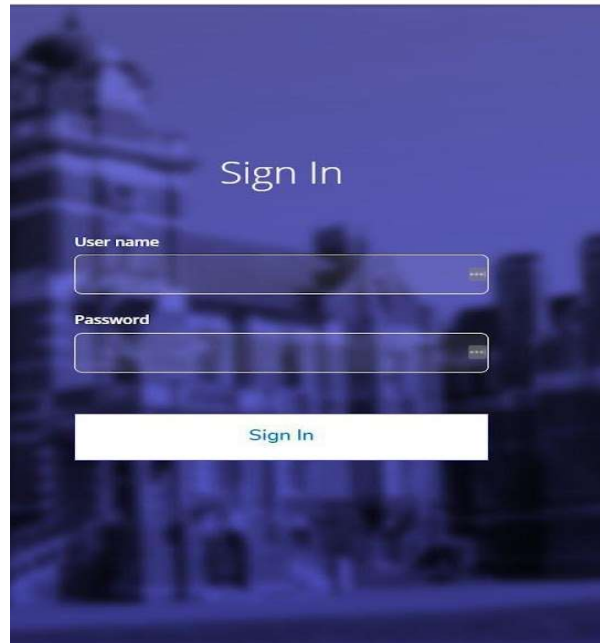


Student Payroll Self Service
(ESS)
Training Manual
Supervisors
2022



Link to log in: [Self Service Supervisor Log In](#)

Use the same SSO as your Whitman access.



Sign In

User name

Password

Sign In

Supervisor Time Approval

To access the time approval screen in ESS, click on "Time Approval"



Time Approval

Here you can approve or reject timecards for the people you supervise

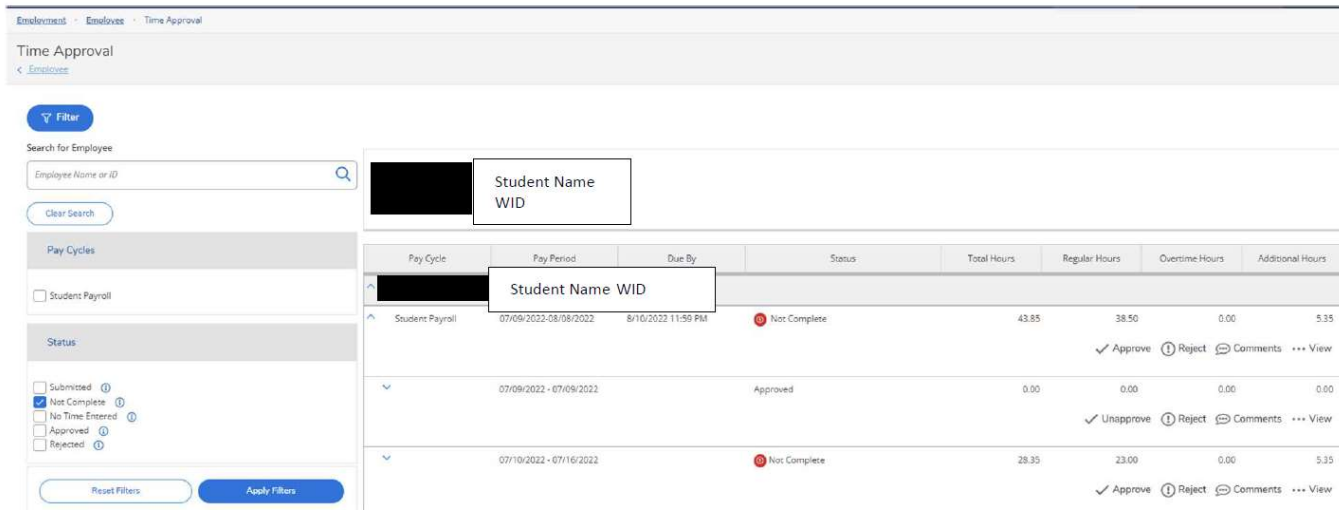
In the Time Approval area of ESS, you will be able to view, approve, reject, make comments and update your employee's time. There are multiple ways to do these functions. Any time you approve, reject, make a change, or unapprove a timecard, the system will send an email to your employee that you have done so. (Terminology Tip: "Reject" is used before you approve a timecard to send it back to the employee for changes. "Unapprove" is used after you have approved the timecard and realize that corrections are needed.)

A few general tips about time approval:

- If you are editing time, please note that supervisor screens do NOT save automatically, unlike employee time entry screens. You must "save" your changes as you go along.
- Be mindful of which week you are approving time for as more than one pay period may be open.

If you select apply filters with no filters, all of the employees that you are a time approver for will show up in one list. If you would like to only see time submitted, select submitted. If they do not appear, contact student payroll at studentpayroll@whitman.edu.

Supervisors have the option to approve, reject, or add comments. You have several ways to do all of these. Here is where you do it from the main screen. Please review the time entered weekly.



The screenshot shows the ESS Time Approval interface. On the left, there are filter options for Play Cycles (Students Payroll) and Status (Submitted, Not Complete, No Time Entered, Approved, Rejected). The main area displays a table of timecards for a student employee (Student Name WID).

| Pay Cycle | Pay Period | Due By | Status | Total Hours | Regular Hours | Overtime Hours | Additional Hours |
|-----------------|-------------------------|--------------------|--------------|-------------|---------------|----------------|------------------|
| Student Payroll | 07/09/2022-08/08/2022 | 8/10/2022 11:59 PM | Not Complete | 43.85 | 38.50 | 0.00 | 5.35 |
| | | | | | | | |
| | 07/09/2022 - 07/09/2022 | | Approved | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | |
| | 07/10/2022 - 07/16/2022 | | Not Complete | 29.35 | 23.00 | 0.00 | 5.35 |
| | | | | | | | |

You can click on the dates next to the employee to view the timecard detail. It is highly recommended you do this before approving timecards. You can edit the employee's timecard from here, as well as approve. Review and approve or reject time on a weekly basis to ensure students are not going over the allowed hours they can work.



Pay Period Ending 09/28/2019
Bi-Weekly Pay Cycle
Due by: 10/29/2019 5:00 PM

Graham, Riley - 0005364 [09/15/2019 - 09/28/2019](#)

Time Approval - Graham, Riley
[Time Approval](#)

Week 09/15/2019 - 09/21/2019
0.00 Total hours
Not Complete >

Saved Save Other Actions Approve

ZCRIMADMASST • Administratrix Assistant
Graham, Tracy • Criminology • Main Campus
0.00 | Not Complete

| 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 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 |
| Regular Pay | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 0.00 |
| | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | |
| + Additional Time | | | | | | | | |
| Position Total Hours: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

If you wish to add a comment, you must do it BEFORE you approve the timecard. If you forget, you will need to unapprove the timecard, make the comment and approve again. (Note: Your employee will get an e-mail when you unapprove the timecard, and again when you approve it.)

Another option is to click "Other Actions"; you can add comments and approve or reject from here.

Time Approval - Graham, Riley
Week 09/15/2019 - 09/21/2019
0.00 Total hours
Not Complete

Save Save Other Actions Approve

ZCRIMADMASST • Administrative Assistant
Graham, Tracy • Criminology • Main Campus
0.00 | Not Complete

| 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 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 |
| Regular Pay | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 0.00 |
| | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | |
| + Additional Time | | | | | | | | |
| Position Total Hours: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

After you click on "+ Additional Time" choose the description that matches the time you need to enter for the employee. Key in the hours on the date the leave was used. You will not be able to view the employee sick balance, but they are not allowed to enter more than they have.

Time Approval - Graham, Riley
Week 09/15/2019 - 09/21/2019
0.00 Total hours
Not Complete

Save Save Other Actions Approve

ZCRIMADMASST • Administrative Assistant
Graham, Tracy • Criminology • Main Campus
0.00 | Not Complete

| 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 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 40.00 |
| Regular Pay | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 0.00 |
| | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | 00:00 AM | |
| + Additional Time | | | | | | | | |
| Position Total Hours: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Holiday

On Call

+ Additional Time

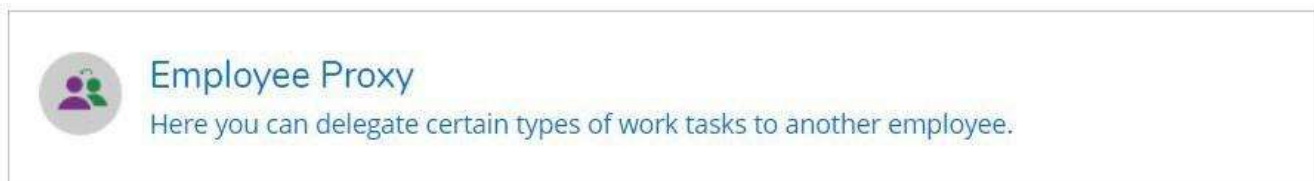
After you add the additional time, if you need to remove it you can click on "Remove".

Once you have approved the timecard, green "Approved" boxes will appear and you are done with the employee.



Set up a Timecard Proxy Approver - Alternate Supervisor

To access the employee proxy area in ESS, click on "Employee Proxy".



Click "+ Add Time Approval Proxy"



Enter the name of the person you would like to approve your timecards and select their name from the list that pops up. Once selected click "Add Proxy". The system is not date sensitive. Once you set up a proxy, it goes into effect immediately and stays on until you remove it.

Add Time Approval Proxy

Employee Search

0000022
Ms. Peggy X. Burns

Cancel

Add Proxy

When you are finished, it will look like this. Click the red circled X to remove a proxy.

Employee Proxy

Add Proxy

| Employee | Proxy Access | Effective Date | End Date | |
|--------------------|---------------|----------------|----------|--|
| Lisa Simpson | Time Approval | 7/10/2019 | | |
| Ms. Peggy X. Burns | Time Approval | 7/24/2019 | | |

+ Add Time Approval Proxy

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Time History for Supervisor



Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

Enter in the name of the employee you would like to view and execute the search.

Time History (Supervisor)

Search for Employee

Employee Name or ID



Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the time card by clicking the date range on the right side of the screen.

Select a Year to view associated Pay Period

2019



Pay Period

07/28/2019 - 08/10/2019
Bi-Weekly Payroll



07/14/2019 - 07/27/2019
Bi-Weekly Payroll



06/30/2019 - 07/13/2019
Bi-Weekly Payroll



06/16/2019 - 06/29/2019
Bi-Weekly Payroll



07/28/2019 - 08/10/2019

Bi-Weekly Payroll

Dates

07/28/2019 - 08/03/2019

08/04/2019 - 08/10/2019

Logging Off

You should always log off of ESS by exiting using the "SIGN-OUT" link as shown below.

Email Filter

You will be receiving emails when students submit and approve time. A great way to eliminate them from filling up your inbox is by creating a filter in gmail.

First create a new label, then select settings, filters and blocked addresses, then create a new filter.

Enter email address in From: no-reply-timecards@whitman.edu then create filter. Select skip inbox, select apply label and select the label that you created, then create filter. This should make it so any emails from no-reply-timecards@whitman.edu will go to the label you created and then you can go there to view them.