

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.

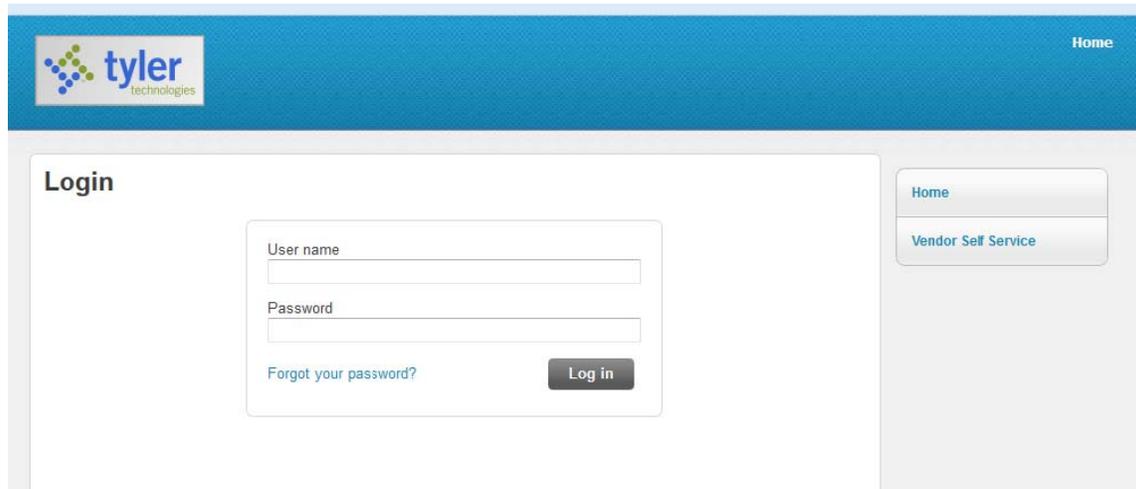


- Click on the ESS icon from your desktop
- From a previously saved bookmark
- By entering <https://wccweb1.wccusd.net/MSS> in your browser.
- From the district website (wccusd.net)
 1. Click on Staff in the menu bar
 2. Click on the link for West Contra Costa Unified Employee Self Service.



Once you have opened Employee Self Service, you will enter

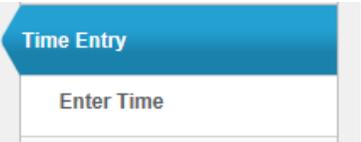
- User name (your 6 digit employee ID#)
- Password. For first time users, the password will be the last 4 digits of your SSN. You will be asked to change it after the first login.
 - The new password must:
 - contain at least 6 characters
 - contain at least one numeric character
 - contain at least one non-alphanumeric character
 - contain at least one uppercase character
 - contain one lowercase character.





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.

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 **Add Line Item**. 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.

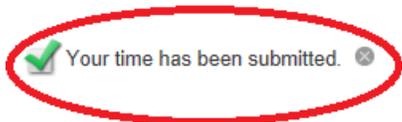
ESS will allow you to break the time up and enter a different note for multiple projects within a day.

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

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.

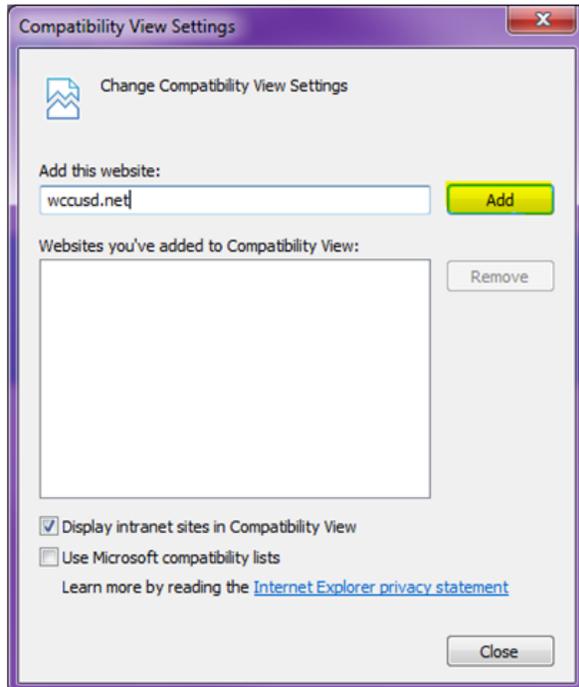
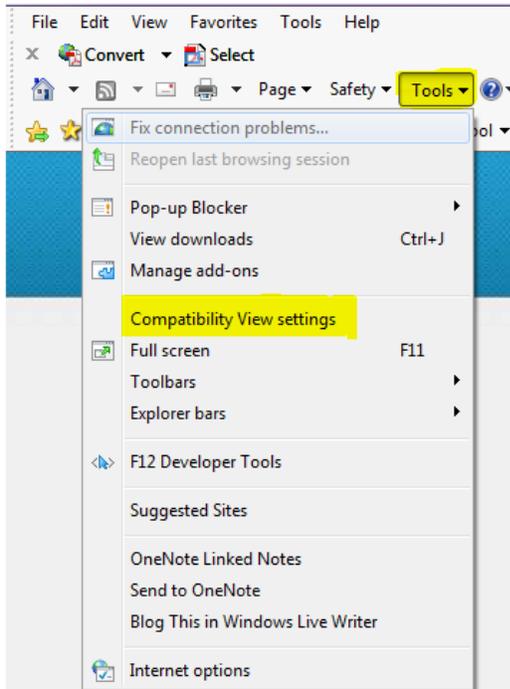
Enter time



Your online timesheet is then routed to your supervisor for approval in Munis workflow on their Dashboard.

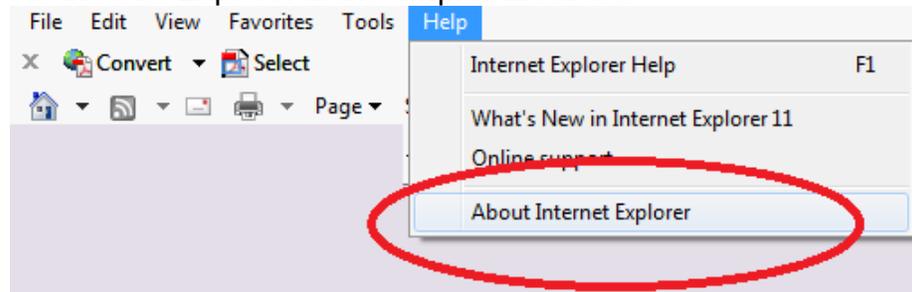
If you are using Internet Explorer version 11, you will need to take the following steps:

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



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