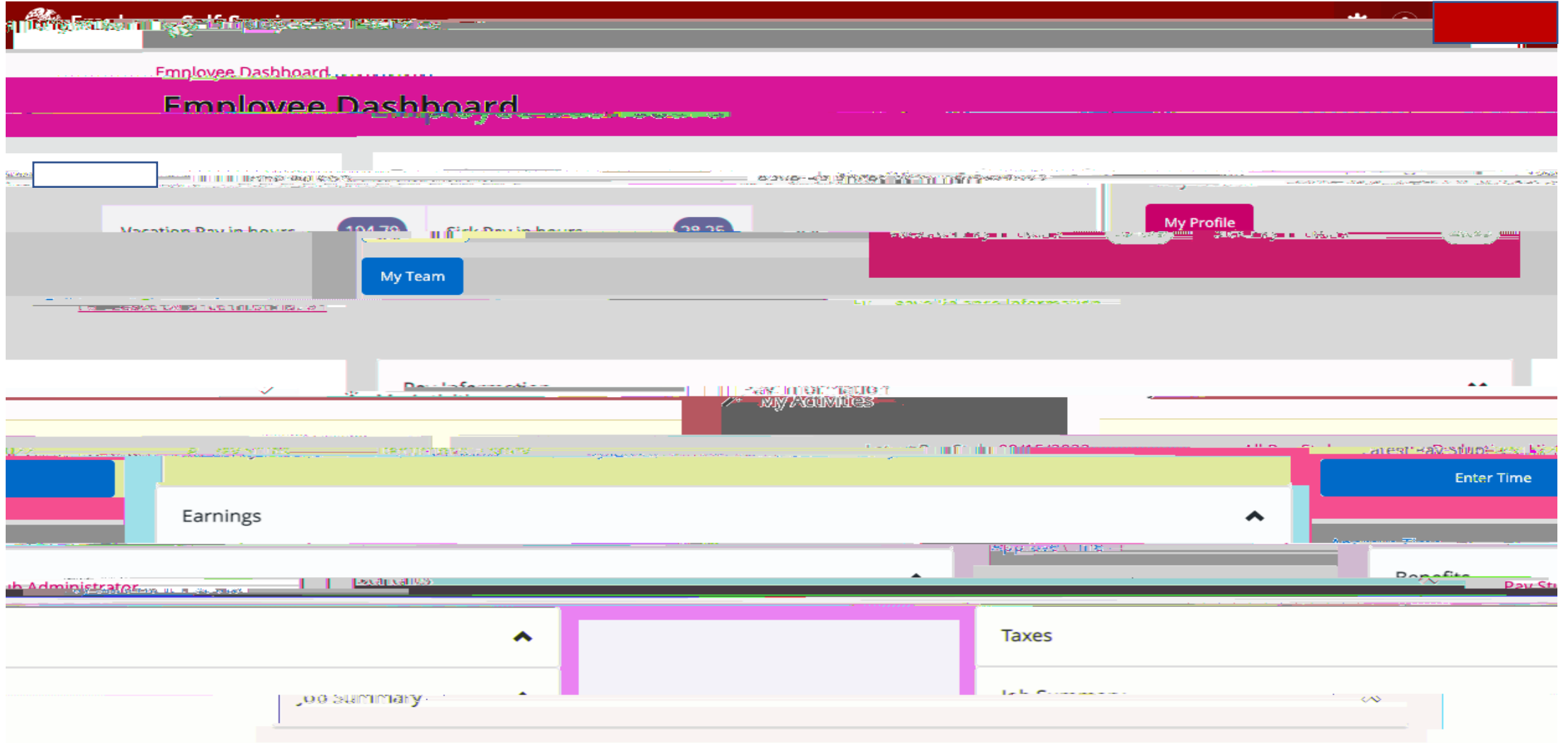


Time Entry User Guide

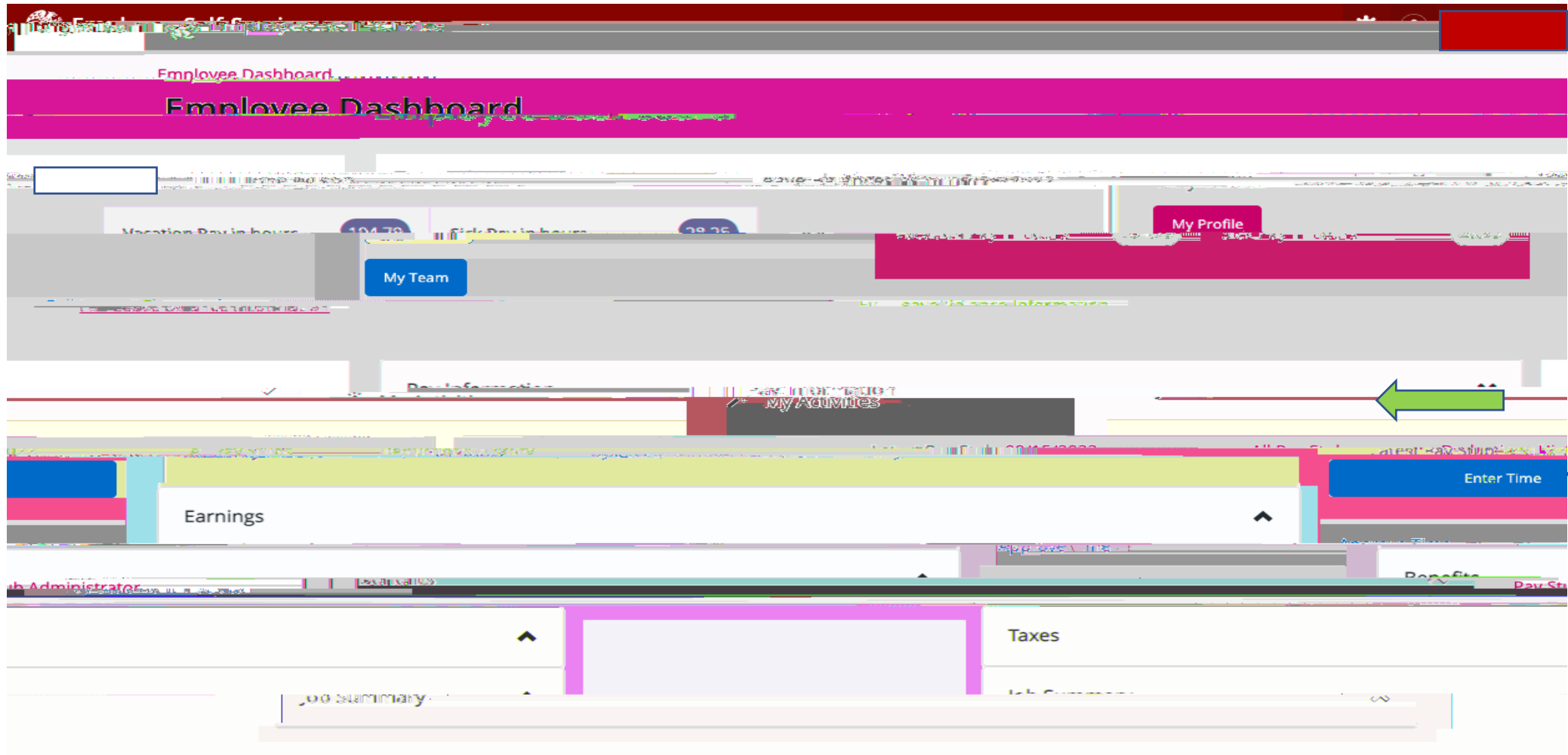
To access ESS, use the link

ess.reed.edu

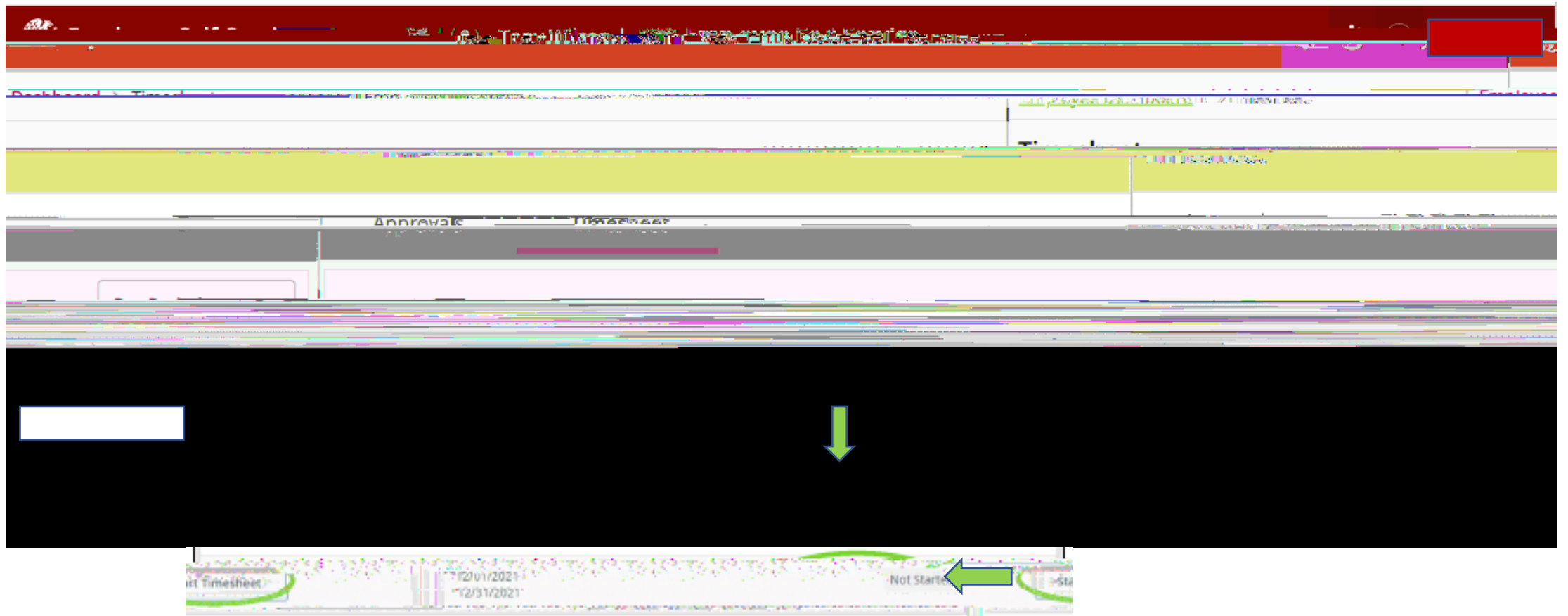
Your employee dashboard will open



To enter your time select "Enter Time" from the activities list



If you have started your timesheet click on the status to access your time detail.
If you have not started your timesheet you will see a "Start Timesheet" button, click on that



Now you may begin to enter any leave you have taken for the pay period
Click on the day, and then from the drop down list select your leave type.

Enter your hours and then click "SAVE"
You can now preview your time by selecting the preview button.



You can now review your time for accuracy.
If changes are needed use the "Return" button.
If you have entered all your time for the pay period use the "Submit" button

