



Exception Time Reporting in Employee Self Service (ESS)

This job aid describes the process of “Exception Time Reporting” for Pay Groups G6E and G9E in PeopleSoft Employee Self Service (ESS). It will help you learn to navigate to the timesheet, understand the features and options on the timesheet, enter time for a pay period, and submit time for approval.

What is exception time reporting?

Some employees are not required to report their time on a daily basis because the payroll system automatically submits hours worked for them each pay period. When these employees are absent from work the absence must be reported as an “exception” on a timesheet listing the day of the occurrence and the number of hours of leave used (sick, vacation, or holiday for example). This is exception time reporting. If no exceptions are reported the system automatically submits regular time based on the employees’ normal schedule.

It is recommended that time be reviewed and adjusted weekly, if necessary. The timesheet can also be used to view the status of your reported time and your leave balances.

How to Navigate to the Timesheet:

- Log into PeopleSoft: *Do not attempt to log into PeopleSoft more than twice. If you cannot remember your password then click the link “Forgot your Password” and the system will email you a new password. If you attempt to log into PeopleSoft more than three times then your account will be “Locked” and you will be forced to contact the Help Desk at 727-8700, to unlock your account.*



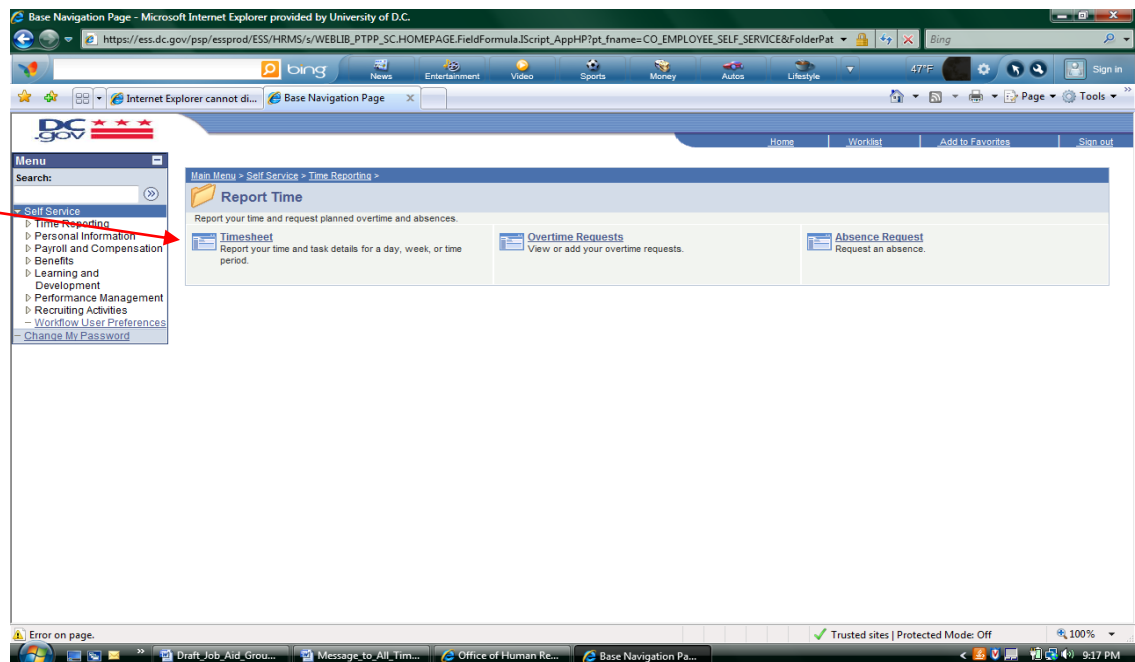
- Select Self Service:



- Select Time Reporting:
- Then Select Report Time:



- Select Timesheet:





The top section of the Timesheet contains your employee information:

- **Employee ID:** A unique number assigned to every employee in PeopleSoft.
- **Job Title:** The title of your job listed in the PeopleSoft Human Resources Module.
- **Employee Record Number:** A number assigned in HR to identify when an employee has more than one job at the District.

At the bottom of the timesheet you can also view the status of your exception time and view your current leave balances.

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Menu: Search: []

- Self Service
- Time Reporting
 - Report Time
 - Timesheet
 - Overtime Requests
 - Absence Request
 - View Time
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Performance Management
 - Recruiting Activities
 - Change My Password
 - My Personalizations
 - My System Profile

Timesheet
Last00028619 First00028619 Employee ID: 00028619
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/11/2010 Refresh << Previous Time Period Next Time Period >>

Workgroup: C11EXM15 Schedule: Standard
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 04/11/2010 to Saturday 04/24/2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code

Save for Later Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
4/11		0.000000		

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

You can view your timesheet by day, week, or time period. The default view is by time period, which allows you to view two weeks at a time (but not by pay period). If you want to change the view, click the drop down arrow to select the view you prefer.

Timesheet
Last00028619 First00028619 Employee ID: 00028619
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/11/2010 Refresh << Previous Time Period Next Time Period >>

Workgroup: C11EXM15 Schedule: Standard
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 04/11/2010 to Saturday 04/24/2010




If you would like to change the view by date, click on the **calendar icon**.

Timesheet

Last00004064 First00004064 Employee ID: 00004064
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/25/2010  Refresh << Previous Time Period Next Time Period >>
Workgroup: C11EXM15 Schedule: Stand
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 04/25/2010 to Saturday 05/08/2010

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2

Save for Later Submit

Calendar popup: April 2010
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30
Current Date

Fri	Sat	Total	Time Reporting Code
5/7	5/8		


Next Employee >>

- If you make changes to the view options or date you **MUST** click the **Refresh Timesheet** button to display the current selections.
- You can also use the **Previous Time Period** and **Next Time Period** links to navigate the dates back or forward.

Timesheet

Last00004064 First00004064 Employee ID: 00004064
Job Title: INFORMATION TECHNOLOGY SPECIAL Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 04/25/2010  Refresh << Previous Time Period Next Time Period >>
Workgroup: C11EXM15 Schedule: Standard
Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Next Employee >>



Entering Time: Enter your time as early as possible during the pay period. You can save and make changes as many times as you want before the pay period closes.

When reporting time use the TAB key on your keyboard to move to each day you want to enter time.

Time Reporting Codes (TRCs) are the different types of time that you report. Examples of TRCs include "Bereavement" and "Sick Leave". Below each day within the timesheet are three blank rows defaulted for time reporting. These rows should be used to enter the exception hours for the selected day ONLY. You can only select one TRC per row. The TRC selected on this row corresponds to all the time reported on that row. **As an exception time reporting employee do not select the (REG) Regular Pay TRC.**

Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://ess.dc.gov/pspp/essprod/ESS/HRMS/c/ROLE_EMPLOYEE.TL_MSS_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP.S

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Sign in

Internet Explorer cannot di... Timesheet

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Home Worklist Add to Favorites Sign out

Menu

Search:

Self Service

Time Reporting

Report Time

Timesheet

Overtime Requests

Absence Request

View Time

Personal Information

Payroll and Compensation

Benefits

Learning and Development

Performance Management

Recruiting Activities

Workflow User Preferences

Change My Password

Workgroup: University of DC

Schedule: UDC

Reported Hours: 10.00 Hours

Scheduled Hours: 0 Hours

From Sunday 10/07/2012 to Saturday 10/20/2012

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
		2.00												2.00	Salaried Scheduled Annual Lv	
	8.00													8.00	Salaried Holiday Pay - SHO	

Save for Later Submit

Reported Time Status - click to hide

Date	Status	Total Time Reporting Code	Comments
10/08/2012	Needs Approval	8.00 SHO	
10/09/2012	Needs Approval	2.00 SAN	

Reported Hours Summary - click to view

Balances - click to view

Go To: Self Service

Time Reporting

Punch Timesheet

Done

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The "plus" button can be used to add a row if needed. You should only add additional rows if more than 3 TRCs are used in the pay period. Otherwise use one of the 3 rows to select a TRC. The "minus" button can be used to remove a row.

Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://ess.dc.gov/psp/essprod/ESS/HRMS/c/ROLE_EMPLOYEE.TL_MSS_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP.S

bing News Entertainment Video Sports Money Autos Lifestyle 47°F Sign in

Internet Explorer cannot di... Timesheet

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Home Worklist Add to Favorites Sign out

Menu

Search:

Self Service

Time Reporting

Report Time

Timesheet

Overtime Requests

Absence Request

View Time

Personal Information

Payroll and Compensation

Benefits

Learning and Development

Performance Management

Recruiting Activities

Workflow User Preferences

Change My Password

Date: 10/07/2012 Refresh << Previous Time Period Next Time Period >>

Schedule UDC

Scheduled Hours: 0 Hours

Saturday 10/20/2012

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	2.00	Salaried Scheduled Annual L...	
										8.00	Salaried Holiday Pay - SHO	

Submit

to hide

Total	Time Reporting Code	Comments
val 8.00	SHO	
val 2.00	SAN	

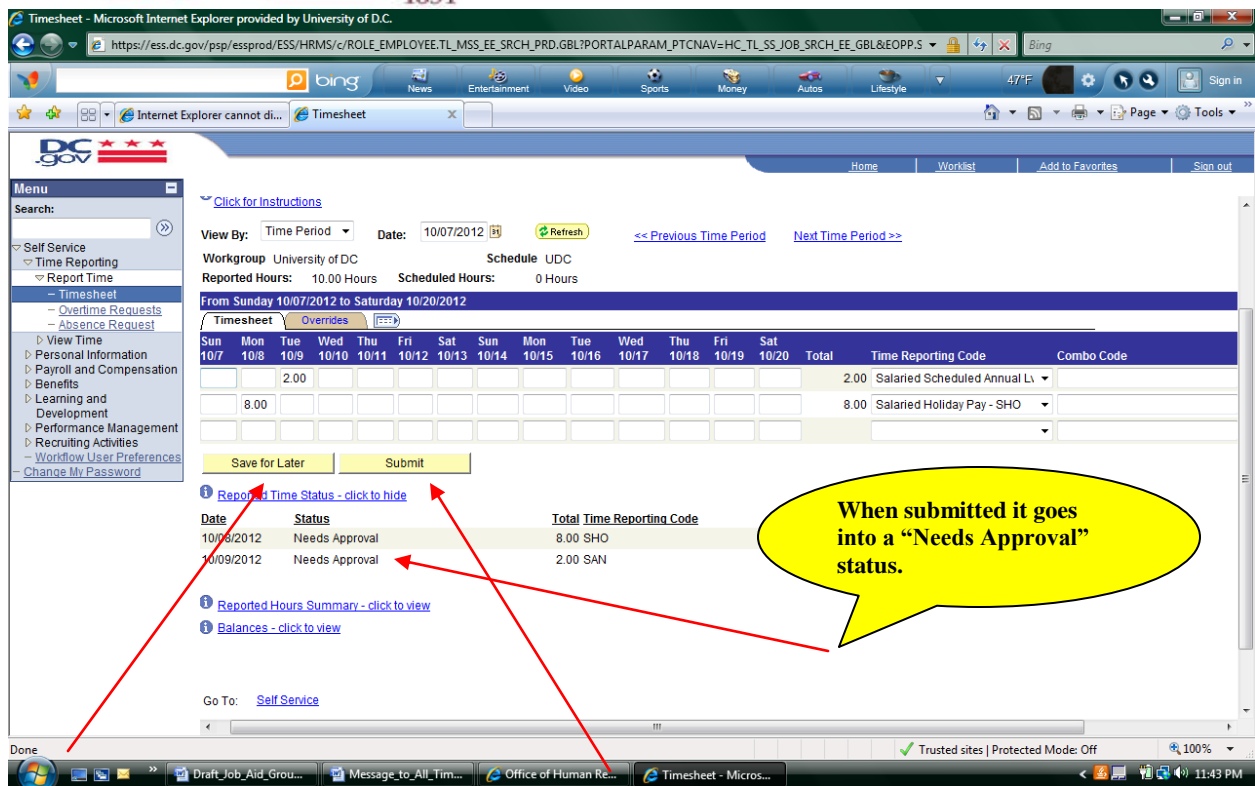
click to view

The Combo Code is not used by UDC.

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Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://ess.dc.gov/ps/essprod/ESS/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP.S

Menu

Search:

Self Service

Time Reporting

Report Time

Timesheet

Over Time Requests

Absence Request

View Time

Personal Information

Payroll and Compensation

Benefits

Learning and Development

Performance Management

Recruiting Activities

Workflow User Preferences

Change My Password

Click for Instructions

View By: Time Period Date: 10/07/2012 Refresh << Previous Time Period Next Time Period >>

Workgroup University of DC Schedule UDC

Reported Hours: 10.00 Hours Scheduled Hours: 0 Hours

From Sunday 10/07/2012 to Saturday 10/20/2012

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
		2.00												2.00	Salaried Scheduled Annual L	
	8.00													8.00	Salaried Holiday Pay - SHO	

Save for Later Submit

Reported Time Status - click to hide

Date	Status	Total Time Reporting Code
10/09/2012	Needs Approval	8.00 SHO
10/09/2012	Needs Approval	2.00 SAN

Reported Hours Summary - click to view

Balances - click to view

Go To: Self Service

After you enter your exceptions you have two options "Save for Later" or "Submit".

Save for Later:

Use this button to partially enter a timesheet and to complete at a later date. If you forget to submit the hours, they will not be available for approval by your manager.

Save for Later

Submit:

Use this button to submit this Timesheet to your manager.

Submit

If you click "Submit" or "Save for Later" and no time has been entered you will receive a message from the timesheet stating "There is no data to save. Enter data in the timesheet for saving." When you submit your hours they go into a "needs approval" status, which can be reviewed and approved by your manager.

Note:

Make it a practice to ensure your exceptions are entered properly at the end of each week.



When the time has been approved by your manager, it is automatically forwarded to payroll.

Timesheet - Microsoft Internet Explorer provided by University of D.C.

https://ess.dc.gov/pspp/essprod/ESS/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP.S

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DC gov

Menu

Search:

Self Service

Time Reporting

Report Time

Timesheet

Over Time Requests

Absence Request

View Time

Personal Information

Payroll and Compensation

Benefits

Learning and Development

Performance Management

Recruiting Activities

Workflow User Preferences

Change My Password

Click for instructions

View By: Time Period Date: 08/26/2012 Refresh

Workgroup University of DC Schedule UDC

Reported Hours: 8.00 Hours Scheduled Hours: 0 Hours

From Sunday 08/26/2012 to Saturday 09/08/2012

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Combo Code
8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	8.00	8.00	Salaried Holiday Pay - SHO

Save for Later Submit

Reported Time Status - click to hide

Date	Status	Total Time Reporting Code	Comments
09/03/2012	Approved	8.00 SHO	

Reported Hours Summary - click to view

Balances - click to view

Go To: Self Service Time Reporting Punch Timesheet

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