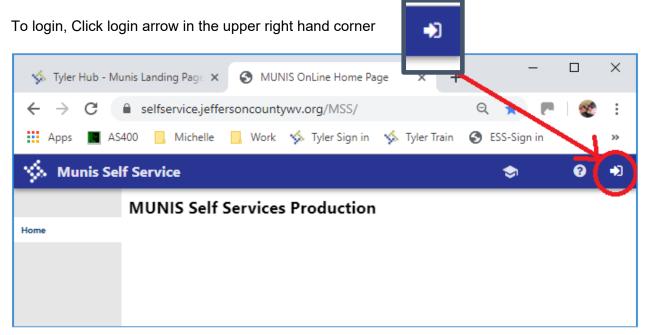
Jefferson County Commission ESS Time Entry

ESS TIME ENTRY

All employees in selected departments are now responsible for entering their own time into ESS and submitting it for approval.

Log in to ESS from a computer.

https://selfservice.jeffersoncountywv.org/MSS



Select Time Entry from the left hand menu

🔆 Munis Self Service								
	Welcome to Employee Self Service							
Employee Self Service	Announcements							
Life Events								
Certifications	Personal information							
Pay/Tax Information	MUREER, JOHN							
Personal Information	124 E WA SHINGTON ST CHARLES TOWN, WV 25414							
Time Off	Phone Email CELL OR MOBILE PHONE: 304-724-8425 Email: jmiller-123@jeffersoncountywv.org Alternate email: jmiller-0101@gmail.com							
Time Entry	Antennate enrant, protection eggeneration							
	Time off							
	Projected Projected							
	Available Earned VACATION 88.13 88.13							
	SICK 32.00 32.00							
	COMP TIME 10.25 10.25							
	Show time off taken							

On the Enter Time Screen, it defaults to the current week. Click Prior Week or Next week to make sure you are on the correct week. The next bi weekly payroll is: 9/15 through 9/28.

Type in the hours worked on line 105-hourly wages for each day. If you had overtime, used vacation or sick, etc, type those hours on their respective lines. If you need a pay type that is not listed, please contact Tammy.

Munis Self Service										8	4
	Enter time	Click Prior Week or Next week to									
Employee Self Service	DISPATCHER II 🔻	toggle between weeks	Adding 4	2 from 9/16/2	019 to 9/20/20	19 Copy fr	om previous w	reek	Save for later	Su	ıbmit
Life Events	Aug 2019	Oct 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	11/	-
Certifications	prior week	next week	9/15	9/16	9/17	9/18	9/19	9/20	9/21	Weekly Total	
Pay/Tax Information	\smile	\smile									
Personal Information		105 - HOURLY WAGES		8	8		8			24	
Time Off											
Time Entry		200 - STRAIGHT / EXCESS (OT 1.0)					2			2	
Enter Time											
		205 - REGULAR OVERTIME 1.5									
		300 - VACATION HOURS USED				8				8	
		305 - SICK HOURS USED						8		8	
		325 - HOLIDAY PAY									
		700 - TRAINING PAY 5%									-
											*
		TOTAL		8	8	8	10	8		42	

The system is a work in progress. Reason codes may be added in the future.

You can save for later if you're entering one week.

Munis Self Service		You can save for later if you're e	ntering	one we	ek.					?	4
	Enter time	Click Submit ONLY after you've	complet	ed both	ı weeks	s of the	-	_		<u> </u>	_
Employee Self Service	DISPATCHER II	current bi-weekly payroll	Adding	Adding 82 from 9/16/2019 to 9/26/2019 Copy from previous week						Su	bmit
Life Events	Aug 2019	Oct 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Certifications	prior week	next week	9/22	9/23	9/24	9/25	9/26	9/27	9/28	Weekly Total	
Pay/Tax Information											×
Personal Information		105 - HOURLY WAGES	8	8	8	8	8			40	
Time Off											
Time Entry											
Enter Time											
		200 - STRAIGHT / EXCESS (OT 1.0)									
		205 - REGULAR OVERTIME 1.5									
		300 - VACATION HOURS USED	88.13 available	88.13 available	88.13 available	88.13 available	88.13 available	88.13 available	88.13 available		
		305 - SICK HOURS USED	32 available	32 available	32 available	32 available	32 available	32 available	32 available		
		325 - HOLIDAY PAY									
		700 - TRAINING PAY 5%									Ŧ
		TOTAL	8	8	8	8	8			40	*

Click Submit ONLY after you've completed both weeks of the current bi-weekly payroll

The message at the top should say that your time has been submitted.

Enter time Vour time has been submitted.
DISPATCHER II
Aug 2019

TIME ENTRY CHANGES

To change time entry that has been saved for later:

For hours that are not connected to a leave balance, you can click on that field for the date that needs changed, click edit and update it.

Aug 2019 Nov 2019 prior week next week	^{Sunday} 9/29	Monday 9/30	^{Tuesday}	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5	Weekly Total	
100 - SALARY WAGES line. I	on the da t opens nd delet		8					8	
Hours 8 Edit Delete									
300 - VACATION HOURS USED	23 available	8	15 available	15 available	15 available	15 available	15 available	8	
305 - SICK HOURS USED	432 available	432 available	432 available	432 available	432 available	432 available	432 available		
TOTAL		8	8					16	

After you click edit, type the correct amount in the field that opens up and then click SAVE

Aug 2019 prior week	Nov 2019 next week	^{Sunday} 9/29	Monday 9/30	^{Tuesday}	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5	Weekly Total
100 - SAL	Type the c ARY WAGES then click		nount	8					8
Hours 10 Save	Delete								
300 - VACATIC	ON HOURS USED	23 available	8	15 available	15 available	15 available	15 available	15 available	8
305 - SICK	HOURS USED	432 available	432 available	432 available	432 available	432 available	432 available	432 available	
тс	DTAL		8	8					16

The amount is updated now.

Aug 2019 Nov 2019 prior week next week	^{Sunday} 9/29	Monday 9/30	^{Tuesday} 10/1	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5	Weekly Total
100 - SALARY WAGES		(10) The	amount	is updat	ted	10
Hours 10 Edit Delete								
Hours Add line item								
300 - VACATION HOURS USED	23 available	8	15 available	15 available	15 available	15 available	15 available	8
	432 available	432 available	432 available	432 available	432 available	432 available	432 available	
TOTAL		8	10					18

For hours that are connected to a leave balance, i.e. I entered 8 hours of vacation on Monday and "saved it for later", but I entered it on the wrong line and need to change that to 8 hours of sick.

You must first deleted the Time off Request.

Click on Time Off

Click on My Requests

Home					
Employee Self Service					
Life Events					
Certifications					
Pay/Tax Information					
Personal Information					
Time Off					
My Requests					
Request Time Off					
Time Entry					

Locate the leave transaction that needs updated and click Cancel

My Request	s	On the	e record that ne	eds changed	, click Cancel	<u>Calendar view</u>
		Ea	rned		ojected Earned 24/2019	Projected Available* through 9/24/2019
VACATION (H)			23.00		23.00	15.00
SICK (H)		4	32.00		432.00	416.00
		45	55.00		455.00	431.00
Dates Requested	Amount	Туре	Status	Reason	Comments	Options
10/17/2019	8 hours	SICK	Approved (not taker)		<u>Cancel</u> <u>Add to calendar</u>
10/16/2019	8 hours	SICK	Approved (not taker)		Cancel Add to calendar
9/30/2019	8 hours	VACATION	Saved for later	_		Cancel Add to calendar
H=Hours; D=Days. *Available amount aft	er any outstanding req	uests (approved or pending ap	oproval)			

It should disappear from your requests

My Request	S					Calendar view
			Earned	Projecte Earne through 9/24/201	d	Projected Available* through 9/24/2019
VACATION (H)			23.00	23.0	0	23.00
SICK (H)			432.00	432.0	0	416.00
			455.00		0	439.00
Dates Requested	Amount	Туре	Status	Reason	Comments	Options
10/17/2019	8 hours	SICK	Approved (not t	taken)		<u>Cancel</u> Add to calendar
10/16/2019	8 hours	SICK	Approved (not t	taken)		<u>Cancel</u> Add to calendar

H=Hours; D=Days. *Available amount after any outstanding requests (approved or pending approval)

NOW GO DACK TO TIME LINEY, LINET T	iiiio. 1	nacame			jone.			
Aug 2019 Nov 2019 prior week next week	^{Sunday} 9/29	Monday 9/30	Tuesday 10/1	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5	Weekly Total
100 - SALARY WAGES			10					10
300 - VACATION HOURS USED	(<u>}</u>		hour ind v gone.	correct e	entry	
305 - SICK HOURS USED								
TOTAL			10					10

Now go back to Time Entry, Enter Time. That amount should be gone.

Enter the correct information.

Aug 2019 Nov 2019 prior week next week	^{Sunday} 9/29	Monday 9/30	^{Tuesday}	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5	Weekly Total
100 - SALARY WAGES			10					10
300 - VACATION HOURS USED	23 available	23 available	23 available	23 available	23 available	23 available	23 available	
305 - SICK HOURS USED	432 available	8	424 available	424 available	424 available	424 available	424 available	8
325 - HOLIDAY PAY		\smile	Ent	er the co	orrect in	formatio	on	
TOTAL		8	10					18

To change time entry that has been already been SUBMITTED for approval

You are still able to edit a time entry that has been submitted. Once you click on the number/day/line to correct, Click Change, then click Edit.

nambel/adj/mile to contest, ener en	ange, a								
Aug 2019 Oct 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly	•
prior week next week	9/22	9/23	9/24	9/25	9/26	9/27	9/28	Total	
		0		0	0	0			
105 - HOURLY WAGES		10	8	8	8	8		42	
					-	-			
C Hours 8 Change									
200 - STRAIGHT / EXCESS (OT 1.0)									
205 - REGULAR OVERTIME 1.5									
300 - VACATION HOURS USED	78.75 available		•						
7070		10	0	0	0	0		40	^
TOTAL		10	8	8	8	8		42	-
Click Edit									_
									_

Aug 2019 Oct 2019 prior week next week	^{Sunday} 9/22	Monday 9/23	^{Tuesday} 9/24	Wednesday 9/25	^{Thursday} 9/26	Friday 9/27	Saturday 9/28	Weekly Total
105 - HOURLY WAGES		0 10	8	8	с 8	8		42
Hours 8 Edit Delete Hours Add line item								
200 - STRAIGHT / EXCESS (OT 1.0)								
205 - REGULAR OVERTIME 1.5								
TOTAL		10	8	8	8	8		42

	ouro							
Aug 2019 Oct 2019 prior week next week	Sunday 9/22	Monday 9/23	^{Tuesday} 9/24	Wednesday 9/25	^{Thursday} 9/26	Friday 9/27	Saturday 9/28	Weekly Total
105 - HOURLY WAGES		0 10	8	8	8	8		42
Hours 10 Delete								
200 - STRAIGHT / EXCESS (OT 1.0)								
205 - REGULAR OVERTIME 1.5								
300 - VACATION HOURS USED	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	
TOTAL		10	8	8	8	8		42

Enter the correct information, then click Save

You will need to SUBMIT it again.