ESS - Employee Self Service

HOW TO ACCESS ESS

- Enter the **Employee Self Service (ESS)** Link, https://ess2.finance.utah.gov/irj/
- Enter your state email address or employee number (both work the same) and LAN password and click the Login button

HOW TO ENTER YOUR TIME SHEET

Important Note – Pay Periods always end on a Friday. You only have until the following Monday to complete entering your time sheet. Tuesday you will be locked out of that pay period and the next will show up. If for some reason you were not able to get your time entered, you have to turn in a paper time sheet.

1. Click on **Enter Time** under the **Detailed Navigation** menu on the left OR go to your **Payroll** or **Payroll-Manager** tab and click on **Working Time**, then on **Record Working Time**.
2. On the left of the time sheet you will see a column for A/A Type. Click on the blank white box underneath this. You will then see a button appear to the right of the box, click on this to view your attendance and absence type options. Click on the option you would like to use, then click on the **green check mark button** at the top left. Use a different line for each attendance or absence type.
3. Now enter your hours in the white boxes below each date. If you need to make a comment (such as your in and out time), double click on the white box once you have entered your hours. A box will appear for you to enter any comments and then click on the **green check mark button.**
4. When you are finished, click on the **Save** button. The **Save** button is above your time sheet on the left. A Certify Time Entry box will now appear. Review your time and click on the **Save** button at the bottom.
5. It is highly suggested that you review your time sheet by going to **Working Time**, and then **Review Time Sheet** to make sure everything is correct. You can also review previous periods under this option.

SUPERVISORS - HOW TO APPROVE A TIME SHEET

1. Go to the **Payroll-Manager** tab and click on **Employees Time**, then on **Approve Time and Other Pay Entries**. (once you are here, you will see a **Previous Period** button to click on if you are not in the correct period)
2. Double click on the first employees **EIN** to display the time sheet.
3. Review time sheet. Double click on hours to see comments.
4. Click on the **Approve** button. An Approve Time Entry box will appear, click on the **Approve** button at the bottom.
5. Click on the **Next Employee** button if you have more to approve.

If you will be away from work, you may assign an Alternate Approver in ESS. They must be on your same level of org chart, or above. The Alternate would click on the Alternate button from the Approve Time and Other Pay Entries link. Your Supervisor will also automatically have access to your employees by clicking on the Indirect button, and you have access to your direct staff's employees as well.

WHAT ELSE IS AVAILABLE ON ESS?

Home Tab
- Navigation, Enter Time and Approve Time Videos
- ESS Tutorial and Video
- FAQ – commonly asked questions and answers
- Enter Time – record your working time here
- Leave Balances – view your leave balances by pay period
- Pay Statement – view and/or print current and previous pay statements
- Payroll Contacts – list of payroll staff phone number and emails

Payroll or Payroll-Manager Tab
Working Time
- Record Working Time – record your working time here
- Review Time Sheet – review current and previous time sheets
- Print Time Sheet – print current and previous time sheets
- Leave Balances – view your leave balances by pay period
- Pay Periods – view pay period and holiday schedules

Payments and Benefits
- Pay Statement – view and/or print current and previous pay statements
- View Benefits – view a list of plans in which you are currently enrolled
- W-2 Forms – view and/or print current and prior year W-2 forms

Personal Information
- Direct Deposits – change your direct deposit amounts
- W-4 Tax Withholding – change your W-4 information
- Address – view and/or change your address (HR also needs to be notified)

Employee's Time (supervisors only)
- Approve Time and Other Pay Entries – approve a time sheet
- Alternate Approvers – maintain alternate approvers
- Subordinates Leave Balances – view your staff's leave balances

IMPORTANT HOLIDAY INFORMATION:
If there is a Holiday in the pay period, you do **NOT** enter hours in for the Holiday pay. The payroll system will automatically pay you those hours. You will only enter hours on the Holiday if you actually worked.

ON-CALL HOURS:
If you have on-call hours, please refer to the On Call Worksheet and enter the Hours Paid (Hours On-Call / ⚡= Hours Paid). You will use the Attendance Type On-Call from the drop down menu.

PRE 2006 SICK:
If you are going to use your Pre 2006 Sick leave, please fill out the appropriate form and fax to the payroll dept. prior to entering your timesheet. We will need to move these hours into your Sick Leave before you have access to entering them.

If you have mileage or any other documentation, you will need to turn that in to payroll. You cannot enter it in ESS.