

# WCCUSD ESS Time Entry

## Administrator How To Guide

Employee Self Service is available on your Desktop computer, laptop, tablet or smartphone. You can access ESS Time Entry many different ways.

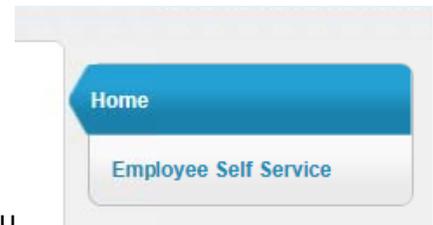
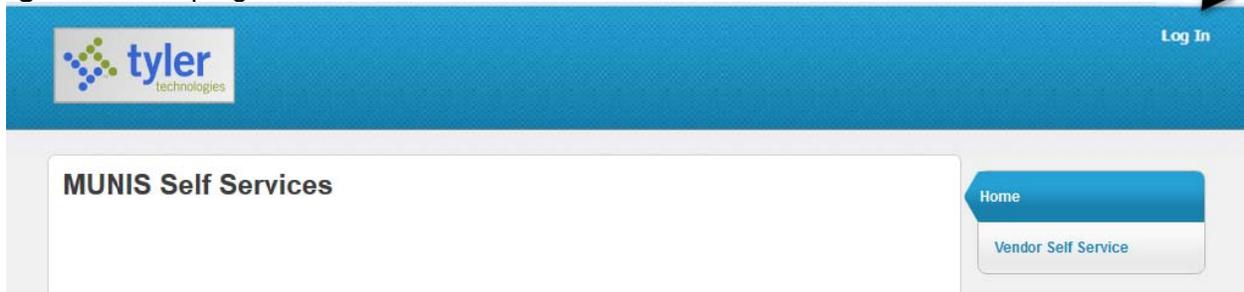
- Please read the note on the last page if you are using Internet Explorer.



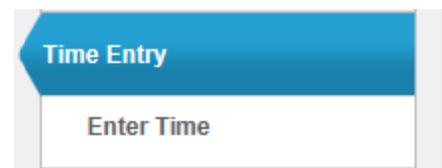
- Click on the ESS icon from your desktop
- From a previously saved bookmark
- By entering <https://wccweb1.wccusd.net/MSS> in your browser.
- From the district website (wccusd.net)
  1. Click on Staff in the menu bar
  2. Click on the link for West Contra Costa Unified Employee Self Service.



Click **Log In** on the top right corner



Once 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**

## Enter Time for an Employee in ESS (Employee Self Service)

To enter a timesheet for an employee:

1. Select the name of the employee and the appropriate job class from the **View/Edit Timesheet For** list.

View/edit timesheet for

DOE, JANE J (INST ASSISTANT SP ED BIL)
DOE, JANE J (INST ASST SPED DEAF/HARD HEAR)
SMITH, SARAH K (MIS PRODUCTION SUPERVISOR)
TESTER, TOMMY (BUSINESS APPLICATION ANALYST)
TESTER, TOMMY (SCH COMMUNITY WORKER BIL)

2. Click the **View/Edit Timesheet For** button on the left of the list of employee names.
  - ESS displays that employee's calendar for Overtime/Extra Time for the current week.
3. Enter the amount of time worked in the appropriate category listed.
  - Categories assigned to each employee will vary. You may have the option to enter:
    - Hourly Time
    - Daily Time
    - Overtime
    - Comp Time

**Enter time**

BUSINESS APPLICATION ANALYST

Copy from previous week Save for later Submit

Aug 2014 prior week	Oct 2014 next week	Monday 9/8	Tuesday 9/9	Wednesday 9/10	Thursday 9/11	Friday 9/12	Saturday 9/13	Sunday 9/14	Weekly Total
CLASSIFIED OT 1.5 (NO RET)		3		1.5					4.5

4. Click Submit

Use the links located at the top, left side of the grid to navigate through the calendar.

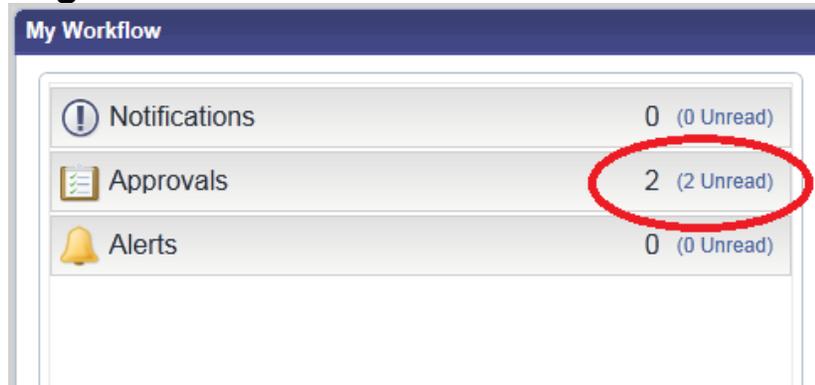
## Approving Time

### Before approving timesheets, 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 a timesheet for?
- Does the Notes section provide detailed information of what their duties were? This is especially important for categorically funded positions.

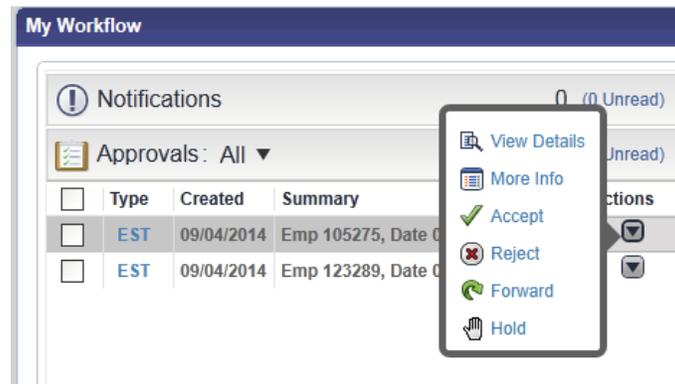
Approvals can be done through your Munis Dashboard or through ESS.

### To approve through Munis Dashboard



Click on Approvals to expand the menu and see the individual items requiring approval. Click on the drop down arrow on the right side of each entry for more options. Your options are:

- View Details
- Accept
- Reject
- Forward
- Hold



**View Details** – the menu will expand to give more information about the timesheet submitted.



The screenshot shows a window titled 'Approvals: All' with a sub-header 'ESS Time Sheets' and a timestamp '09/04/2014 08:35 PM'. Below this, there are tabs for 'Details', 'Reason', and 'More Info'. The 'Details' tab is active, displaying the following information:

Time Entry Approval	
Description:	Emp 123289, Date 09/07/2014, Quantity 4.000
From:	09/07/2014
To:	09/07/2014
Emp:	123289 TESTER, TOMMY
Location:	117 - ELLERHORST ELEMENTARY

**Accept** – will begin the approval process. A pop up box will appear and you will have the option to write comments. Whether you enter comments or not, click **Save** to complete the approval process.

**More Info** – this is not being used at this time.

**Reject** – will reject the timesheet submitted. If there are any errors, the best option is to reject the timesheet and ask the employee to resubmit it correctly. After you click **Reject**, a pop up box will appear and you will be required to write comments. Click **Save** to complete the rejection process. An email will be sent to the employee to notify them that their timesheet was rejected.

**Forward** – there will be occasions that timesheets will need approval from another department. Click forward and a pop up box will appear. Choose the name of the supervisor that you want to forward the timesheet to from the drop down menu (names are listed in alphabetical order by the approvers first name). Enter any comments and click **Save** to complete the forwarding process.



The screenshot shows a 'Forward To' pop-up box. It contains a dropdown menu with 'Rashidchi, Nia' selected. Below the dropdown, it says 'Required Comment' followed by the number '50'. There is a text input field for the comment. At the bottom, there are two buttons: 'Save' and 'Cancel'.

**Hold** – will place the timesheet in a hold status. A pop up box will appear and you will have the option to write comments. Whether you enter comments or not, click **Save** to complete the hold process. The timesheet will remain in a hold status until you approve or reject it.

# To approve through ESS



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

Click on Time Entry on the right side menu

A list of Pending Timesheets will appear

### Pending Timesheets

9/8/2014 - 9/14/2014				
TESTER, TOMMY	BUSINESS APPLICATION ANALYST	9.00	<a href="#">View</a>	
		9.00		
9/22/2014 - 9/28/2014				
TESTER, TOMMY	BUSINESS APPLICATION ANALYST	6.00	<a href="#">View</a>	
		6.00		
9/29/2014 - 10/5/2014				
DOE, JANE J	INST ASSISTANT SP ED BIL	2.00	<a href="#">View</a>	
TESTER, TOMMY	BUSINESS APPLICATION ANALYST	2.00	<a href="#">View</a>	
		4.00		

**Approve and submit all pending time shown above**

Click **View** on the right side for detailed information on each timesheet

## 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 within the grid and the options Approve, Reject Forward & Hold will appear. Refer to the instructions for approving through Munis Dashboard.

# NOTES