

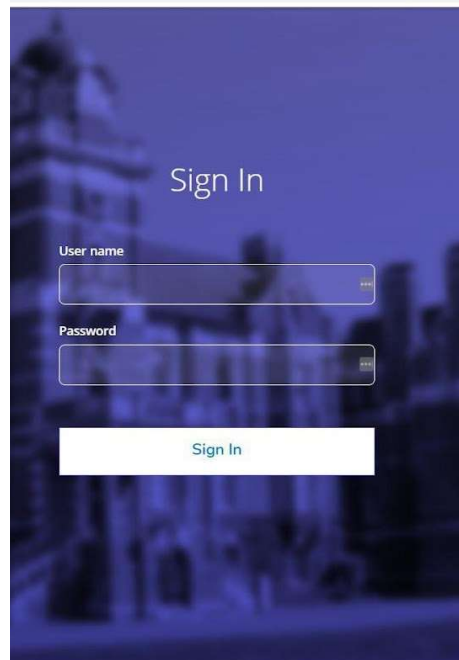
# Student Payroll Self-Service (ESS) Training Manual Students 2022

## **Introduction to Employee Self-Service (ESS)**

One of the major advantages of this system is that the data is real-time data. If any of the information that you view within ESS is incorrect or you encounter questions, please contact Student Payroll at [studentpayroll@whitman.edu](mailto:studentpayroll@whitman.edu).

**Log in:** <https://selfservice.whitman.edu/Student/TimeManagement/TimeSheet>

**Use the same SSO as your Whitman access.**



Sign In

User name






Password

Sign In

## Accessing Employee Features within ESS

Click on the tab labeled "Employee".

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Employee</b> Here you can opt in to and view your online tax forms.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	

## Time Entry and Approval

### **Employee Time Entry**

In the Time Entry area of ESS you are able to view, enter, make comments, and submit time worked. To start entering your time in ESS click on "Time Entry"

 **Time Entry**  
Here you can fill out your timecards.

1. Select the pay period and click the blue arrow on the far right to open the timesheet. *In this example, the person has one job. Enter your time worked daily to ensure you are not going over the allowed amount.*

<b>07/07/2019 - 07/13/2019</b> Due by: 8/19/2019 11:00 AM Total: 40.00 Hours	Submitted	Clerk, Ap Long Title	>
<b>07/14/2019 - 07/20/2019</b> Due by: 8/19/2019 11:00 AM Total: 40.00 Hours		Clerk, Ap Long Title	>
<b>07/21/2019 - 07/27/2019</b> Due by: 9/2/2019 11:00 AM Total: 40.00 Hours	Approved	Clerk, Ap Long Title	>
<b>07/28/2019 - 08/03/2019</b> Due by: 9/2/2019 11:00 AM Total: 64.00 Hours	Approved	Clerk, Ap Long Title	>
<b>09/15/2019 - 09/21/2019</b> Due by: 10/28/2019 11:00 AM Total: 0.00 Hours		Clerk, Ap Long Title	>

Multiple jobs will look like this; click the blue arrow to expand all timesheets.

Administrative Assistant to the President  
Admissions Counselor (temporary, Non-Exempt)



2. Enter Time Worked. Your time will save automatically. There is a Save button but you don't really need it.

*Time entry view*

Pay Period 09/15/2019 - 09/28/2019  
[All Time Sheets](#)

< Week 09/15/2019 - 09/21/2019 40.00 Total hours > Saved at 1:52 PM Save View Leave Balances

ZAPMA62102CLER • Clerk, Ap Long Title  
Ingram, Vikki L. • AP Manager • Main Campus  
40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

+ Additional Time

Position Total Hours: 0.00 8.00 8.00 8.00 8.00 8.00 0.00 40.00

Comments Submit for Approval

Notice that the arrows toggle back and forth between both weeks in the pay period to allow you to enter time on the correct week.



Week 09/15/2019 - 09/21/2019  
40.00 Total hours



ZAPMA62102CLER • Clerk, Ap Long Title  
Ingram, Vikki L. • AP Manager • Main Campus  
40.00

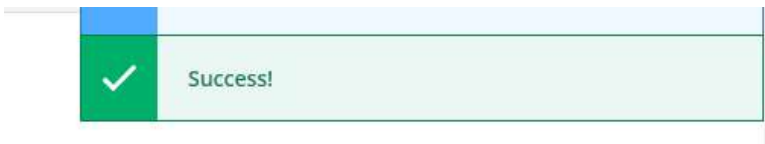
3. If you wish to make comments on your timesheet, you must do it before you "Submit for Approval".

Week 09/15/2019 - 09/21/2019  
40.00 Total hours

Position Total Hours: 0.00 8.00 8.00 8.00 8.00 8.00 0.00 40.00

Submit for Approval

After clicking "Submit for Approval" you will see this pop up in the upper right corner of your screen. Your Supervisor will get an email that you have submitted your timecard.



If you made a mistake on a timecard and you need to correct it, click "Return Timecard to Edit". Once you've made your changes, resubmit the time. Keep in mind that your Supervisor will get an email for each action that you make to the timecard.

Position Total Hours: 0.00 5.0

Return Timecard to Edit

## Entering in Sick Time

1. From your timecard, Select "+ Additional Time". Select Sick

Pay Period 09/15/2019 - 09/28/2019

Week 09/15/2019 - 09/21/2019  
40.00 Total hours

ZAPMA62102CLER • Clerk, Ap Long Title  
Ingram, Vikki L. • AP Manager • Main Campus  
40.00

Earn Type	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21	Total
Work Schedule							0.01	0.01
Regular Pay		8.00	8.00	8.00	8.00	8.00		40.00

+ Additional Time

Position Total Hours: 0.00 8.00 8.00 8.00 8.00 8.00 0.00 40.00

Enter the number of hours on the day of the week in which you took the sick time. To view your sick leave balance, select "View Leave Balance."