Frequently Asked Questions for Time Entry

Employee Self Service (ESS)

Q. How do I access Employee Self Service (ESS)?

1. Employee Self Service (ESS) is accessed via the My UW Portal.
   - All employees (except UW-Madison) will log in to the My UW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/).
   - The Work Record tab can be found on the far right hand side of the page.

2. Madison users log in to the My UW Madison Portal at [https://my.wisc.edu](https://my.wisc.edu).
   - Click on the Work Record tab – HRS Self Service Links.

2. To enter time, click on the Timesheet hyperlink below the HRS Self Service Links information.

   - For more information visit the following KB document: Log in to My UW System Portal [https://kb.wisc.edu/hrs/page.php?id=16692](https://kb.wisc.edu/hrs/page.php?id=16692)
Q. How do I look up the hours that I have worked?

1. Located beneath the dates/times on a timesheet is the hyperlink for **Summary of Hours**. The Summary of Hours link gives a true picture of the hours that will be paid to the employee.

   ![Summary of Hours](image)

2. Depending upon when the employee looks at the Summary of Hours and when Time Administration has run, it is important to remember it is accurate as of the last time administration process. Any changes or additions will be incorporated in the next run of the time administration process.

   - Visit the KB document: [http://kb.wisc.edu/hrs/page.php?id=16530](http://kb.wisc.edu/hrs/page.php?id=16530)

Q. The Summary of Hours displays different hours than I reported. Why?

1. Depending upon when the employee enters his/her time worked, HRS rounds each punch to the nearest 7.5 minutes or elapsed quantity to the nearest quarter hour, based on the total hours and minutes reported in a shift.

<table>
<thead>
<tr>
<th>Rounding of Hours</th>
<th>Minutes</th>
<th>0.0 - 7.5</th>
<th>7.5 - 22.5</th>
<th>22.5 - 37.5</th>
<th>37.5 - 52.5</th>
<th>52.5 - 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hundredths</td>
<td>0.0</td>
<td>.25</td>
<td>0.5</td>
<td>0.75</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

Q. I forgot to enter time on the last pay period. How do I enter the hours worked?

1. You will need to contact your supervisor and/or payroll coordinator. Access to prior periods is restricted by roles within HRS. Supervisors are able to make adjustments in a pay period 17 days prior to the current period. Payroll coordinators are able to make adjustments in a pay period 90 days prior to the current period.

   - Visit the KB document: [http://kb.wisc.edu/hrs/page.php?id=15612](http://kb.wisc.edu/hrs/page.php?id=15612)

Q. How do I get paid for working on a Holiday?

1. When you work on a Legal Holiday, you need to record this on the timesheet.

2. It will be necessary to add a row for the date the Holiday occurred.

   ![Time Reporting Code](image)

3. Enter the Time Reporting Code: **HOLWK**.

   ![Holiday Work Time Reporting Code](image)
Q. If I work overtime, how do I see this on the timesheet?

1. Overtime and differentials are automatically calculated through the Time Administration process for non-exempt hourly employees. Time Administration analyzes the In/Out punches and overtime is based on the punches.

Q: What is an exception?

1. Via a process called Time Administration, HRS searches employee timesheets and identifies time entries that need special review.

   • No Exceptions means zero problems were found and time can be approved.
- **Exceptions** mean time entries were identified that need to be reviewed and resolved before payroll is processed.

**Q: How do I approve time for my employees?**

1. After logging into the My UW Portal and selecting the **Approve Payable Time** hyperlink, you can search for your employees.

2. Select an employee by clicking on the **employee name hyperlink**.

3. The **Approve Payable Time details page** allows you to see all time details for the selected pay period for the selected employee. Click the **Adjust Reported Time** hyperlink to view the employee’s timesheet.

4. The timesheet will display found Exceptions. Exceptions that exist for an employee's time are identified by a stopwatch icon to the left of the reported time.
   - **NOTE:** In the example below, an Exception occurred because the employee used the wrong Out box when they left for the day.

5. It is up to the supervisor to decide the responsible party for correcting the Exception. Using the example from above, the supervisor can move the clock out time to the correct Out box or contact the employee to fix the Exception. In either case, Time Administration will need to run again before the time can be approved.
   - The KB document: [http://kb.wisc.edu/hrs/page.php?id=15628](http://kb.wisc.edu/hrs/page.php?id=15628)
6. After changes are made in the timesheet, select **Return to Approval Details** hyperlink to go back to payable time details.

![Image of return to approval details]

7. If you made changes on the timesheet for some of the time but not all of it and you want to approve the time that is correct, you can select each day's time that you want to approve by clicking on the **Select box** next to the day.

- In the example, the approver has selected *two days* of payable time to approve.

![Image of select box example]

8. If there are no adjustments to be made to the employee's time, click the **Select All**.

- In the example below, the approver has selected all the dates to approve all the payable time.

![Image of select all example]

9. Click the **Approve** button to approve the employees time. The time will be sent to payroll and processed so the employee receives a paycheck.

**Q: Do I need to correct exceptions?**

1. Yes, whether the supervisor or the employee corrects the exception, Time Administration will **keep repeating itself until all the Exceptions have been resolved**. *It is after Exceptions are resolved and approved, time will be sent to payroll.*
Q: When should I have time approved?
   1. Depending upon your Payroll Coordinator’s preference, it can vary as to when you need to have approved employee’s time. Contact your department’s Payroll Coordinator to ask their preferred approval date.

Q: Who approves employee time when I am out of the office (sick, vacation, etc.)?
   1. After an employee is hired into a job with HRS, Time and Labor Security is set up for the employee. This set up process will give the employee’s supervisor, supervisor back up, and/or payroll coordinator(s) the ability/access to approve employee time.

   - If you are unable to approve employee time due to vacation, illness, etc., it is his/her responsibility to notify their back up approver and/or payroll coordinator of the absence so the employee still gets paid on a timely basis.