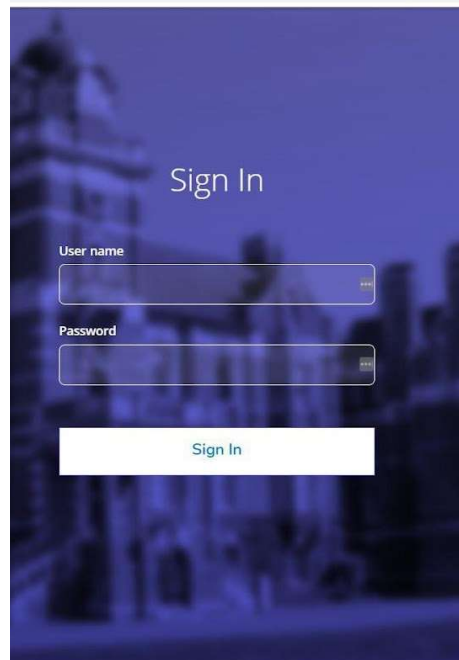# Student Payroll Self-Service (ESS) Training Manual
Students
2022

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.

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

Use the same SSO as your Whitman access.

Accessing Employee Features within ESS

Click on the tab labeled "Employee".

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"

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.*

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 | > | | | | | | Saved at 1:52 PM | Save | | View Leave Balances |
| | 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

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 | |

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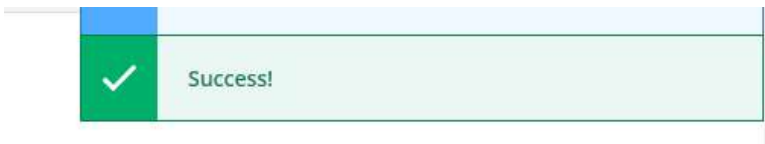
3. If you wish to make comments on your timesheet, you must do it before you "Submit for Approval".

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.

Entering in Sick Time

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

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."