

SHARP 9.1 Overview of Time Reporting and Approval Using Employee Self Service

Step 1: Log in to Employee Self Service at <http://www.da.ks.gov/ps/subject/ssc/> (bookmark this page for easy access!)

Hint: Use the Forgot Password link when signing in if you forget your password!



Step 2: Select Update My Time Sheet link to record time for the current pay period – both exempt and non-exempt employees must record and submit their time each pay period!



Step 3: Click minus sign '-' to minimize left hand menu and Click the right facing arrow for each Section (i.e. Reported Time Status, Reported Time Summary, Leave and Compensatory Time Balances) to expand/view any section information.

Timesheet
 Ella Bella
 Empl Id: K0000216930 Empl Rcd: 0
 Job Title: Senior Administrative Asst Department: 3000070100

Instructions

*View By: Calendar Period
 *Date: 11/25/2011

Reported Hours: 0.0000
 Scheduled Hours: 80.0000

Populate Time From: Schedule Information
 From Friday 11/25/2011 to Thursday 12/08/2011

Fri 11/25	Sat 11/26	Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/1	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total Hrs
8.0000	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		

☐ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Save for Later Submit

Reported Time Status
 Reported Time Summary
 Leave and Compensatory Time Balances

Step 4: The employee's standard work schedule (if established by the agency in SHARP) will default into the timesheet. NOTE: The work schedule will be blank if the agency does not establish a set work schedule for the employee – in that case, the employee would enter both the hours and Time Reporting Code. If it is the end of the reporting period and no changes are required to the hours defaulted, Click 'On' the acknowledgment statement checkbox and Click 'Submit' to send time to supervisor/manager for approval. On-Line edits will review data when time is submitted.

ORACLE
 Home | Sign out

Timesheet
 Ella Bella
 Empl Id: K0000216930 Empl Rcd: 0
 Job Title: Senior Administrative Asst Department: 3000070100

Instructions

*View By: Calendar Period
 *Date: 11/25/2012

Reported Hours: 80.0000
 Scheduled Hours: 80.0000

Populate Time From: Schedule Information
 From Sunday 11/25/2012 to Saturday 12/08/2012

Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/1	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings

☒ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Save for Later Submit

Reported Time Status
 Reported Time Summary
 Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	92.500
Vacation	88.500
Discretionary Day Is Available	
Compensatory Time	3.800

NOTE: Use the scroll bar at the bottom of the page to scroll to the right and bottom to see the rest of the timesheet when you need to make changes to the default schedule!

Recording Changes to the Default Schedule:

To report hours different from what is defaulted (i.e. vacation leave, etc.), scroll to the right and click on the '+' button to add a new row (or '-' button to delete a row). Select the appropriate Time Reporting Code, from the drop down box, then add/modify the hours on the appropriate day. Supervisors can record time for absent employees if necessary.

[Previous Period](#) [Next Period](#)

on 2/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Total Hours	Time Reporting Code	Taskgroup	Source		
80	8.0000	8.0000		8.0000		80.0000	REG - Regular Earnings	300NONTASK	Online	+	-
			8				VAC - Leave-Vacation	300NONTASK			-

and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

NOTE: The Taskgroup field designates funding and will default based on agency established values. The Taskgroup field will not need to be modified by employees unless they are reporting time for integration to the Project Costing module.

Recording Time Throughout the Pay Period: Employees have the option to record time throughout the pay period (daily, weekly, etc.) through 6PM Sunday following the last day of the pay period. We expect employees to record time at work prior to their shift ending. Do not enter time outside of your normal work hours. NOTE: Employee Self Service is down from 8AM–Noon on Sundays and from 6-7PM nightly. When time is entered simply click on the 'Save for Later' button to save the time recorded. The system will give employees the option to have the online edits run each time the 'Save for Later' button is submitted - just click Yes. If any errors occur (i.e. not enough leave to cover the time reported) make the necessary corrections and Save again.

*View By: [Calendar Period](#) Reported Hours: 80.0000 [Previous Period](#) [Next Period](#)
*Date: 11/25/2012 Scheduled Hours: 80.0000

Populate Time From: [Schedule Information](#)
From Sunday 11/25/2012 to Saturday 12/08/2012

Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/1	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000		8.0000		72.0000	REG - Regular Earnings
											8.0000			8.0000	VAC - Leave-Vacation

☐ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

[Save for Later](#) [Submit](#)

NOTE: Non-exempt employees must be instructed to record their time during regular work hours.

Submitted Time Process: When an employee submits time at the end of the pay period, the employee receives a Timesheet 'Submit Confirmation' screen. A workflow notification e-mail is sent to the employee's supervisor to notify him/her that time has been submitted that requires approval. Upon approval by the supervisor, an e-mail notification is sent to the employee that the reported time was approved for payment.

[New Window](#) [Help](#) [http](#)

Timesheet
Submit Confirmation

☒ The Submit was successful.
 Time for the Time Period of 2012-11-25 to 2012-12-08 is submitted

E-mail the supervisor receives letting the Supervisor know there is time waiting to be approved for the employee

From: no-replyTL@da.ks.gov [mailto:no-replyTL@da.ks.gov]
Sent: Tuesday, September 04, 2012 11:30 AM
To: (removed)
Subject: Reported time is awaiting for your approval.

This message is to notify you that there is currently reported time waiting for your approval.

Names:
Donald Duck

Date Range: 08/19/2012 - 09/01/2012

To access the Timesheet page, click on the following link <https://qas.sharp.ks.gov/ESS/>

NOTE: This is a system-generated email. Do not reply to this email.

E-mail employee receives for notification that reported time has been approved for payment

-----Original Message-----

From: no-replyTL@da.ks.gov [mailto:no-replyTL@da.ks.gov]
Sent: Tuesday, August 21, 2012 2:20 PM
To: TL [PE]
Subject: Reported time was approved for payment.

This message is to notify you that your reported time was approved for the date range:
08/05/2012 - 08/18/2012

To access the Timesheet page, click on the following link <https://qas.sharp.ks.gov/ESS/>

NOTE: This is a system-generated email. Do not reply to this email.

Manager/Supervisor Approval of Reported Time through Employee Self Service

Step 1: Select 'Approve Reported Time' from ESS menu and Click on 'Get Employees' to see a list of employees who have submitted time that is ready for review/approval.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	A1829
Empl ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	

Clear Selection Criteria Save Selection Criteria Get Employees

Step 2: Click on the Employee's Name to review and approve the time for each individual employee.

View By: Week ☒ Show Schedule Information

Date: 12/21/2012 Previous Week Next Week

Employees For Sherlock H Holmes, Time Needing Approval From 12/16/2012 - 12/22/2012

Select	Name	Job Description	Hours to be Approved	Reported Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID
<input type="checkbox"/>	Care C Careson	Technology Support Tech	40.0000	40.0000		0.0000	0.0000	K000019
<input type="checkbox"/>	Crystal C Waterson	Accountant	40.0000	40.0000		0.0000	0.0000	J000113

Select All Deselect All

Approve Deny

NOTE: Supervisors can also review each of the submitted timesheets and then click 'Select All' and 'Approve' on the timesheet summary page to approve all of the timesheets available for approval by that supervisor. If this procedure is done, timesheets need to be approved for each week of the pay period. We discourage approving timesheets without first reviewing them individually.

Step 3: Review individual timesheet and expand the Reported Time Status Section.

Timesheet

Care C Careson

Empl Id: K000019

Empl Rcd: 0

Job Title: Technology Support Tech

Department: 740000

[Instructions](#)

*View By: Calendar Period

Reported Hours: 80.0000

[Previous Period](#)

[Next Period](#)

*Date: 12/09/2012

Scheduled Hours: 80.0000

[Next Employee](#)

From Sunday 12/09/2012 to Saturday 12/22/2012

Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Total Hours	Time Reporting Code
				1.5000										1.5000	DON - Leave-Donor
	8.0000	8.0000	8.0000	6.5000	8.0000									38.5000	REG - Regular Earnings
								8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	VAC - Leave-Vacation

[Save for Later](#)

[Submit](#)

Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
<input type="checkbox"/>	12/10/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	12/11/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	12/12/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	12/13/2012	Needs Approval	Approval Monitor	1.5000	DON	Leave-Donor	
<input type="checkbox"/>	12/13/2012	Needs Approval	Approval Monitor	6.5000	REG	Regular Earnings	
<input type="checkbox"/>	12/14/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	12/17/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input type="checkbox"/>	12/18/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input type="checkbox"/>	12/19/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input type="checkbox"/>	12/20/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input type="checkbox"/>	12/21/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	

[Select All](#) [Deselect All](#)

[Approve](#)

[Deny](#)

Step 4: Click 'Select All'. Notice the checkmark displays in the "Select" column for all rows.

Timesheet
Care C. Careson Empl Id: K000019 Empl Rcd: 0
 Job Title: Technology Support Tech Department: 740000

Instructions

*View By: Calendar Period **Reported Hours:** 80.0000 [Previous Period](#) [Next Period](#)
 *Date: 12/09/2012 **Scheduled Hours:** 80.0000 [Next Employee](#)

From Sunday 12/09/2012 to Saturday 12/22/2012

Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Total Hours	Time Reporting Code
				1.5000										1.5000	DON - Leave-Donor
	8.0000	8.0000	8.0000	6.5000	8.0000									38.5000	REG - Regular Earnings
								8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	VAC - Leave-Vacation

Save for Later Submit

Reported Time Status

Select	Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
<input checked="" type="checkbox"/>	12/10/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input checked="" type="checkbox"/>	12/11/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input checked="" type="checkbox"/>	12/12/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input checked="" type="checkbox"/>	12/13/2012	Needs Approval	Approval Monitor	1.5000	DON	Leave-Donor	
<input checked="" type="checkbox"/>	12/13/2012	Needs Approval	Approval Monitor	6.5000	REG	Regular Earnings	
<input checked="" type="checkbox"/>	12/14/2012	Needs Approval	Approval Monitor	8.0000	REG	Regular Earnings	
<input checked="" type="checkbox"/>	12/17/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input checked="" type="checkbox"/>	12/18/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input checked="" type="checkbox"/>	12/19/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input checked="" type="checkbox"/>	12/20/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	
<input checked="" type="checkbox"/>	12/21/2012	Needs Approval	Approval Monitor	8.0000	VAC	Leave-Vacation	

Select All Deselect All
 Approve Deny

Step 5: Click 'Approve' under Reported Time Status to Approve. **NOTE:** If errors are identified, contact the employee to make the necessary updates and resubmit time for approval. If the employee no longer has access to the timesheet, contact your Human Resources Office for assistance, or if you change something on your employee's timesheet, please contact Human Resources and ask that a paper time document be printed so the employee can sign and date the document to indicate their agreement with the change.

Earl Empl Id: K00000 Empl Rcd: 0
 Job Title: Public Service Executive III Department: 1731000500

Instructions

*View By: Calendar Period **Reported Hours:** 80.0000 [Previous Period](#) [Next Period](#)
 *Date: 11/25/2012 **Scheduled Hours:** 0.0000 [Next Employee](#)

From Sunday 11/25/2012 to Saturday 12/08/2012

Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/1	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Total Hours	Time Reporting Code
				1.5000										1.5000	DON - Leave-Donor
	8.0000	8.0000	8.0000	6.5000	8.0000									38.5000	REG - Regular Earnings
								8.0000	8.0000	8.0000	8.0000	8.0000		40.0000	VAC - Leave-Vacation

Save for Later Submit

Reported Time Status

Select All Deselect All
 Approve Deny

Reported Time Summary

Leave and Compensatory Time Balances

[Return to Select Employee](#)

Step 6: The following message displays 'Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change. No to return to the page without updating the status.' Click Yes.

Message

Are you sure you want to approve the time selected? (13504,2500)

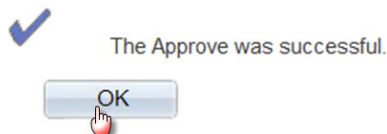
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Step 7: The following message displays: 'Timesheet Approve Confirmation - The Approve was successful.' Click 'OK'

Timesheet

Approve Confirmation



Step 8: Click the 'Next Employee' hyperlink to select the next employee's timesheet to review. If you prefer, you can also click on 'Return to Select Employee' to display a list of all employees who need their timesheets approved.

Timesheet
Care C Careson

Empl Id: K0000191 Empl Rcd: 0

Job Title: Technology Support Tech Department: 740000

Instructions

***View By:** Calendar Period
***Date:** 12/09/2012

Reported Hours: 80.0000 [Previous Period](#)
Scheduled Hours: 80.0000 [Next Period](#)

[Next Employee](#)

From Sunday 12/09/2012 to Saturday 12/22/2012														Total Hours	Time Reporting Code	
Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22			
				1.5000											1.5000	DON - Leave-Donor
	8.0000	8.0000	8.0000	6.5000	8.0000										38.5000	REG - Regular Earnings
							8.0000	8.0000	8.0000	8.0000	8.0000				40.0000	VAC - Leave-Vacation

Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
12/10/2012	Approved	Approval Monitor	8.0000	REG Regular Earnings	
12/11/2012	Approved	Approval Monitor	8.0000	REG Regular Earnings	
12/12/2012	Approved	Approval Monitor	8.0000	REG Regular Earnings	
12/13/2012	Approved	Approval Monitor	1.5000	DON Leave-Donor	
12/13/2012	Approved	Approval Monitor	6.5000	REG Regular Earnings	
12/14/2012	Approved	Approval Monitor	8.0000	REG Regular Earnings	
12/17/2012	Approved	Approval Monitor	8.0000	VAC Leave-Vacation	
12/18/2012	Approved	Approval Monitor	8.0000	VAC Leave-Vacation	
12/19/2012	Approved	Approval Monitor	8.0000	VAC Leave-Vacation	
12/20/2012	Approved	Approval Monitor	8.0000	VAC Leave-Vacation	
12/21/2012	Approved	Approval Monitor	8.0000	VAC Leave-Vacation	

Reported Time Summary

Leave and Compensatory Time Balances

[Return to Select Employee](#)

End of Walk Through