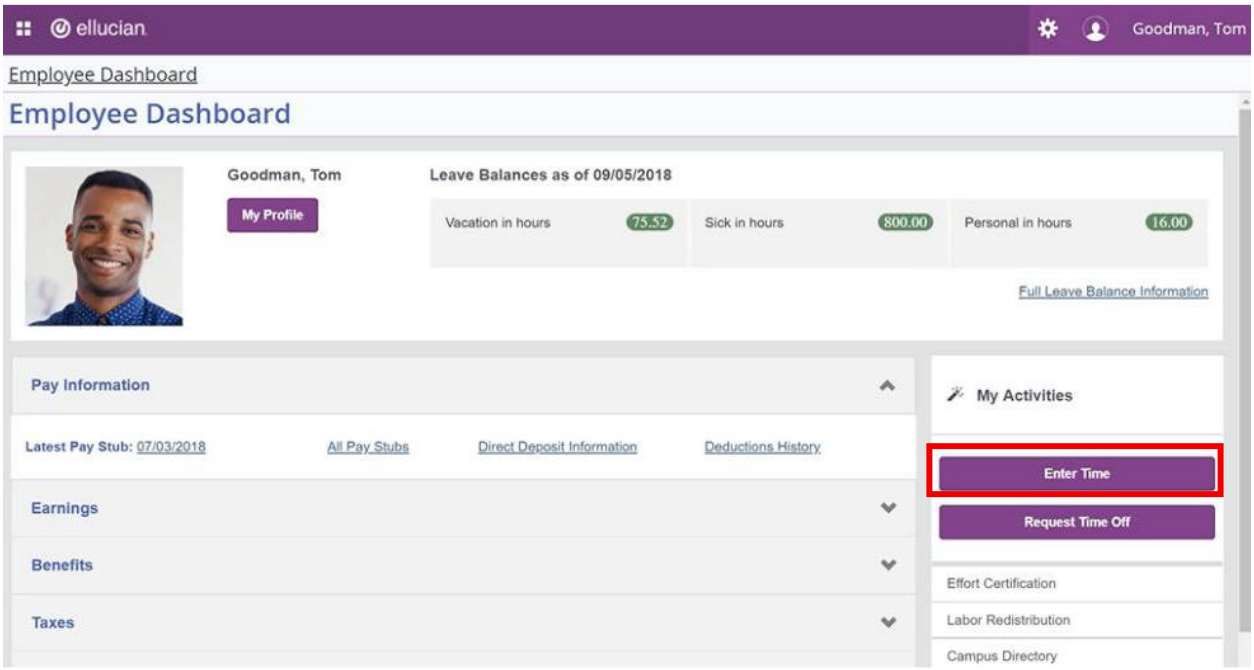
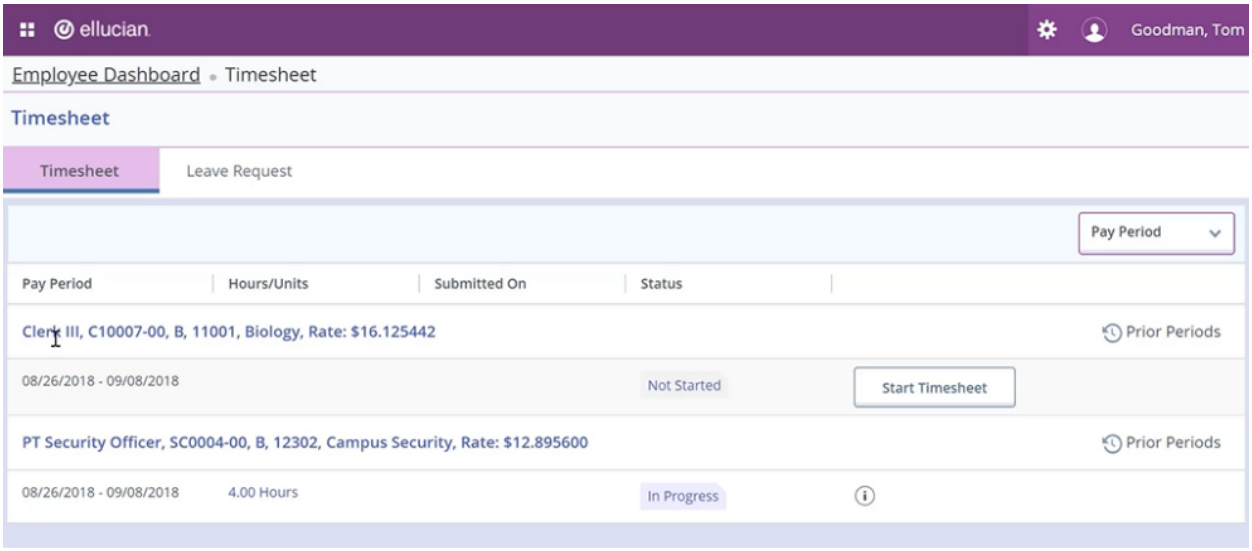
Self-Service Time Entry Guide

Employee Self-Service can be used to report your time if enabled for your employee/job classification.

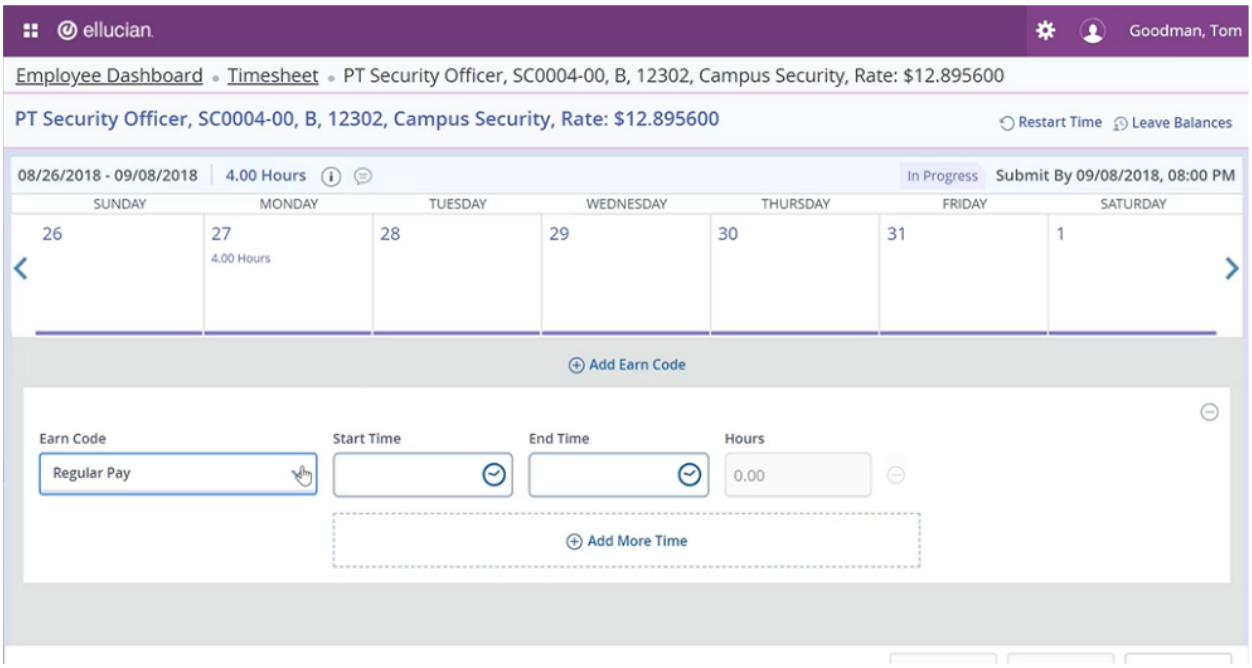
Navigate to the Employee Dashboard. If available, select Enter Time.



Select “Start Timesheet”. If you have multiple positions, ensure that you select the correct timesheet.

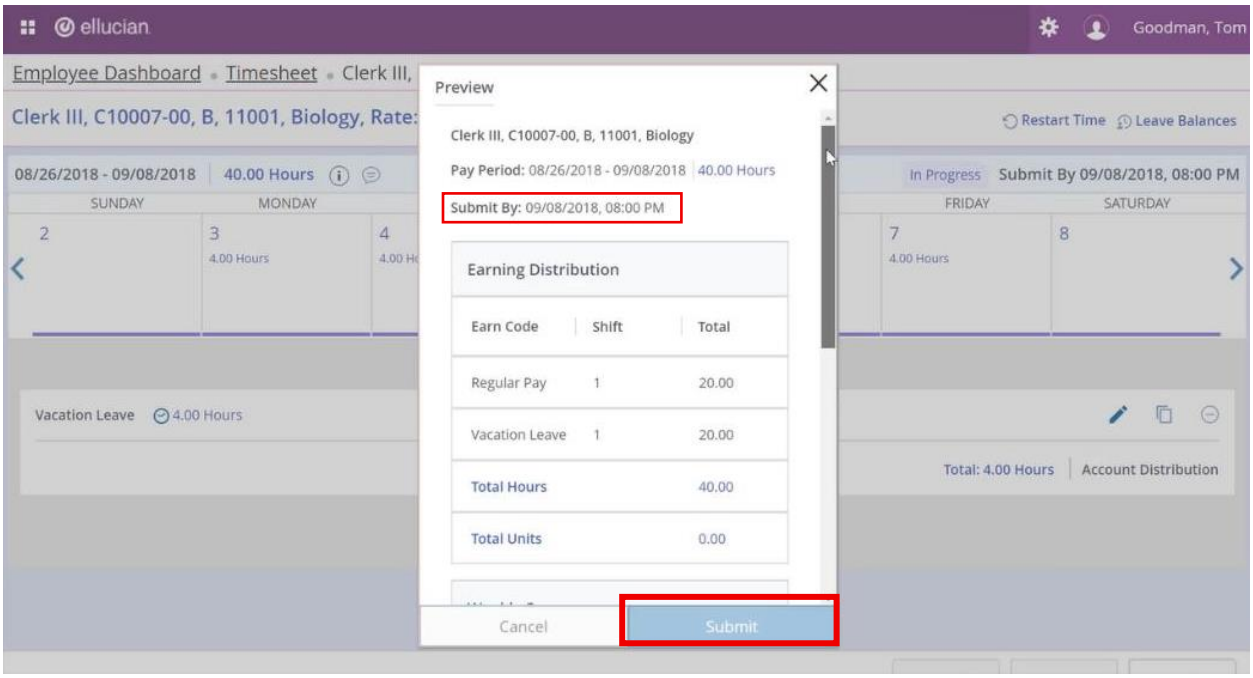
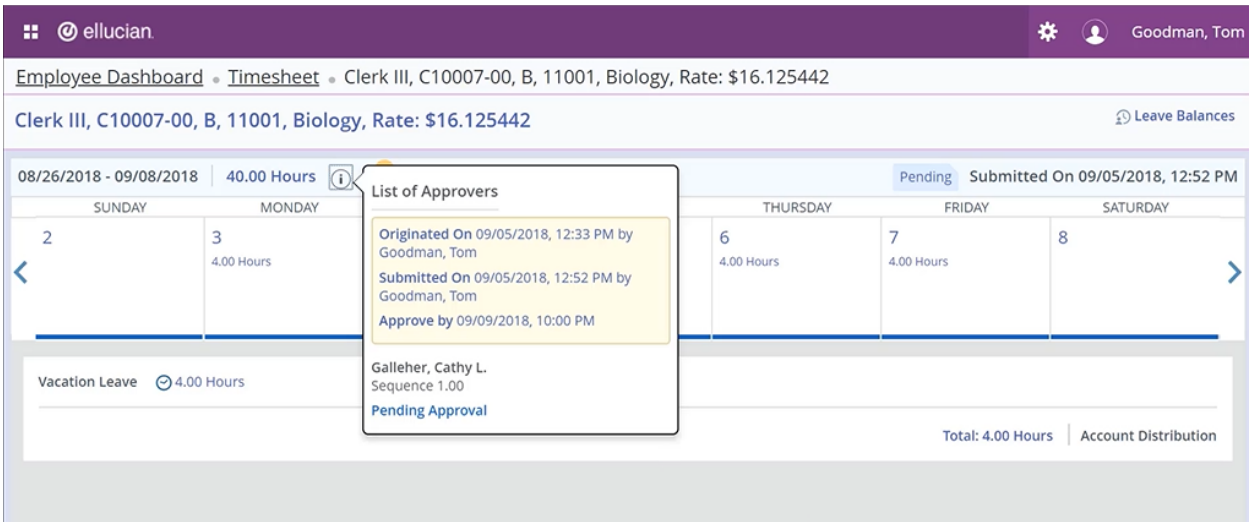


Begin entering time for the days worked. Select the appropriate earn code from the earn code drop down. If you worked multiple shifts in a day, or need to report multiple types of earn codes in one day, you can select “Add More Time”. Save the record after each entry.



Complete the rest of the hours for the rest of the pay period. Preview the entire pay period's information, certify that the information is correct, and submit the timesheet when appropriate. Note the deadline for submission is included at the top of the preview for your reference.

Tip: The submit button will remain disabled until the timesheet has been certified to be correct.



After you have submitted your timesheet, you can review the approval status and which approver is next in the queue by clicking the small i button: