WCCUSD ESS Time Entry How To Guide

ESS is used to report Extra Time and Overtime in an employee's current position. Teachers will use ESS when taking extra students or an extra class.

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.

DEPARTMENTS	RESOURCES FOR	SCHOOL DIRECTORY	STAFF	CALENDAR	
STAFF		SEARCH	ente	er keyword	9
West Contra	a Costa Unified Employe	ee Self Service			
WCCUSD S	taff only. Please <u>sign i</u>	<u>n here</u> .			

Once you have opened Employee Self Service, you will enter

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

tyler technologies		Home
Login	User name	Home Vendor Self Service
	Password	
	Forgot your password? Log in	

Home Employee Self Service

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

Click on Time Entry on the right side menu



Click Enter Time

To complete a timesheet, select the job for which you are entering time.

Enter time									
ASST TECHNOL SCH COMMUNIT	OGY PARAPROFESSNL Y WORKER BIL	$\mathbf{>}$				Copy from	previous week	Save for later	Submit
Sep 2014 prior week	Nov 2014 next week	Monday 10/6	Tuesday	Wednesday	Thursday 10/9	Friday 10/10	Saturday 10/11	Sunday 10/12	Weekly Total

Click on the box below the date you worked overtime/extra time. Fillable boxes will appear for you to add notes describing the reason you are submitting time. Enter the time worked & the notes then click <u>Add Line Item</u>. The limit in the notes field is 49 characters.

- 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.

ESS will allow you to break the time up and enter a different note for multiple projects within a day.

For partial hours, round up, for example; for one hour and twelve minutes, enter 1.25 (one and a quarter hour)

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

Once you have entered your timesheet, click **Submit**. This will route the timesheet to your supervisor for approval.

When you submit a completed timesheet, ESS displays confirmation at the top of the page.





Your online timesheet is then routed to your supervisor for approval in Munis workflow on their Dashboard. *Revised 10-6-2014*

If you are using Internet Explorer version 11, you will need to take the following steps:

- 1. Click **Tools** in the toolbar
- 2. Click Compatibility View Settings from the drop down menu.
- 3. Click Add when you see wccusd.net in the box titled "Add this website:"
- 4. Click Close
- 5. Internet Explorer 11 will have full functionality for ESS



If you are unsure which version of Internet Explorer you are using, follow these instructions:

- 1. Click on Help in the menu
- 2. Click on About Internet Explorer in the drop down menu



3. A pop up box will appear with the version of Internet Explorer that you are using

About Inte	ernet Explorer
	Internet Explorer 11
Vers Upd Proc	ion: 11.0.9600.17239 ate Versions: 11.0.11 (кв297 <mark>6627)</mark> duct ID: 00150-2000 0- 00003-АА459
•	Install new versions automatically
© 2	013 Microsoft Corporation. All rights reserved.
	Close
🚺 Som	e settings are managed by your system administrator.

If you are having trouble logging in to ESS or if you have questions, send an email to the payroll department at PayrollDepartment@wccusd.net