Employee Self Service Tutorial Descriptions

Time and Absence Terminology
- **Estimated Time**: 15-30 minutes  |  **Target Audience**: All Employees
- **Description**: An introduction to HRS Time and Labor and Absence Management terminology.

Overview of Timesheets
- **Estimated Time**: 15-30 minutes  |  **Target Audience**: All Employees
- **Description**: Depending upon the employee's job type, HRS will assign a corresponding timesheet. A detailed review of the four HRS Timesheets available and the various sections employees will use to record time.

Classified Timesheet
- **Estimated Time**: 15-30 minutes  |  **Target Audience**: Classified employees
- **Description**: All Classified employees will be required to take this course as it instructs on the fundamentals of entering and submitting time on all four different timesheets that employees could be assigned based upon their job. Entering Time Reporting Codes, Comp Time, and Floating Holiday will also be covered as well as best practices related to all four timesheets.

Student Timesheet
- **Estimated Time**: 15-30 minutes  |  **Target Audience**: Student workers
- **Description**: This course is for Student Help that will be entering their time via a timesheet. They will learn how to enter time and best practices related to submitting time.

  **Help/Support**: See [Student Timesheet Reporting](#), a document available in the Knowledge Base, for additional help.

Webclock (Student or Classified)
- **Estimated Time**: 15-30 minutes  |  **Target Audience**: Student workers and classified staff using webclock
- **Description**: The employees that will enter time via a Webclock will take this course to learn the necessary information to "clock in" and "clock out" as well as how to enter special codes if necessary. Best practices related to submitting time is also included.

  **Help/Support**: See [Webclock Time Reporting](#), a document available in the Knowledge Base, for additional help.

Absence Entry
- **Estimated Time**: 15-30 minutes  |  **Target Audience**: All employees
- **Description**: This course will focus on how to request time off and how to check if your requests have been approved, denied, or pushed back. The concept of absence balances and the consequences of taking leave that an employee may not have will also be reviewed.