Time Entry Manual
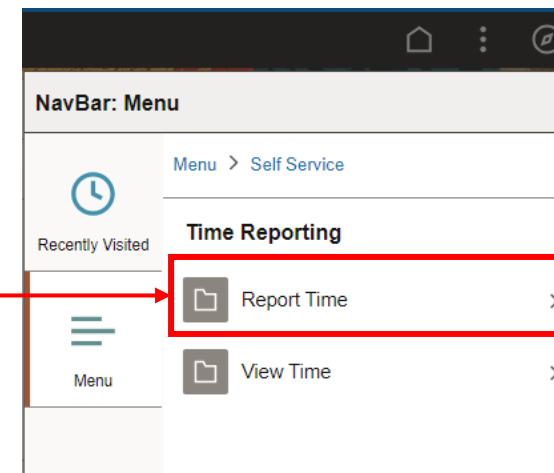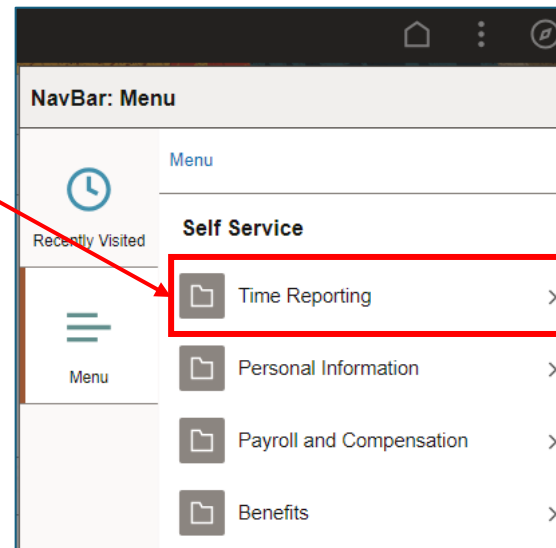
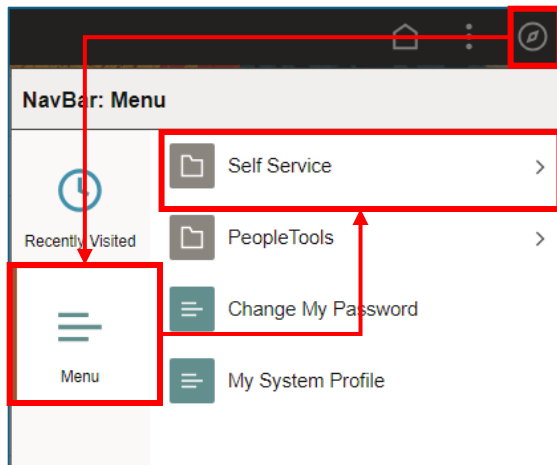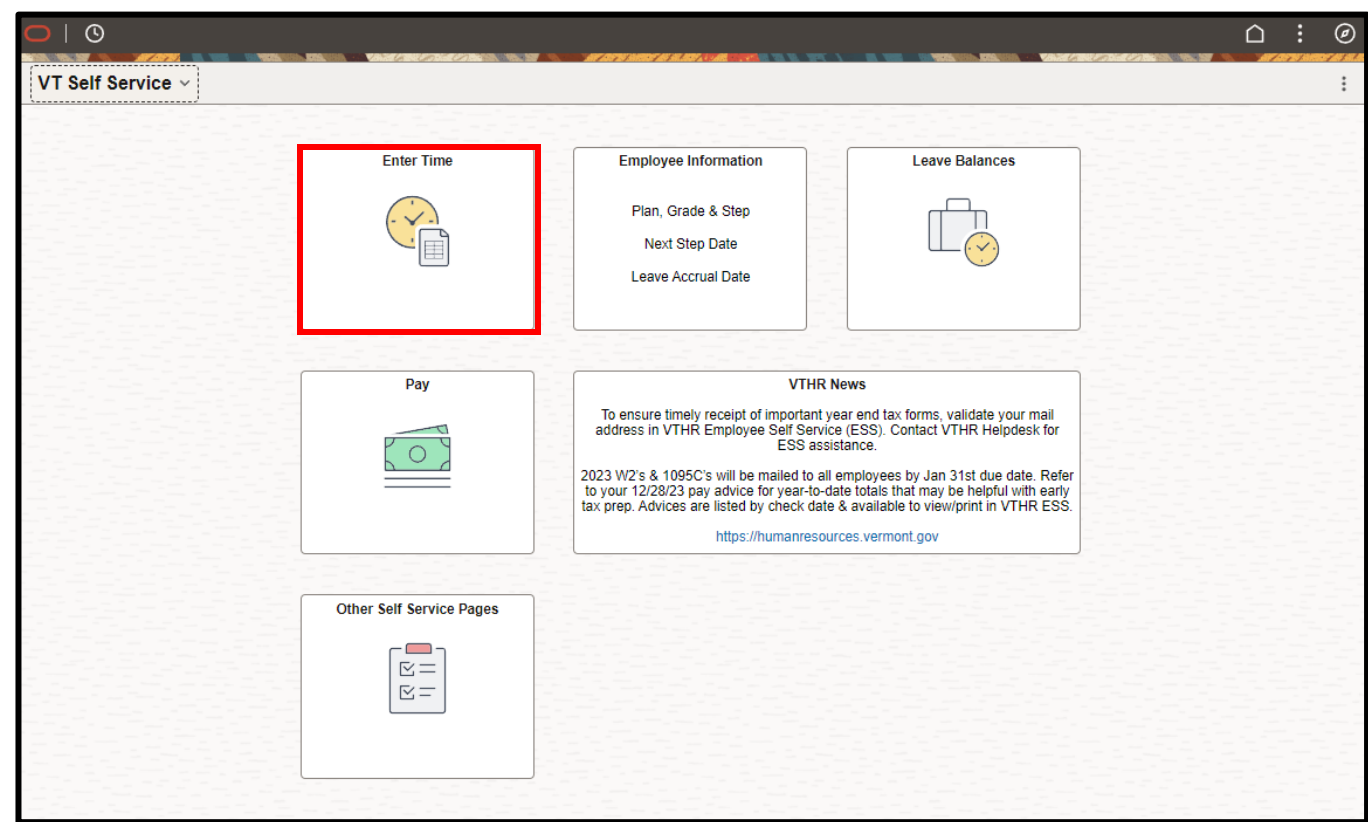# Employee Self Service (ESS) – Time Entry Overview

Instructions to navigate to and within your timesheet

ESS Timesheet Overview

There are two ways to navigate to your timesheet to enter time.

1. Click on the tile labeled "Enter Time" on the homepage (image to the right).

2. Navigate to the timesheet from the NavBar, the icon shaped like a compass in the top right of your screen (images below).

ESS Timesheet Overview

Your workgroup will be displayed on your time sheet.

Workgroup Example P14EX040P

P = Positive Reporter; E-Exception Reporter
14 = Overtime category (see applicable Collective Bargaining Agreement)
EX = Executive Branch (Department)
0 = Daily limit (0, 10)
40 = Weekly limit; 80 = Biweekly limit
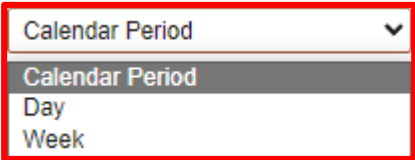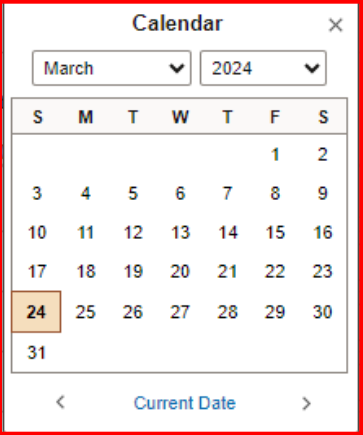P = Premium overtime (1.5); S = Straight-time
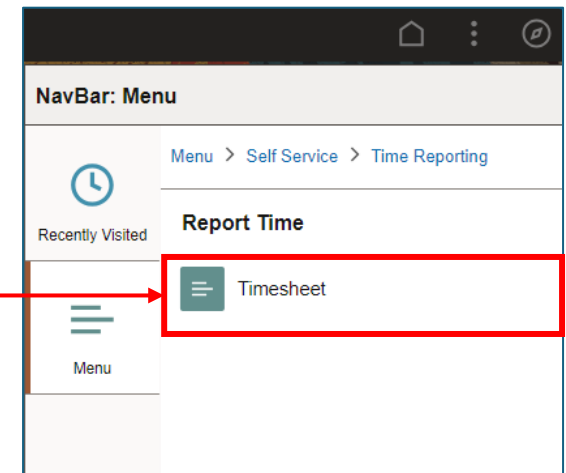
ESS Timesheet Overview

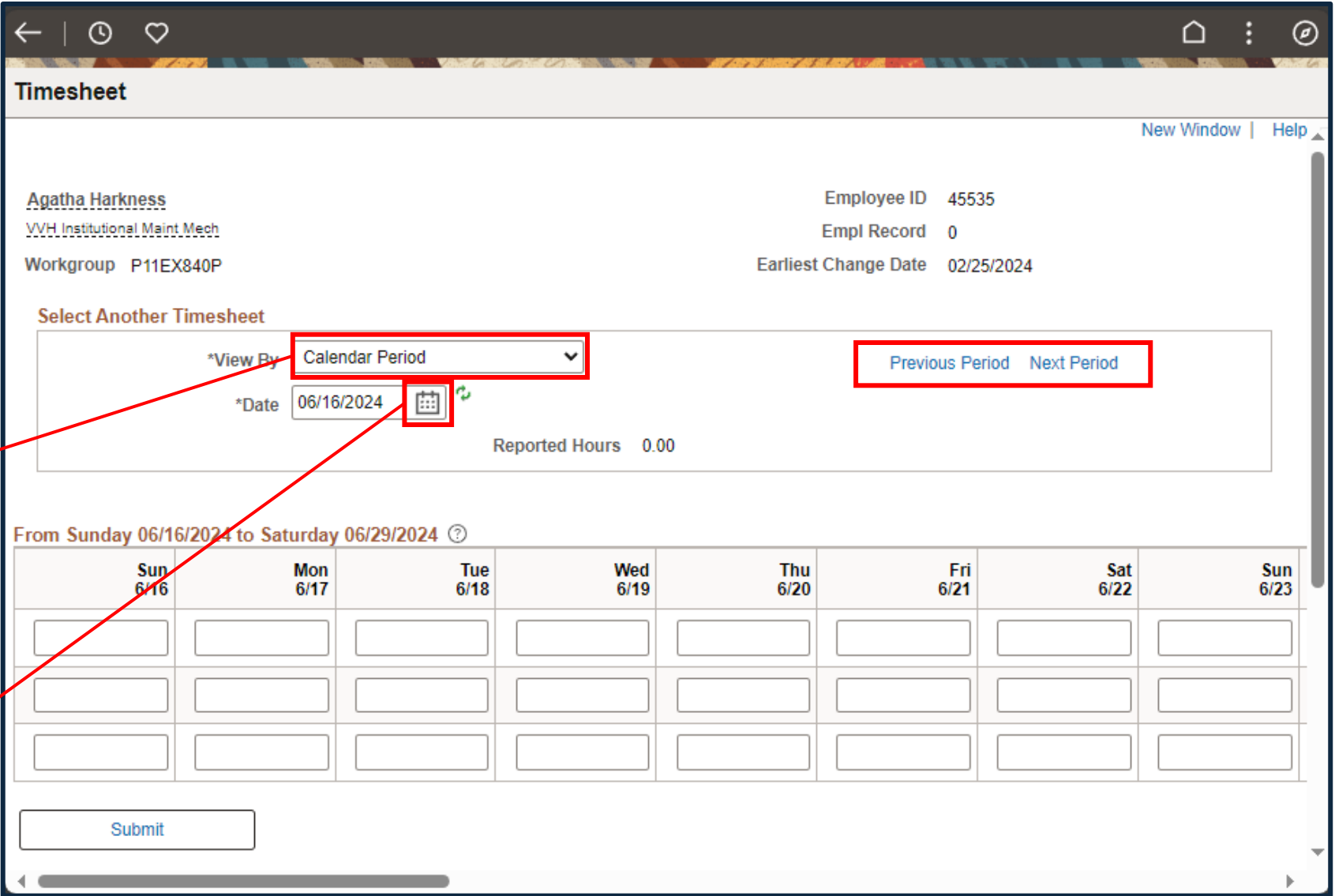You can change your view of your timesheet to a Calendar Period, Week, or Day.

- To select a specific date range, click the calendar icon to select the first day of the date range.
- Use the "Previous Period/Next Period" buttons to move ahead or back one calendar period.

ESS Timesheet Overview

1. Enter your hours for each day in the dated columns on the left side of the screen.
2. Designate the time code to which those hours are charged.
3. Specify whether you receive cash or compensatory time if you work overtime.

4. Indicate what shift you worked. The system will default to "First shift, Weekdays," which is shown as a blank field.

5. Some employees can designate Combination Codes to which to charge time. Click on the "ChartFields" link to assist in looking up Combination Codes.

6. Click the "+" sign to add a row or click the "-"sign to delete a row.

ESS – Combination Codes

How to enter hours using Combination Codes

ESS Combination Codes

Combination Codes are used to charge time to specific funding sources. If you are required to use such codes, you will be provided with the details of the applicable codes and purposes by your Department's business office.

To search for a combination code, click on the magnifying glass at the end of the "Combination Code" field.

Timesheet

Employee ID
Empl Record   0

Workgroup   Earliest Change Date   10/08/2023

Select Another Timesheet

*View By   Day

*Date   06/24/2024   Previous Day   Next Day

Previous Employee   Next Employee

Reported Hours   0.00

Monday 06/24/2024 ⓘ

Mon 6/24	Total	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift	Business Unit	Combination Code	ChartFields		
8.00		Hours Worked - WORK	PSNONTASK		CASH 🔍	🔍	01210 🔍	🔍	ChartFields	+	−
			PSNONTASK		CASH 🔍	🔍	01210 🔍	🔍	ChartFields	+	−
			PSNONTASK		CASH 🔍	🔍	01210 🔍	🔍	ChartFields	+	−

Submit   Apply Schedule   Timesheet Change Notification

ESS Combination Codes

The list of combination Codes provided here will include all codes available to employees in your Business Unit.

To fill in the combination code field on your timesheet, select the "Combination Code" hyperlink that corresponds to the correct combination code.

Look Up Combination Code ✕

Help

Search by: Combination Code ▾   begins with [_____]

[Search] [Cancel] Advanced Lookup

Search Results

Only the first 300 results of a possible 391 can be displayed.

View 100 |◁ ◁ 1-300 of 300 ▾ ▷ ▷|

Combination Code	Description	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference	Chartfield 1	Chartfield 2	Chartfield 3
000014709	Payroll Clearing Account	101094	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000015117	Overtime	500060	1210006400	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000017569	Health Insurance	501500	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000023171	Workers Comp - Indemnity	505000	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000032540	Shift Differential	500070	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000055775	Life Insurance	503000	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000064366	Expenses Payable - Employee	200002	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000066629	Misc Employee Benefits	504590	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000066878	Life Insurance	503000	1210006400	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000089064	Misc Employee Benefits	504590	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000091275	Retirement	502000	1210006400	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000131106	Health Insurance	501500	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000159637	Regular Wages and Salaries	500000	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000160526	Payroll Clearing Account	101094	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000164144	Employee Assistance Program	504000	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000204023	Labor Relation Bd Award/Order	505600	1210006400	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000212280	Employee Tuition Costs	504530	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000227486	Employee Non-Cash Awards	504500	1210006400	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000245260	Retirement	502000	1210001000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000258426	Overtime	500060	1210002000	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
000262934	Health Insurance	501500	1210006400	(blank)	(blank)	10000	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)

ESS Combination Codes

Your timesheet now reflects the combination code you just selected.

Monday 06/24/2024 ⑦

	Mon 6/24	Total	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift	Business Unit	Combination Code	ChartFields		
	8.00		Hours Worked - WORK ▾	PSNONTASK		CASH 🔍	🔍	01210 🔍	000032540 🔍	ChartFields	➕	➖
			▾	PSNONTASK		CASH 🔍	🔍	01210 🔍	🔍	ChartFields	➕	➖
			▾	PSNONTASK		CASH 🔍	🔍	01210 🔍	🔍	ChartFields	➕	➖

Submit		Apply Schedule	Timesheet Change Notification

ESS – Task Profile

How to enter hours worked using the Task Profile

ESS Task Profile

Task Profile Codes are used to charge time to specific funding sources. If you are required to use such codes, you will be provided with the details of the applicable codes and purposes by your Department's business office.

In this example, 4 hours on Wednesday are being charged to Task Profile ID DHRVTHRHCM.

ESS – Comments

How to view and add comments to your timesheet

ESS Comments

You have the ability to enter comments to clarify hours entered if necessary. You will not be able to enter comments until after you have entered and submitted hours to your timesheet.

To add a comment, click on the conversation bubble under "Add Comments" that coincides with the date when you need to add clarification. A new window labeled "TR Comments" will appear where you can add your comment.

ESS Comments

1. After you have entered your comment into the comment field, click "OK" to save and apply your comment.
2. If you would like to add a second comment to the same date, instead of clicking "OK," click on "Apply."
3. Then click on "Add Comment," and the system will create a new comment line for the same date.
4. Enter your comment, and
5. Click "OK."

Your manager/supervisor will also be able to add comments

ESS Comments

Your manager/supervisor will also be able to add comments to your timesheet. Here is an example of a "conversation" between an employee and their manager.

Comments related to time entered for 04/08/2024

1-2 of 2 | View All

	Date	User ID	DateTime Created	Source	Comment
1	04/08/2024	38998	04/19/2024 9:53AM	Time Reporting	I talked to Jack about this.
2	04/08/2024	33641	04/19/2024 10:26AM	Time Reporting	This is Jack. Everything looks good.

Add Comment

OK　　Cancel　　Apply

ESS – Higher Assignment Pay

How to report time worked on a higher assignment

ESS Higher Assignment Pay

Higher Assignment Pay is applicable only to eligible employees in accordance with the collective bargaining agreements and state policy. Any questions about eligibility for Higher Assignment Pay should be directed to your immediate supervisor.

NOTE: Eligibility for Higher Assignment Pay (HAP) varies by bargaining unit. In this example, the contract provisions allow the employee to claim HAP when filling in for a higher level position for one full shift.

In this example you are specifying that you should receive higher assignment pay for 8 hours worked on Monday and Friday.
1. Enter number of hours worked as "Hours Worked – WORK," and
2. Add a second line that indicates the 8 hours you just entered for Monday and Friday are "Higher Assignment Pay Straight – HAPST"

In this example you are also working 2 hours of overtime on Friday where you will receive HAP.
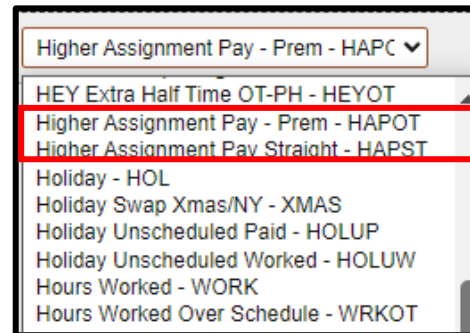3. Enter number of overtime hours as "Hours Worked Over Schedule – WRKOT"
4. Add a second line that indicates those 2 hours are "Higher Assignment Pay – Prem – HAPOT"

ESS Higher Assignment Pay

Defaults to CASH for overtime

	Fri 6/21	Sat 6/22	Total	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp
	8.00			Hours Worked - WORK	PSNONTASK		CASH
	8.00			Higher Assignment Pay Straight - HAP	PSNONTASK		CASH
	2.00			Hours Worked Over Schedule - WRKC	PSNONTASK		CASH
	2			Higher Assignment Pay - Prem - HAPC	PSNONTASK		CASH

Please note there are 2 TRCs that are used for higher assignment pay:
Higher Assignment Pay - Str (HAPST) is for standard hours worked.
Higher Assignment Pay Prem (HAPOT) is used for overtime.

Higher Assignment Pay - Prem - HAPC

HEY Extra Half Time OT-PH - HEYOT
Higher Assignment Pay - Prem - HAPOT
Higher Assignment Pay Straight - HAPST
Holiday - HOL
Holiday Swap Xmas/NY - XMAS
Holiday Unscheduled Paid - HOLUP
Holiday Unscheduled Worked - HOLUW
Hours Worked - WORK
Hours Worked Over Schedule - WRKOT

ESS Higher Assignment Pay

Once you submit your timesheet VTHR will sort your reported time rows alphabetically by the TRC.

VTHR will combine rows if they have the same TRC, SHIFT, COMBO CODE, TASKPROFILE.

As an example, if you have 2 lines that are Hours Worked charged to the same funding source, they would be combined into one line.

As a result, your timesheet may look different from what you entered.

Timesheet

Agatha Harkness
VVH Institutional Maint Mech
Workgroup   P11EX840P

Employee ID   45535
Empl Record   0
Earliest Change Date   02/25/2024

Select Another Timesheet

*View By   Week
*Date   06/16/2024

Previous Week   Next Week

Reported Hours   60.00

From Sunday 06/16/2024 to Saturday 06/22/2024 ⓘ

	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21	Sat 6/22	Total	Time Reporting Code
						2.00		2.00	Higher Assignment Pay - Prem - HAPC ▾
		8.00				8.00		16.00	Higher Assignment Pay Straight - HAP ▾
		8.00	8.00	8.00	8.00	8.00		40.00	Hours Worked - WORK ▾
						2.00		2.00	Hours Worked Over Schedule - WRKC ▾

Submit

ESS – Selecting Cash/Compensatory for Overtime

How to enter hours worked and specify if you want cash or compensatory (comp) time off for overtime

ESS Cash/Comp for OT

In this example, we want to designate 2 hours of overtime for COMP time and 2 more hours of overtime for CASH.

Enter 2 hours on Thursday as WRKO. In the Cash/Comp field, click on the magnifying glass to select COMP.

Please note the system defaults to CASH for all lines.

Now enter 2 hours on Friday as WRKO and leave the Cash/Comp selection on CASH.

The system does not determine your eligibility for cash or compensatory time off (comp) . This is based on the contract or policy language applicable to you. You should not request a form of payment that is not available to you. All overtime payments are subject to approval.

If you have questions about your eligibility for overtime, please check with your supervisor.

ESS – Shift Differential

How to enter hours for different shifts

ESS Shift Differential

Shift differential is applicable only to eligible employees who are required to work evenings, nights or weekends as part of their regularly scheduled duty assignment.

All lines on the timesheet on the same day need to include the same shift.

Any questions about eligibility for shift differential should be directed to your immediate supervisor.

In this example, we want to designate the 8 hours worked on Sunday as Weekend Second Shift, and the 32 hours worked Monday through Thursday as Second Shift.