

DESK AID – Supervisors / Managers

Time & Labor - Employee Self Service

Accessing Employee Self Service

1. Go to the **State Employee Service Center** home page: www.kansas.gov/employee
2. Click on the **Employee Self Service** hyperlink (located on the right side of the page)
3. Click on **Sign In** to Employee Self Service (located on left side of page)
4. Enter your **Employee ID** (don't forget to capitalize the first letter)
5. Enter your **Password**

If you forgot your password, click the "Forgot My Password" hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self Service help desk at 296-1900 (Topeka Area) or 1-866-999-3001 (if outside Topeka)

6. Click on **Sign In**

Overview

Each time your employees click **SUBMIT**, you will receive an e-mail notification that time is ready for approval.

If you accessed the system by clicking on the "Time is Ready for Approval" e-mail, start on #2 below.

Accessing timesheets to approve

1. Select **Approve Reported Time** from the Main Menu (left side in the middle of the page)
2. Change the **Date** to the **first day of the pay period** you are approving.
3. Click **Get Employees** (right side of the page)
4. Your direct reports that have submitted time will automatically appear.
5. Click on the an employee's name to view the timesheet (**do not** select all and approve)
6. When necessary, you can use the search fields to pull up the group of employees you need to approve.

*Note: Employee ID, Name, Department or Reports To Position # will be the options most used. If you are approving the time in the absence of one of your supervisors, you will key that supervisor's position number in the Report's to Field. Click the **Get Employees** button (right side)*

Approving Time -Approval or Denial is not an all or none process

Note: Confirm the View By field is set to Time Period.

Review the employee's daily keyed time to ensure the Time Reporting Code (TRC), hours keyed and Taskgroup (and Task Profile ID if visible on timesheet) are accurate.

1. Approve the accurate days by clicking (this puts a checkmark) on the box (Select column).
2. Click the **APPROVE SELECTED** button
3. The following message displays, "**Are you sure you want to approve the time selected?** (13504,2500)," click **OK**.
4. The following message displays, "**Timesheet Approve Confirmation. Approve Confirmation. The approve was successful.**" Click **OK**.
5. Click on **Next Employee** to go to the next person on the list (Top right of the page). Repeat steps 1-4.

Note: The Sign out link is at the top right (in small white font).

Denying Time -Approval or Denial is not an "all or none process"

1. Deny the inaccurate days by clicking on the box (Select column).
2. **OPTIONAL:** Before denying a row of time, you can use the comment column to provide information to the employee.

