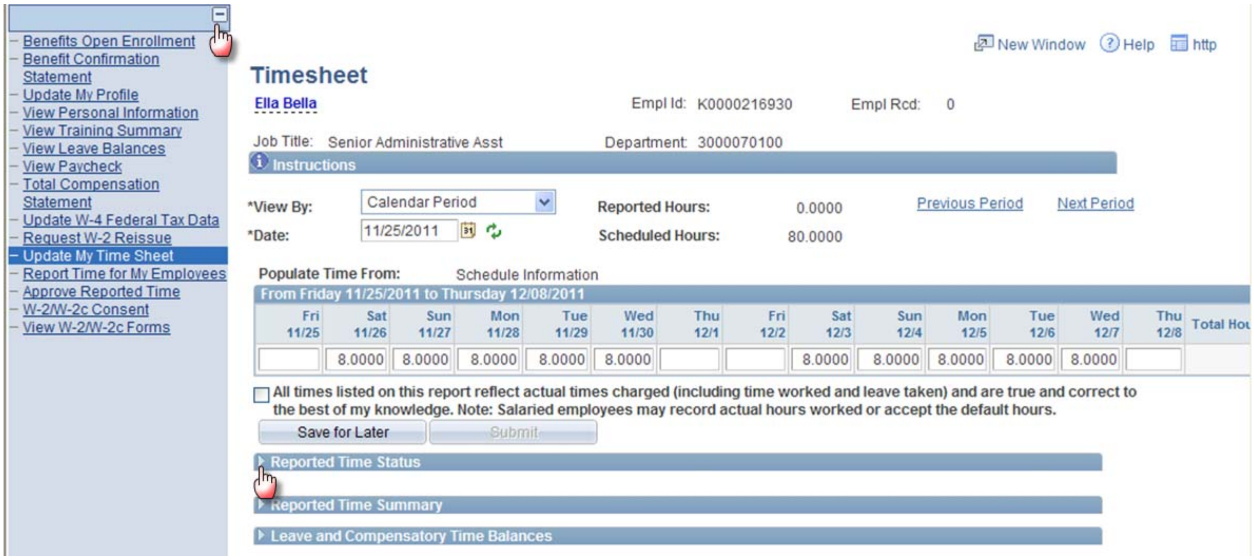
SHARP 9.1 Overview of Time Reporting and Approval Using Employee Self Service

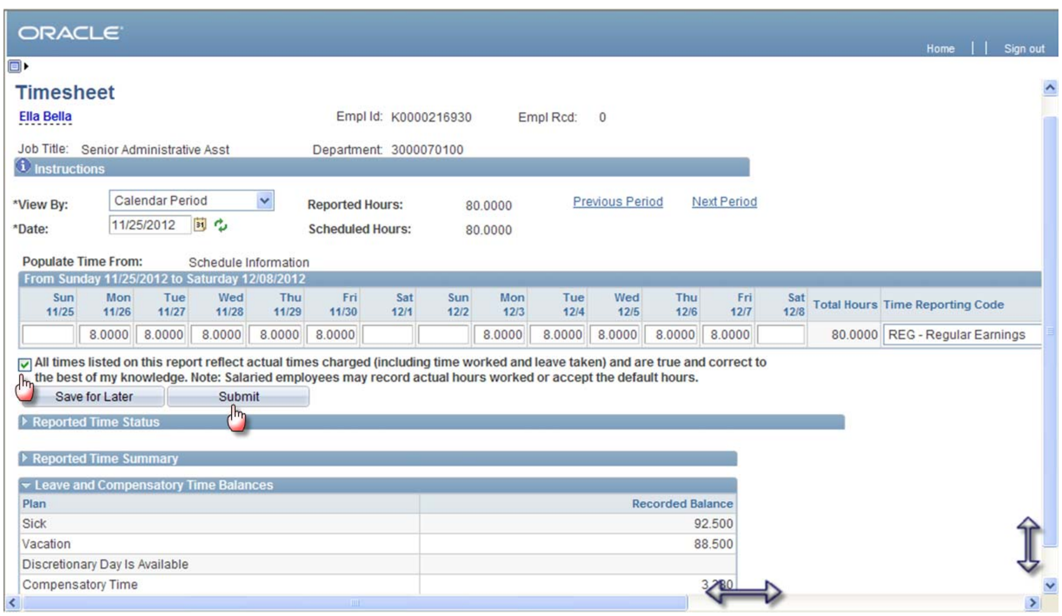
Step 1: Log in to Employee Self Service at http://www.da.ks.gov/ps/subject/ssc/ (bookmark this page for easy access!)
Hint: Use the Forgot Password link when signing in if you forget your password!

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.

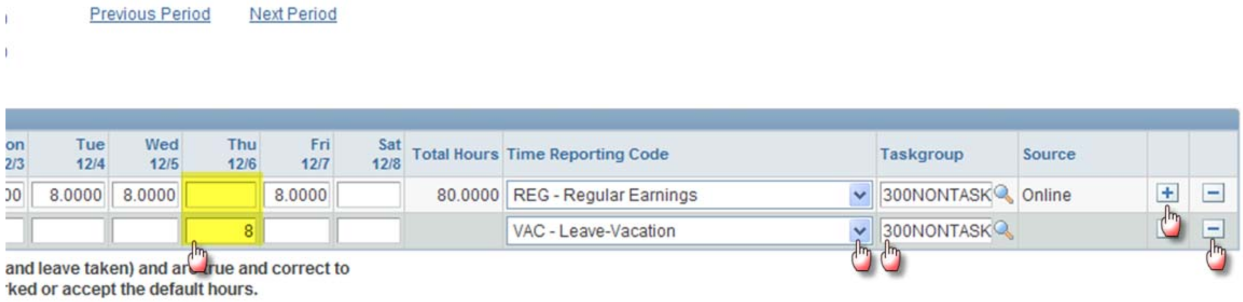


Step 4: The employee's standard work schedule (if established by the agency in SHARP) will default into the timesheet. NOTE: The work schedule will be blank if the agency does not establish a set work schedule for the employee – in that case, the employee would enter both the hours and Time Reporting 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.



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!

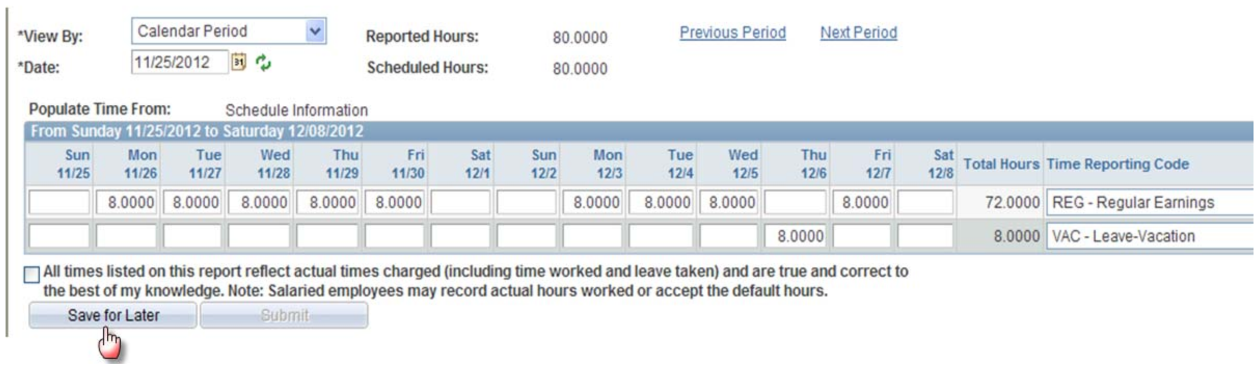
Recording Changes to the Default Schedule:
To report hours different from what is defaulted (i.e. vacation leave, etc.), scroll to the right and click on the '+' button to add a new row (or '-' button to delete a row). Select the appropriate Time Reporting Code, from the drop down box, then add/modify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



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		
)0	8.0000	8.0000		8.0000		80.0000	REG - Regular Earnings	300NONTASK	Online		
			8				VAC - Leave-Vacation	300NONTASK			

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.

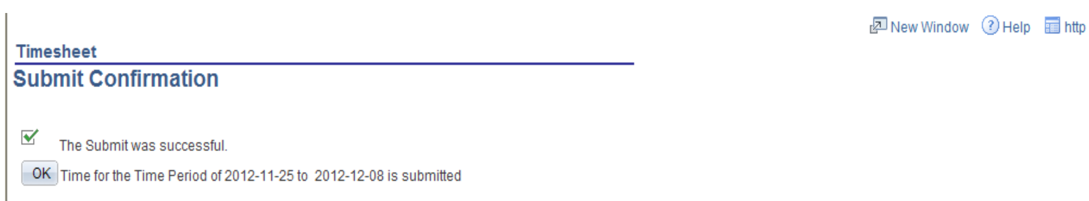
Recording Time Througout the Pay Period: Employees have the option to record time throughout the pay period (daily, weekly, etc.) through 6PM Sunday following the last day of the pay period. We expect employees to record time at work prior to their shift ending. Do not enter time outside of your normal 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.



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

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.



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.

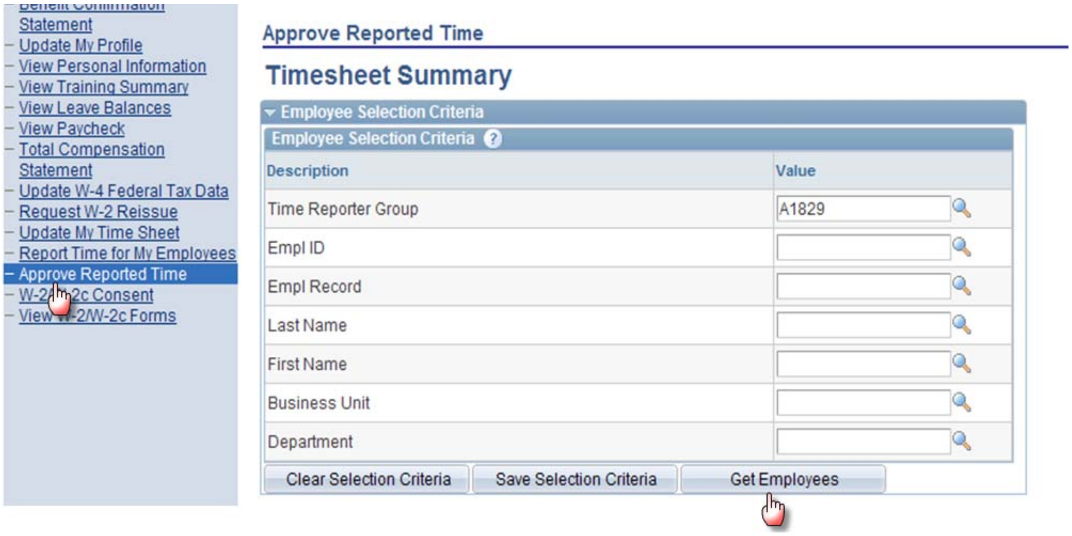
This message is to notify you that your reported time was approved for the date range:
08/05/2012 - 08/18/2012

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

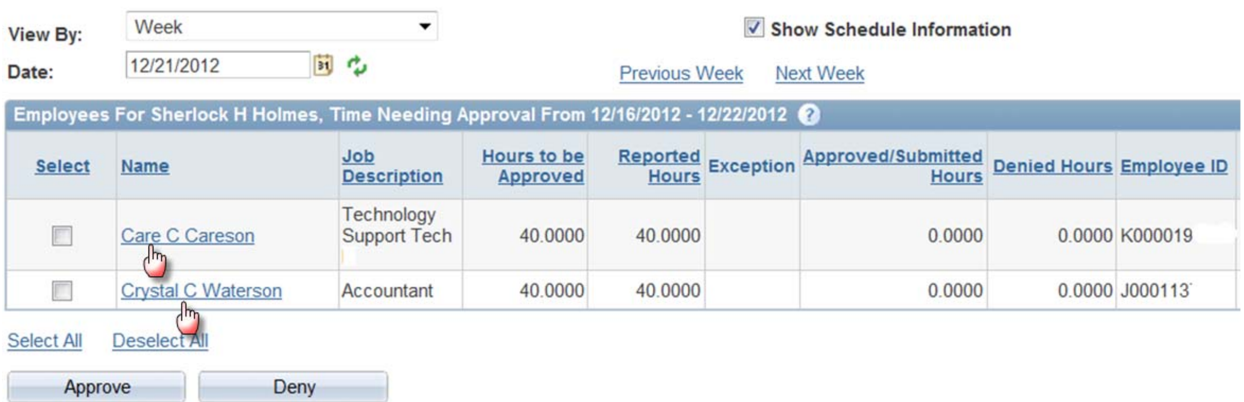
NOTE: This is a system-generated email. Do not reply to this email.

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.

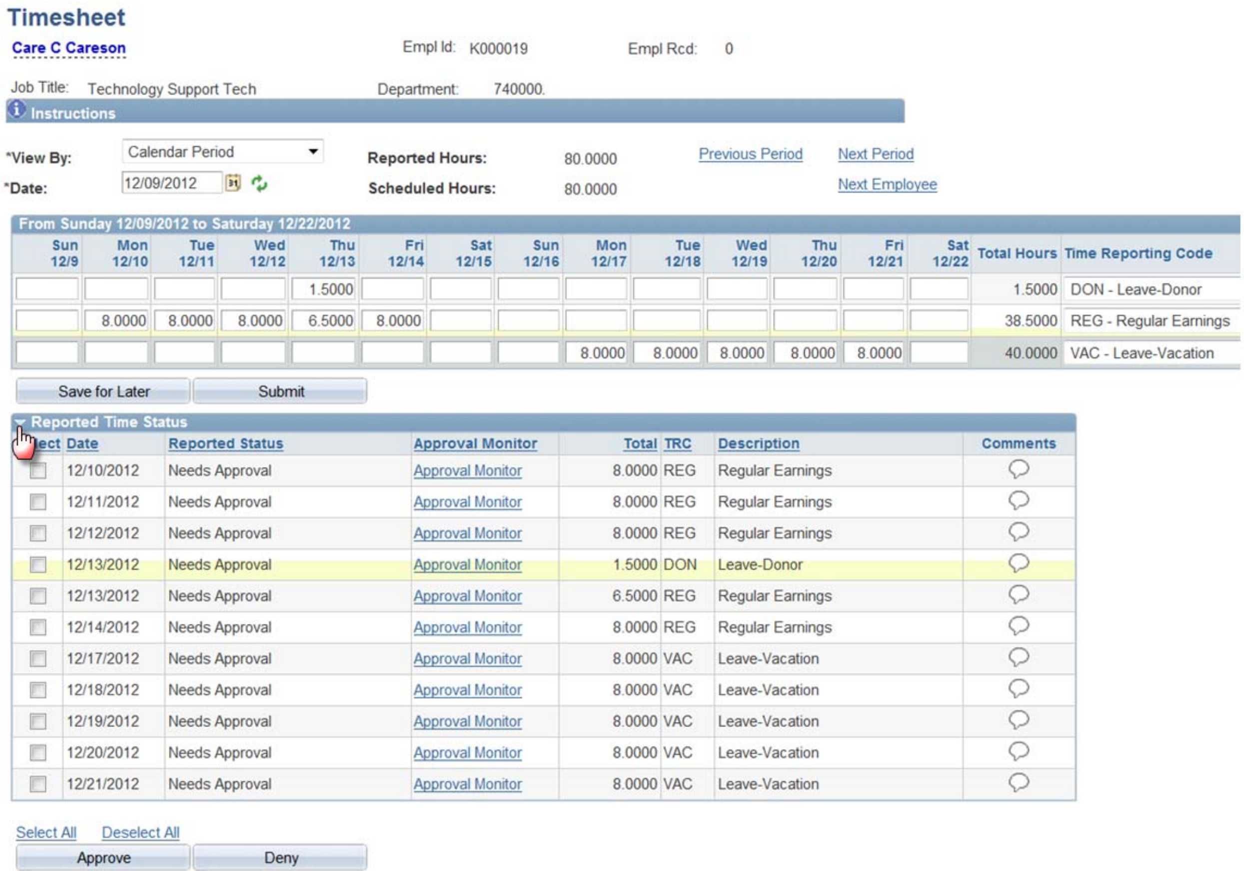


Step 2: Click on the Employee's Name to review and approve the time for each individual employee.



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, <u>timesheets need to be approved for each week of the pay period. We discourage approving timesheets without first reviewing them individually.</u>

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

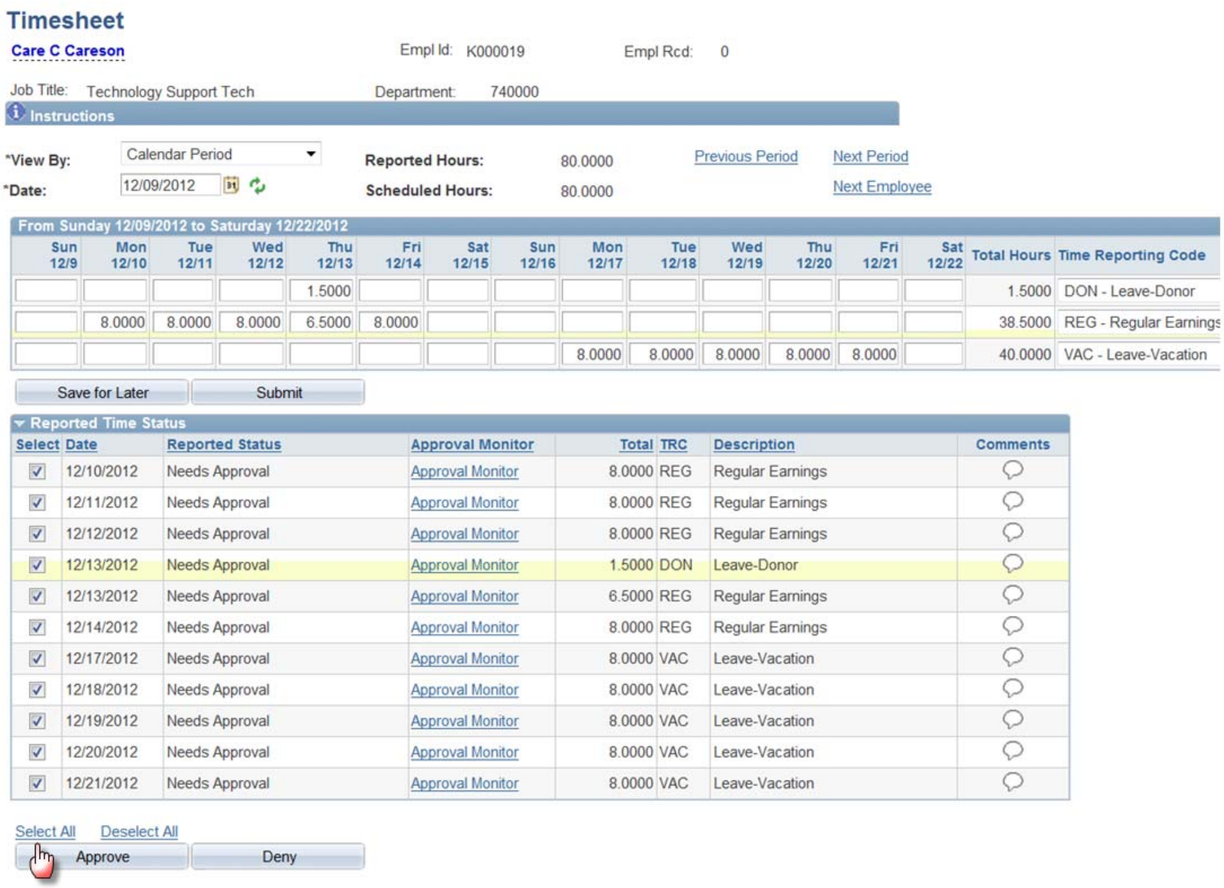
Reported Time Status

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

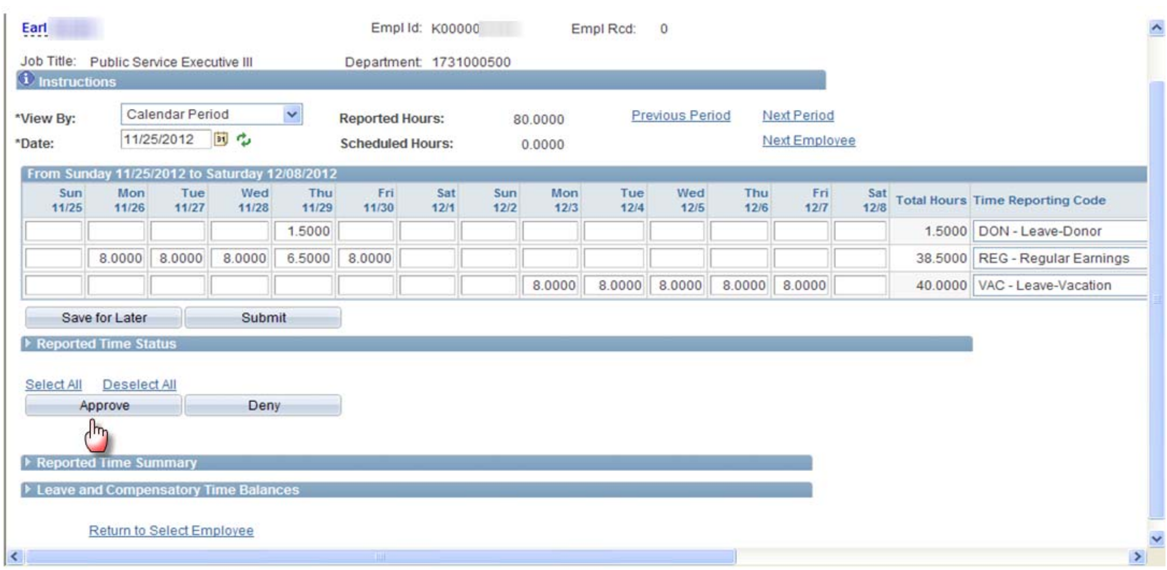
Select All   Deselect All

Approve   Deny

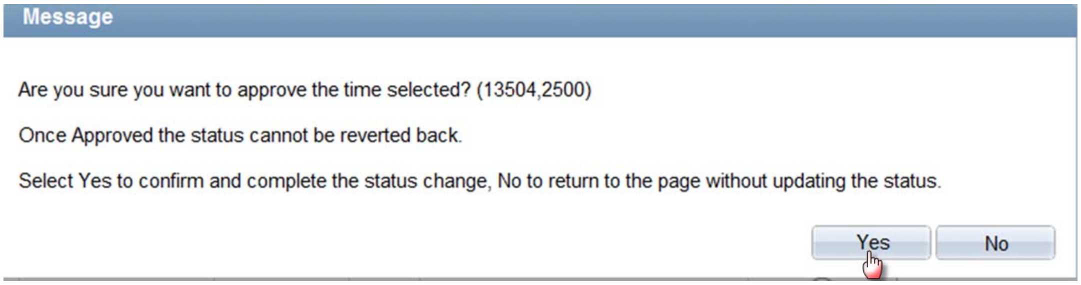
Step 4: Click 'Select All'. Notice the checkmark displays in the "Select" column for all rows.



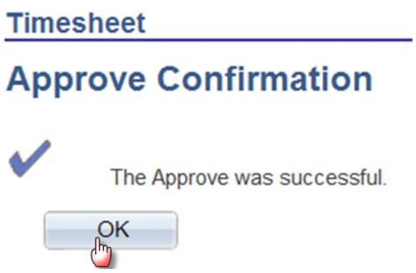
Step 5: Click 'Approve' under Reported Time Status to Approve. **NOTE:** If errors are identified, contact the employee to make the necessary updates and resubmit time for approval. If the employee no longer has access to the timesheet, contact your Human Resources Office for assistance, or if you change 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.



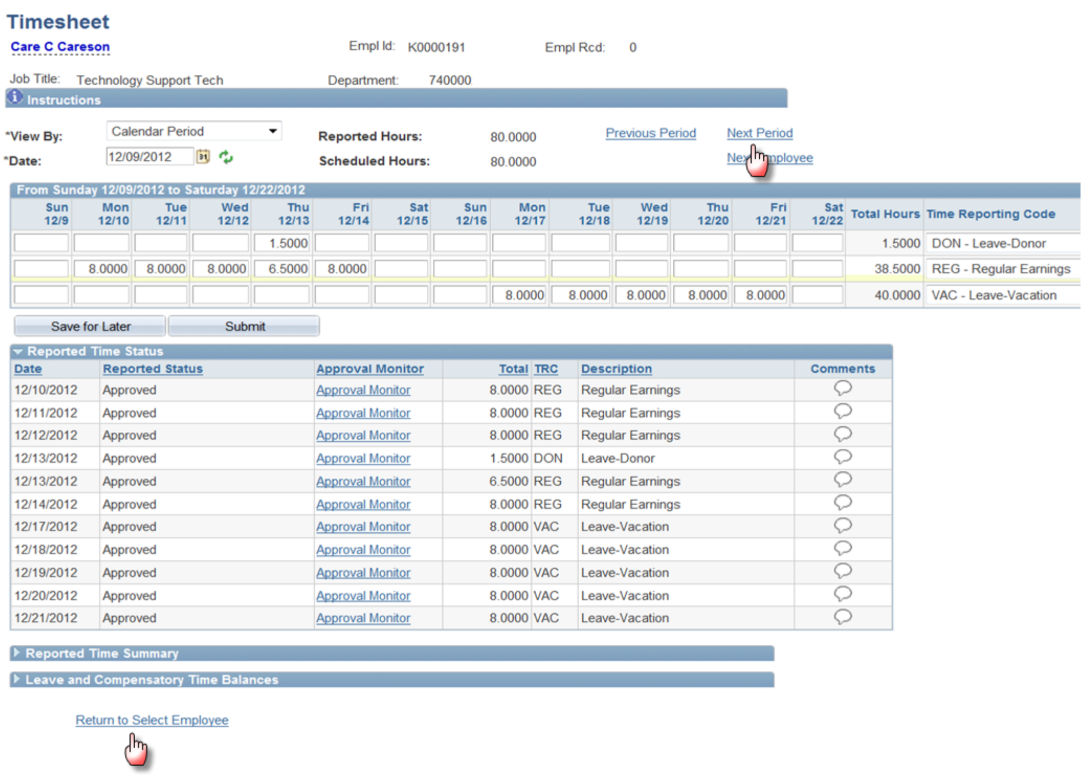
Step 6: The following message displays 'Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change. No to return to the page without updating the status.' Click Yes.



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



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 — 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

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