Employee Self Service: Time Management

Overview

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How to Access ESS: Time Management

- Navigate to the EBS Support website and click the EBS Login tab at the top of the site.

- Enter your MSU NetID and password at the Login screen, shown below, and click Login.

- Once you are logged into the EBS Portal, click on your ESS (Employee Self Service) tab.
  - Note: ESS tabs and the options within the tabs vary by position type. The way your tab displays in the portal will reflect your position type (e.g., ESS Salary, ESS Faculty, ESS Hourly, ESS Clerical-Technical, etc.).
• The Time Management area can be accessed on the Overview page of your ESS tab, or by choosing Time Management from the navigation bar directly beneath the ESS tab. (The screenshot below shows this navigation within an ESS Student Employee tab.)

What You Can Do in ESS: Time Management

Use the table of contents in this document, to find information related to these actions:

- View and record* your time worked and absences.
- View quota (vacation, sick) usage and balances.
  - View detailed use of your time and quota.
- Access your attendance history prior to EBS, January 2011.

*Note: Not all employees enter their own time; your time may be entered by your supervisor. The Record Time Data steps in this guide only apply to you if you enter your own time.
Example Screenshot of ESS: Time Management

Refer to this screenshot as the links are mentioned in this document. Please note: this screenshot was pulled from an ESS Salary tab, and may look different and/or contain different links from what you see in your ESS tab.

![Example Screenshot of ESS: Time Management]

Record/Display Time

- The **Record/Display Time Data** link in ESS: Time Management is where you go to enter attendances (time worked) and absences (time away from work). (Refer to the screenshots below.)
- Calendars are available to select various dates/weeks (see screenshot below).
- A drop-down menu is available to select the appropriate Personnel Assignment (personnel number). Always check that you are recording time for the correct Personnel Assignment (if you have more than one).
- A table will display to enter your hours.
  - You can view the table in Weekly View or Daily View (see screenshots below).
In **Weekly View**, scroll to the right and the table will display a column for each day of that week, for hours per day.

- **Daily View** shows Hours, Start Time and End Time for the specified day.
  
  - To specify whether you are entering time worked, or time away from work, use the **Att./abs. type** column in the table.
  - Select a type from the drop-down menu, by clicking the small black arrow in the table cell (see screenshot below).
After specifying the attendance or absence type, enter hours accordingly in the cells of the table. Make sure you are working in the correct row for each attendance/absence type.

When you are done entering hours, click **Refresh** at the bottom of the screen to update the display and check your entries, then click **Review** to validate the newly recorded time. After the Review step, choose **Save**. Upon saving, your time data is automatically released to your supervisor for approval.

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**Quota Overview**

- Click the **Quota Overview** link in ESS to quickly view vacation, personal and sick balances/remainder (see screenshot below).
- A drop-down menu is available to select a Personnel Assignment (personnel number).

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**Time Usage and Quota Balance**

- Click the **Time Usage and Quota Balance** link in ESS to view quota balances and the detailed usage of them.
- Select a Start Date and End Date for the Date Range.
- You have three options (see the screenshot below):
  - View a **summary** of accrued time.
  - See a **detailed** list of accrued time.
  - See **FMLA** accrued time.
    - FMLA option displays data only if you have completed an FMLA request.