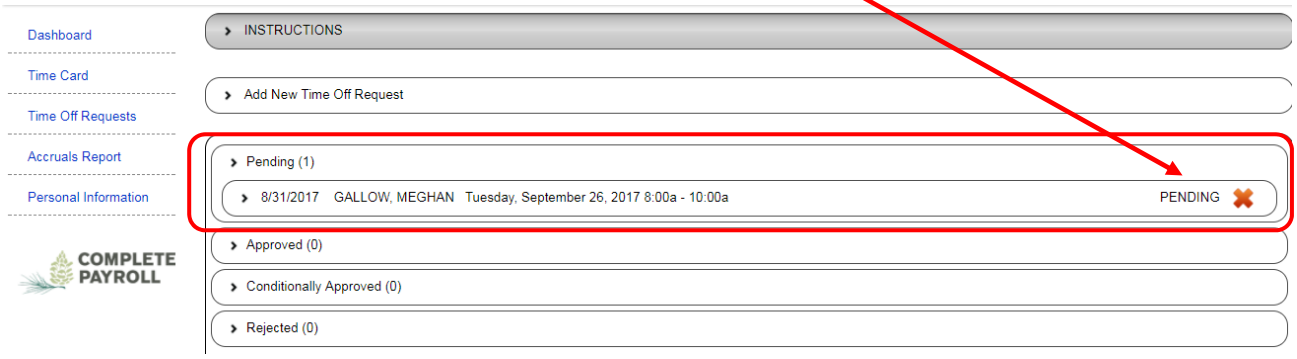
- Click OK when prompted, "*Time off request successfully sent.*"



Email Notifications:

Supervisor receives notification when time off is requested.
Employee receives notification when time off is Approved or Denied

- To Review Time Off Request
  - Click the > button to the left of **Pending, Approved, Conditionally Approved, or Rejected**
  - To cancel a pending time off request, click the **Red X** for that request

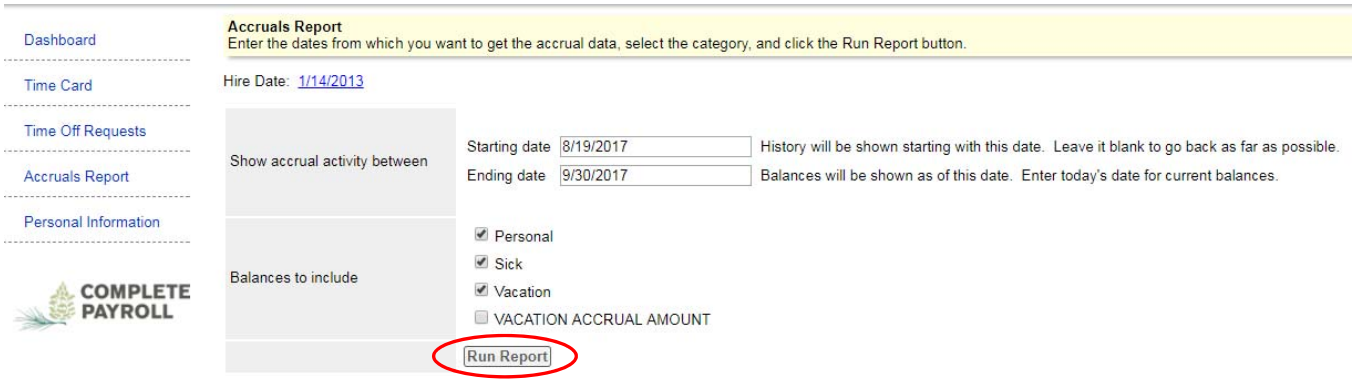


- To Run Accrual Balance Report
  - Click **Accruals Report**
  - Enter **Start Date** and **End Date** of the range you want to reference
    - NOTE: **Starting Date should always be 8/19/2017.**
      - Employee accrued time balances as of 8/19/2017 were populated in the Online Timecard system.
      - Employee history of time accrued/taken before 8/19/2017 is not available in the Online Timecard system.

  - Select the time off categories you want included in the report
    - Select from Personal, Sick or Vacation (Do not check VACATION ACCRUAL AMOUNT)

      ***In this example we have selected**:*
      Starting Date 8/19/2017, Ending Date 9/30/2017
      Balances to Include: Personal, Sick and Vacation

  - Click **Run Report**



- Accruals Report Information:
  - Dates:
    - Last Date in Pay Period-lists time accrued for that pay period. **Earning VACATION +4.93**
      Earning SICK +3.71
      Earning PERSONAL +1.23
    - Actual time taken or Approved requested time

8/25/2017	Deduction PERSONAL -7.50

  - Personal, Sick and Vacation hours = Balances as of date in 1st column.

In this example:

Starting Date 8/19/2017 =Balance of Personal, Sick and Vacation
On 8/22/2017 = One Hour Personal Time Taken
On 9/1/2017=Accrued Personal 1.23 hours, Sick 3.71 hours, Vacation 4.93 hours
On 9/30/2017=Accrued Balances= Personal 15.92 hours, Sick 129.16 hours, Vacation 19.97 hours

Accruals Report as of Thursday, August 31, 2017

Print | Export to CSV

All balances are as of the end of the listed reporting date.

GALLOW, MEGHAN J		Personal	Sick	Vacation
8/19/2017	Adjusted by Nasso, Greg[gnasso]: Set PERSONAL to 20.73 Adjusted by Nasso, Greg[gnasso]: Set SICK to 118.04 Adjusted by Nasso, Greg[gnasso]: Set VACATION to 5.19	20.73	118.04	5.19
8/22/2017	Deduction PERSONAL -1.00	19.73	118.04	5.19
8/25/2017	Deduction PERSONAL -7.50	12.23	118.04	5.19
9/1/2017	Earning VACATION +4.93 Earning SICK +3.71 Earning PERSONAL +1.23	13.46	121.75	10.12
9/15/2017	Earning VACATION +4.93 Earning SICK +3.71 Earning PERSONAL +1.23	14.69	125.45	15.05
9/29/2017	Earning VACATION +4.93 Earning SICK +3.71 Earning PERSONAL +1.23	15.92	129.16	19.97
9/30/2017		15.92	129.16	19.97

Important: Click **Log Out** in upper right corner to leave the application