

ESS

Employee Self Service

When to use ESS – Available Now

- Extra Time or Overtime in an employee's current position, using the same GL account.
- Elementary Teachers taking extra students.
- Secondary Teachers taking an extra class – only 1 per day is allowed.
- Comp Time

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Employee Self Service

When to use ESS – PHASE 2 (date TBA)

- Extra Time or Overtime using a **different** GL account (including student body funds).
- Extra Time or Overtime in a **different** position.

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Employee Self Service

Employee Self Service is available on a desktop computer, a laptop, a tablet or on a smartphone.

The address is <https://wccweb1.wccusd.net/MSS>

There is a link to ESS on the district website, and all district computers will have a link on the desktop



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Employee Self Service



[Home](#)

Login

User name

Password

[Forgot your password?](#)

[Log in](#)

[Home](#)

[Vendor Self Service](#)

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Employee Self Service

Once you have opened ESS, you will enter:

- User name (6 digit employee ID#)
- Password
 - For first time users, the password will be the last 4 digits of your SSN. You will be required to change it after the first login.

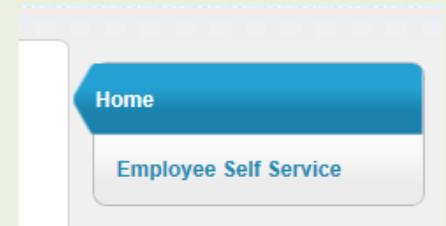
The new password must:

- contain at least 6 characters
 - contain at least one numeric character
 - contain at least one non-alphanumeric character
 - contain at least one uppercase character
 - contain one lowercase character
- If you forget your password, or you are locked out of your account, contact the payroll department at 231-1155 or PayrollDepartment@wccusd.net

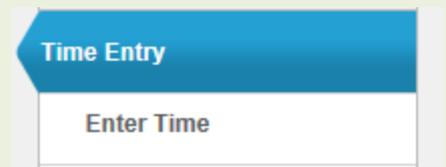
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Employee Self Service

Once you are logged into ESS, click **Employee Self Service** on the right side menu.



Click on **Time Entry** on the right side menu, then click **Enter Time**.



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Employee Self Service

This will bring up a grid with categories for time worked and dates for the current week.

The categories will vary based on the employee's classification, FTE, etc.

If you have multiple positions, you will have a drop down menu above the grid. This is where you will select the position for which you are submitting the time.

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Employee Self Service

If you are assigned multiple positions, select the correct position for which you are submitting time.

For classified employees, all time worked prior to 7.5 hours per day will go in the box for hourly. All time worked in excess of 7.5 hours will go in the box for overtime.

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Employee Self Service

When you click in the box of the date worked, fillable boxes will appear for you to add notes describing the reason you are submitting time.

Click in the Hours box and enter the time worked.

Click in the Notes box & describe the work performed

Click **Add Line Item**

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Employee Self Service

If you worked on multiple projects in the same day, ESS will allow you to break the time up and enter a different note for each project within the day.

ESS will calculate the total time worked & enter it into the grid.

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Employee Self Service

NOTES are to be used for:

- All time reported using categorical funding will require a note describing the work performed.
- Teachers taking extra class/students should enter the name of the teacher they replaced.
- Certificated staff doing per diem work will enter “Per Diem” in the notes field.

There is a limit of 49 characters in the notes field

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Employee Self Service

Enter time



ASST TECHNOLOGY PARAPROFESSNL ▾

Adding 8.0 on 10/6/2014

Copy from previous week

Save for later

Submit

Sep 2014 prior week	Nov 2014 next week	Monday 10/6	Tuesday 10/7	Wednesday 10/8	Thursday 10/9	Friday 10/10	Saturday 10/11	Sunday 10/12	Weekly Total
CLASSIFIED HOURLY		2							2
CLASSIFIED OT 1.5X - NO RET		6							6

Hours 3.5 Notes report cards Edit Delete

Hours 2.5 Notes special project Edit Delete

Hours

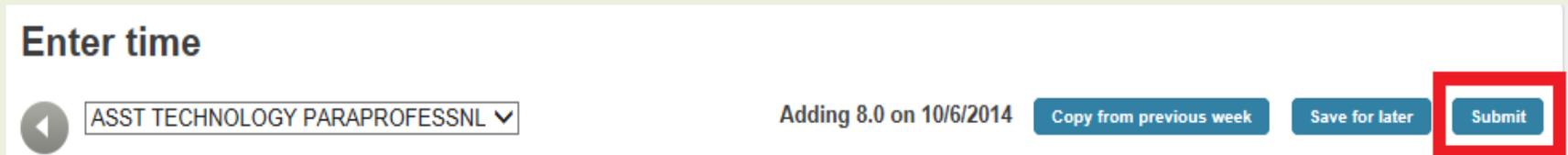
Notes

Add line item

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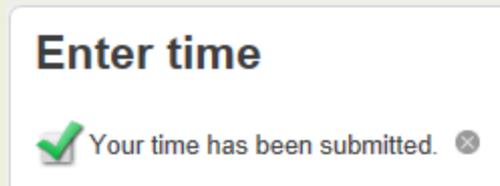
Employee Self Service

When you are finished entering the time worked, click on **Submit** in the top right corner of the grid.



The screenshot shows the 'Enter time' interface. At the top left, there is a title 'Enter time' and a dropdown menu with the text 'ASST TECHNOLOGY PARAPROFESSNL'. To the right of the dropdown, it says 'Adding 8.0 on 10/6/2014'. Below this, there are three buttons: 'Copy from previous week', 'Save for later', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

You will receive confirmation that your time was accepted.



When you click submit, your timesheet will be routed to the supervisor for approval.

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Employee Self Service

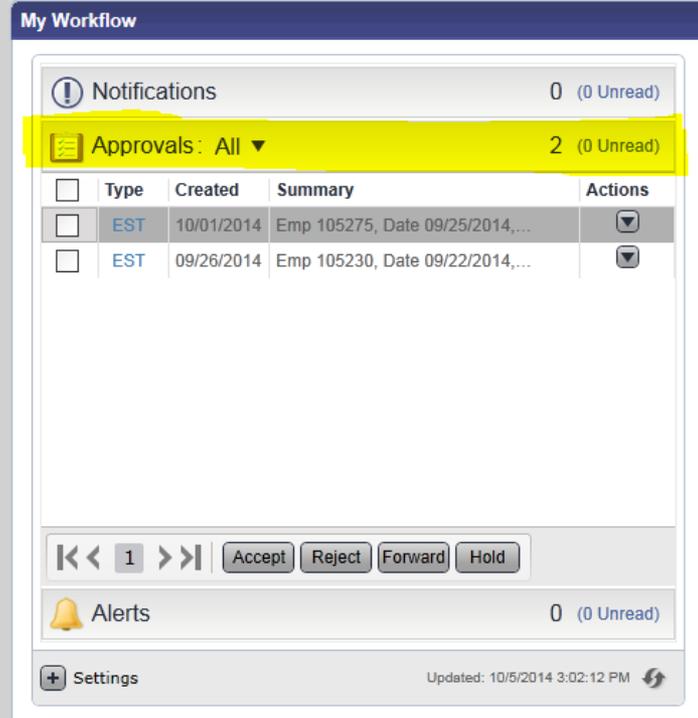
What do I do as a Supervisor?

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Employee Self Service

What do I do as a Supervisor?

You will receive a notification on your Munis dashboard that there are pending approvals.



The screenshot displays the 'My Workflow' dashboard. At the top, there is a 'Notifications' section with 0 unread notifications. Below it, the 'Approvals: All' section is highlighted in yellow, showing 2 unread approvals. A table lists the pending approvals:

<input type="checkbox"/>	Type	Created	Summary	Actions
<input type="checkbox"/>	EST	10/01/2014	Emp 105275, Date 09/25/2014,...	▼
<input type="checkbox"/>	EST	09/26/2014	Emp 105230, Date 09/22/2014,...	▼

At the bottom of the table, there are navigation controls: '<< 1 >>' and buttons for 'Accept', 'Reject', 'Forward', and 'Hold'. Below the table is an 'Alerts' section with 0 unread alerts. At the very bottom, there is a 'Settings' button and a timestamp: 'Updated: 10/5/2014 3:02:12 PM'.

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Employee Self Service

Before approving time, you will need to verify:

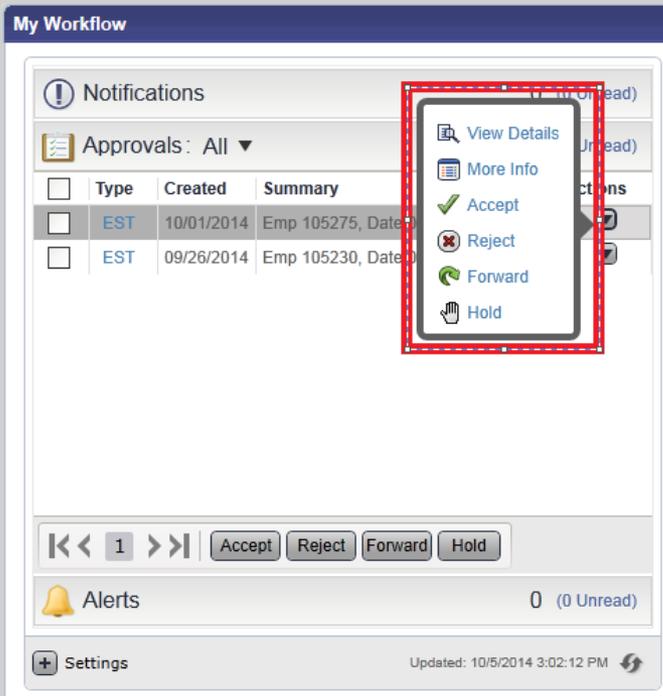
- Is the amount of time submitted correct?
- Was the proper category selected (Hourly/Daily)?
- Did the employee actually perform the duties they have submitted time for?
- Does the Notes section provide detailed information of what their duties were? This is especially important for categorically funded positions.

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Click on **Approvals** to view a Summary of pending time.

Click on the drop down menu on the right side for more options.



The screenshot displays the 'My Workflow' interface. At the top, there is a 'Notifications' section. Below it, a section titled 'Approvals: All' contains a table with the following data:

<input type="checkbox"/>	Type	Created	Summary
<input type="checkbox"/>	EST	10/01/2014	Emp 105275, Date 0
<input type="checkbox"/>	EST	09/26/2014	Emp 105230, Date 0

To the right of the table, a context menu is open, listing the following actions: View Details, More Info, Accept, Reject, Forward, and Hold. The 'Accept' option is highlighted with a green checkmark. At the bottom of the interface, there are navigation buttons (left arrow, '1', right arrow), action buttons (Accept, Reject, Forward, Hold), an Alerts section showing '0 (0 Unread)', and a Settings button. The bottom right corner indicates the page was updated on 10/5/2014 at 3:02:12 PM.

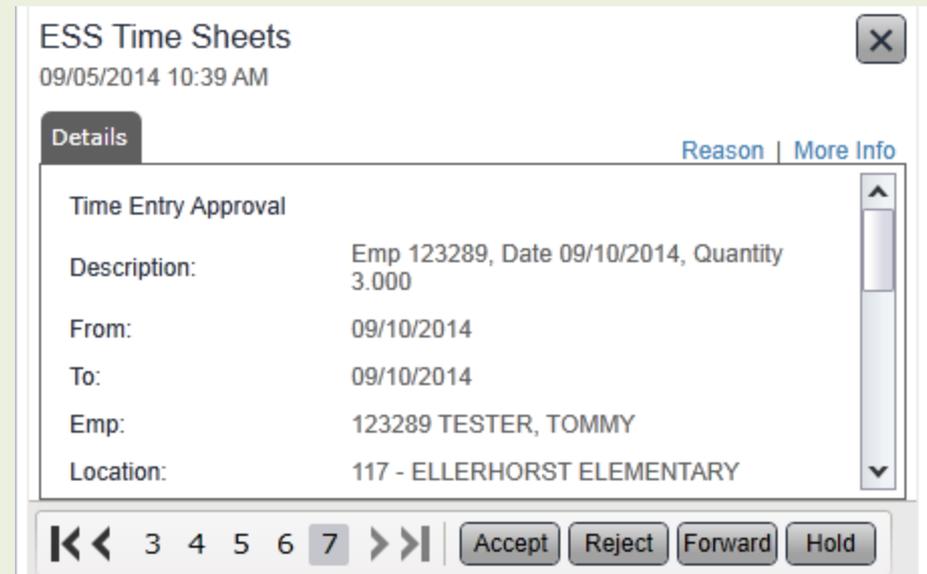
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Employee Self Service

Click on **View Details** to display details of the time submitted. The option **More Info** is not available at this time.

You can choose to:

- Accept
- Reject
- Forward
- Hold



The screenshot displays the 'ESS Time Sheets' window with a timestamp of '09/05/2014 10:39 AM'. A 'Details' tab is active, showing a 'Time Entry Approval' record. The record details are as follows:

Description:	Emp 123289, Date 09/10/2014, Quantity 3.000
From:	09/10/2014
To:	09/10/2014
Emp:	123289 TESTER, TOMMY
Location:	117 - ELLERHORST ELEMENTARY

At the bottom of the window, there is a navigation bar with page numbers 3, 4, 5, 6, and 7. The number 7 is highlighted. To the right of the page numbers are four buttons: 'Accept', 'Reject', 'Forward', and 'Hold'.

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Employee Self Service

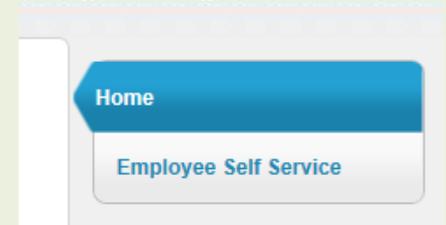
- **Accept** will approve the time & route it to be paid on the next payroll
- **Reject** will not approve the time. You will be required to send a comment to the employee with the reason that you rejected the time. The employee will receive an email that the time was rejected.
- **Forward** will send the time to another supervisor for approval.
- **Hold** will keep the time as pending until the hold is removed by you.

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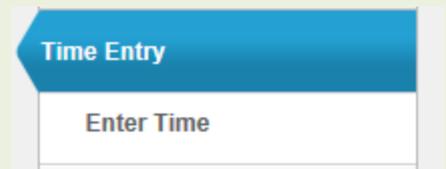
Employee Self Service

You can also Approve, Reject, Forward or Hold timesheets from within the ESS system

Once you are logged into ESS, click **Employee Self Service** on the right side menu



Click on **Time Entry** on the right side menu



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Employee Self Service

A list of Pending Timesheets will appear

Pending Timesheets

9/8/2014 - 9/14/2014

TESTER, TOMMY	BUSINESS APPLICATION ANALYST	9.00	View
		9.00	

9/22/2014 - 9/28/2014

TESTER, TOMMY	BUSINESS APPLICATION ANALYST	6.00	View
		6.00	

9/29/2014 - 10/5/2014

TESTER, TOMMY	BUSINESS APPLICATION ANALYST	2.00	View
		2.00	

Approve and submit all pending time shown above

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Employee Self Service

Click **View** for detailed information

Approve time off for DOE, JANE J INST ASSISTANT SP ED BIL

Approving 0 out of 2.00 from 9/29/2014 to 9/29/2014 [Mark this week as approved](#) [Edit](#) [Submit](#)

Aug 2014 prior week	Nov 2014 next week	Monday 9/29	Tuesday 9/30	Wednesday 10/1	Thursday 10/2	Friday 10/3	Saturday 10/4	Sunday 10/5	Weekly Submitted	Weekly Approved
		2							2	

Hours 2 General ledger account 01-3310-2110-364-5770-1110-700100-0-0000

[Approve](#) [Reject](#) [Forward to](#) [Hold](#) [Comments](#)

Click on the time submitted and the options for Approve, Reject Forward & Hold will appear

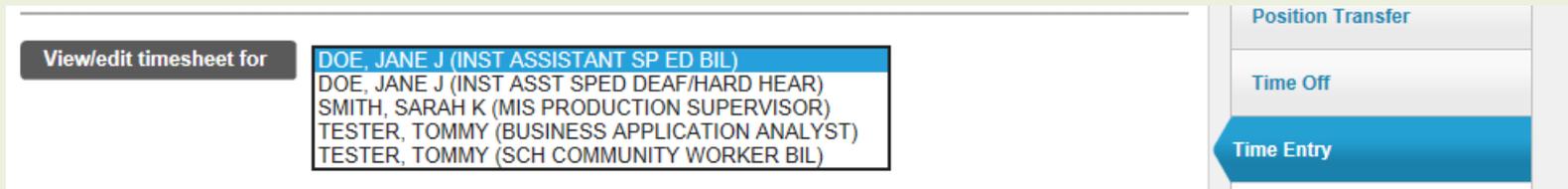
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Employee Self Service

As a supervisor, you can also submit time for your staff.

In the Time Entry option, you will see:

View/edit timesheet for & a drop down arrow beside it



The screenshot shows a user interface for submitting time. On the left, there is a dark grey button labeled "View/edit timesheet for". To its right is a dropdown menu with a blue header bar containing the text "DOE, JANE J (INST ASSISTANT SP ED BIL)". Below the header, the dropdown lists four options: "DOE, JANE J (INST ASST SPED DEAF/HARD HEAR)", "SMITH, SARAH K (MIS PRODUCTION SUPERVISOR)", "TESTER, TOMMY (BUSINESS APPLICATION ANALYST)", and "TESTER, TOMMY (SCH COMMUNITY WORKER BIL)". To the right of the dropdown is a vertical menu with three options: "Position Transfer", "Time Off", and "Time Entry". The "Time Entry" option is highlighted with a blue background and a white arrow pointing to the left.

Choose the correct Employee/position from the drop down menu & then click on **View/edit timesheet for**

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Employee Self Service

Enter time the same way we discussed earlier

The time will still be routed to you for approval,
just as if the employee submitted it.