

Jefferson County Commission ESS Time Entry

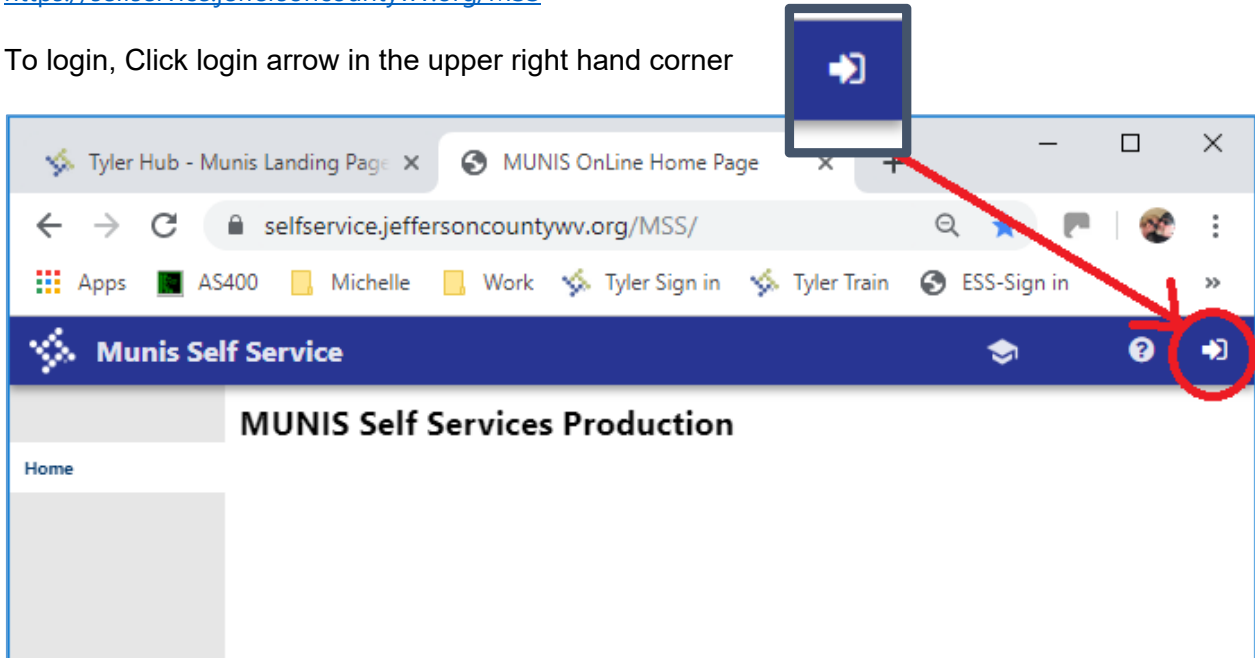
ESS TIME ENTRY

All employees in selected departments are now responsible for entering their own time into ESS and submitting it for approval.

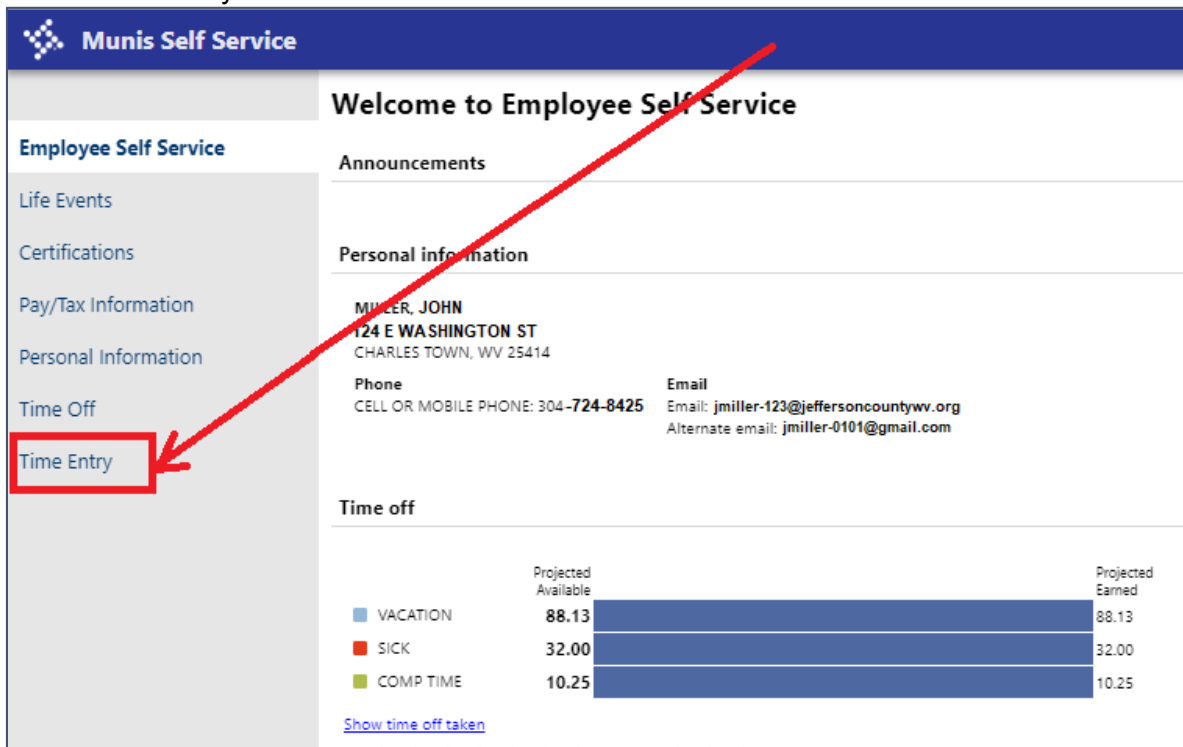
Log in to ESS from a computer.

<https://selfservice.jeffersoncountywv.org/MSS>

To login, Click login arrow in the upper right hand corner



Select Time Entry from the left hand menu



On the Enter Time Screen, it defaults to the current week. Click Prior Week or Next week to make sure you are on the correct week. The next bi weekly payroll is: 9/15 through 9/28.

Type in the hours worked on line 105-hourly wages for each day. If you had overtime, used vacation or sick, etc, type those hours on their respective lines. If you need a pay type that is not listed, please contact Tammy.

The system is a work in progress. Reason codes may be added in the future.

Enter time DISPATCHER II Adding 42 from 9/16/2019 to 9/20/2019 Copy from previous week Save for later Submit

Aug 2019 **Oct 2019**

prior week **next week**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
105 - HOURLY WAGES		8	8		8			24
200 - STRAIGHT / EXCESS (OT 1.0)					2			2
205 - REGULAR OVERTIME 1.5								
300 - VACATION HOURS USED				8				8
305 - SICK HOURS USED						8		8
325 - HOLIDAY PAY								
700 - TRAINING PAY 5%								
TOTAL		8	8	8	10	8		42

You can save for later if you're entering one week.

Click Submit ONLY after you've completed both weeks of the current bi-weekly payroll

Munis Self Service

Enter time

DISPATCHER II

Adding 82 from 9/16/2019 to 9/26/2019

Copy from previous week Save for later **Submit**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
105 - HOURLY WAGES	8	8	8	8	8			40
200 - STRAIGHT / EXCESS (OT 1.0)								
205 - REGULAR OVERTIME 1.5								
300 - VACATION HOURS USED	88.13 available	88.13 available	88.13 available	88.13 available	88.13 available	88.13 available	88.13 available	
305 - SICK HOURS USED	32 available	32 available	32 available	32 available	32 available	32 available	32 available	
325 - HOLIDAY PAY								
700 - TRAINING PAY 5%								
TOTAL	8	8	8	8	8			40

The message at the top should say that your time has been submitted.

Enter time

✓ Your time has been submitted. ✕

DISPATCHER II

Aug 2019

TIME ENTRY CHANGES

To change time entry that has been saved for later:

For hours that are not connected to a leave balance, you can click on that field for the date that needs changed, click edit and update it.

Aug 2019	Nov 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/29	9/30	10/1	10/2	10/3	10/4	10/5	
100 - SALARY WAGES				8					8
Hours 8	Edit Delete								
300 - VACATION HOURS USED		23 available	8	15 available	15 available	15 available	15 available	15 available	8
305 - SICK HOURS USED		432 available	432 available	432 available	432 available	432 available	432 available	432 available	
TOTAL			8	8					16

Click on the date and line. It opens up the edit and delete options

After you click edit, type the correct amount in the field that opens up and then click SAVE

Aug 2019	Nov 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/29	9/30	10/1	10/2	10/3	10/4	10/5	
100 - SALARY WAGES				8					8
Hours	<input type="text" value="10"/> Save Delete								
300 - VACATION HOURS USED		23 available	8	15 available	15 available	15 available	15 available	15 available	8
305 - SICK HOURS USED		432 available	432 available	432 available	432 available	432 available	432 available	432 available	
TOTAL			8	8					16

Type the correct amount then click Save

The amount is updated now.

Aug 2019	Nov 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/29	9/30	10/1	10/2	10/3	10/4	10/5	
100 - SALARY WAGES				10					10
Hours 10 Edit Delete Hours <input type="text"/> Add line item									
300 - VACATION HOURS USED	23 available	8	15 available	15 available	15 available	15 available	15 available	15 available	8
	432 available	432 available	432 available	432 available	432 available	432 available	432 available	432 available	
TOTAL		8	10						18

For hours that are connected to a leave balance, i.e. I entered 8 hours of vacation on Monday and “saved it for later”, but I entered it on the wrong line and need to change that to 8 hours of sick.

You must first deleted the Time off Request.

Click on Time Off

Click on My Requests

Home

Employee Self Service

Life Events

Certifications

Pay/Tax Information

Personal Information

Time Off

My Requests

Request Time Off

Time Entry

Locate the leave transaction that needs updated and click Cancel

My Requests

On the record that needs changed, click Cancel

[Calendar view](#)

	Earned	Projected Earned through 9/24/2019	Projected Available* through 9/24/2019
VACATION (H)	23.00	23.00	15.00
SICK (H)	432.00	432.00	416.00
	455.00	455.00	431.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
10/17/2019	8 hours	SICK	Approved (not taken)			Cancel Add to calendar
10/16/2019	8 hours	SICK	Approved (not taken)			Cancel Add to calendar
9/30/2019	8 hours	VACATION	Saved for later			Cancel Add to calendar

H=Hours; D=Days.

*Available amount after any outstanding requests (approved or pending approval)

It should disappear from your requests

My Requests

[Calendar view](#)

	Earned	Projected Earned through 9/24/2019	Projected Available* through 9/24/2019
VACATION (H)	23.00	23.00	23.00
SICK (H)	432.00	432.00	416.00
	455.00	455.00	439.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
10/17/2019	8 hours	SICK	Approved (not taken)			Cancel Add to calendar
10/16/2019	8 hours	SICK	Approved (not taken)			Cancel Add to calendar

H=Hours; D=Days.

*Available amount after any outstanding requests (approved or pending approval)

Now go back to Time Entry, Enter Time. That amount should be gone.

Aug 2019	Nov 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/29	9/30	10/1	10/2	10/3	10/4	10/5	
100 - SALARY WAGES				10					10
300 - VACATION HOURS USED									
305 - SICK HOURS USED									
TOTAL				10					10



The 8 hour incorrect entry is now gone.

Enter the correct information.

Aug 2019	Nov 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/29	9/30	10/1	10/2	10/3	10/4	10/5	
100 - SALARY WAGES				10					10
300 - VACATION HOURS USED		23 available	23 available	23 available	23 available	23 available	23 available	23 available	
305 - SICK HOURS USED		432 available	8	424 available	424 available	424 available	424 available	424 available	8
325 - HOLIDAY PAY									
TOTAL			8	10					18



Enter the correct information

To change time entry that has been already been SUBMITTED for approval

You are still able to edit a time entry that has been submitted. Once you click on the number/day/line to correct, Click Change, then click Edit.

Aug 2019	Oct 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/22	9/23	9/24	9/25	9/26	9/27	9/28	
105 - HOURLY WAGES			10	8	8	8	8		42
Hours 8 Change									
200 - STRAIGHT / EXCESS (OT 1.0)									
205 - REGULAR OVERTIME 1.5									
300 - VACATION HOURS USED		78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	
TOTAL			10	8	8	8	8		42

Click Edit

Aug 2019	Oct 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/22	9/23	9/24	9/25	9/26	9/27	9/28	
105 - HOURLY WAGES			10	8	8	8	8		42
Hours 8 Edit Delete									
Hours <input type="text"/> Add line item									
200 - STRAIGHT / EXCESS (OT 1.0)									
205 - REGULAR OVERTIME 1.5									
TOTAL			10	8	8	8	8		42

Enter the correct information, then click Save

Aug 2019	Oct 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	9/22	9/23	9/24	9/25	9/26	9/27	9/28	
105 - HOURLY WAGES			10	8	8	8	8		42
Hours: <input type="text" value="10"/> Save Delete									
200 - STRAIGHT / EXCESS (OT 1.0)									
205 - REGULAR OVERTIME 1.5									
300 - VACATION HOURS USED		78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	78.75 available	
TOTAL			10	8	8	8	8		42

You will need to SUBMIT it again.