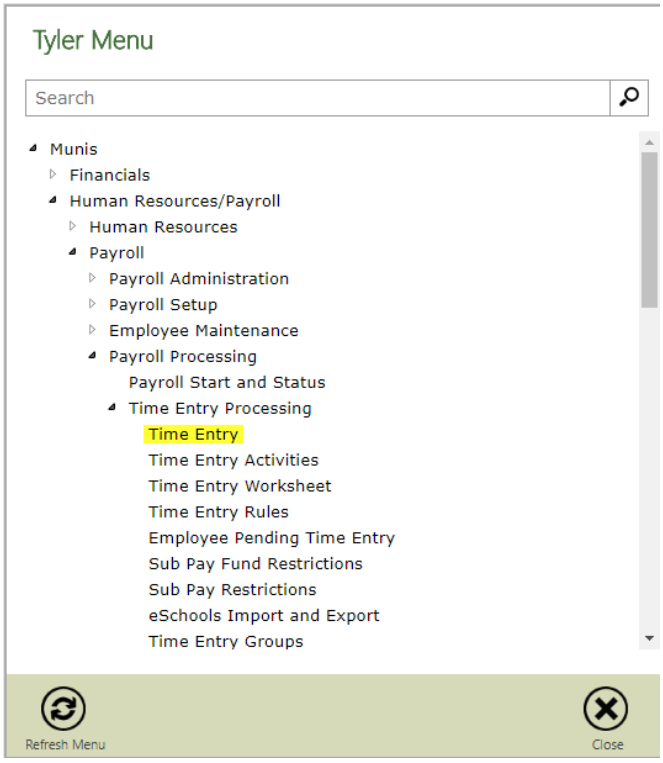
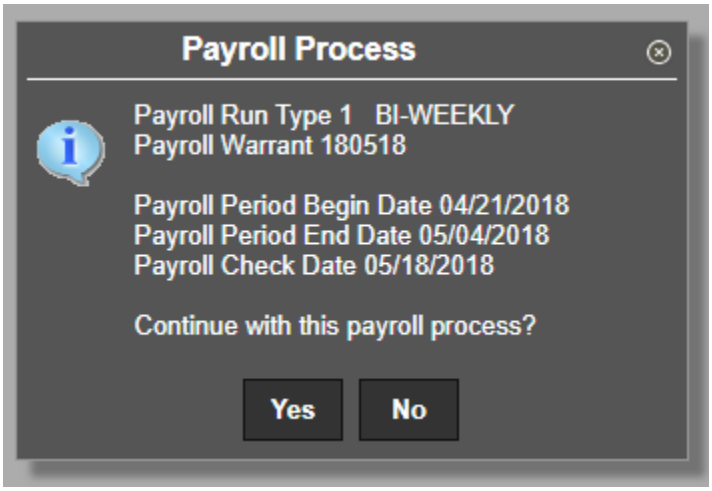
Payroll Clerk pulling time from ESS

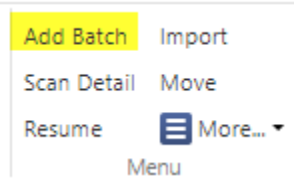
1. Open Time Entry Processing
   Human Resources/Payroll > Payroll > Payroll Processing > Time Entry Processing > Time Entry



2. Ensure the correct payroll is in process and select Yes.

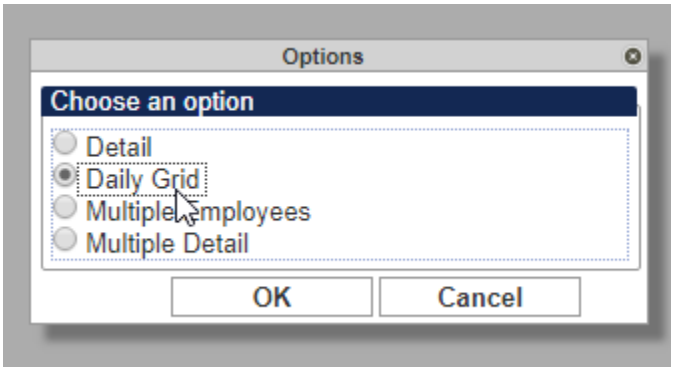


3. Select Add Batch from the Menu

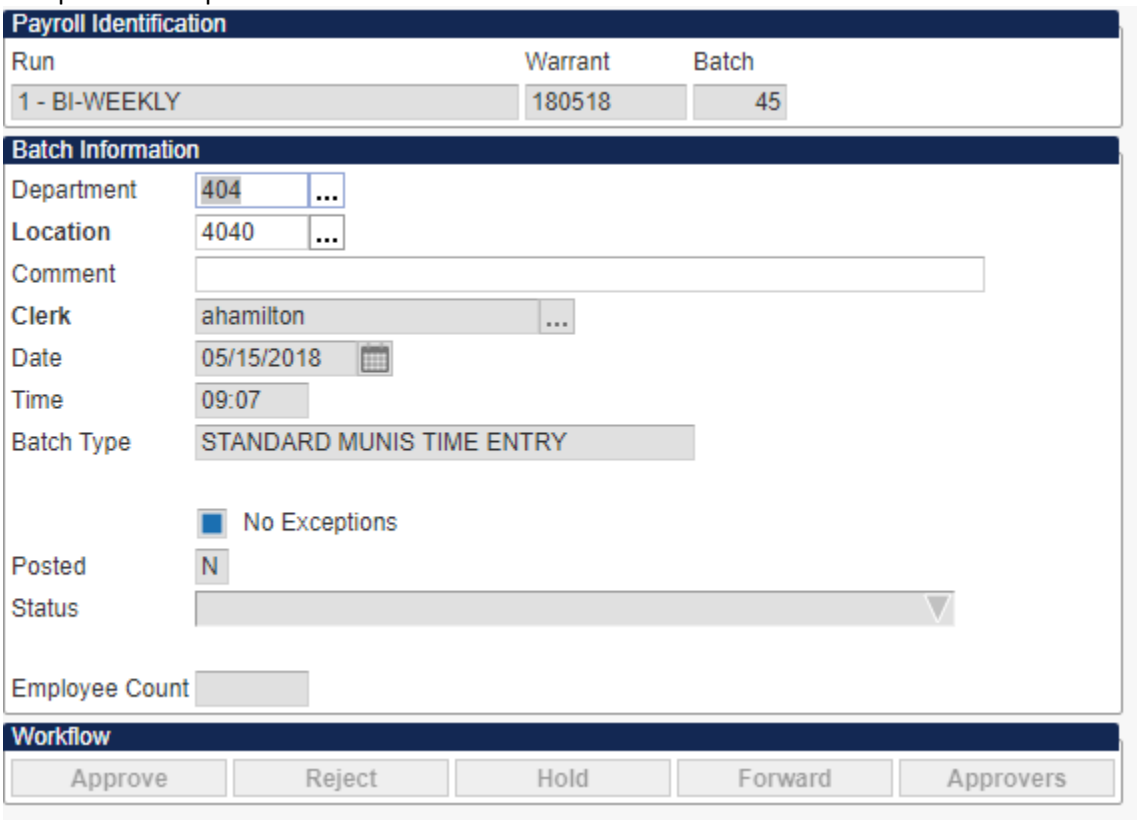


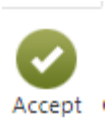
YOU CAN ONLY ADD 1 BATCH PER LOCATION!!
Also, if you delete a batch it will delete your ESS time!!!

4. There are 4 ways to view the same information. We suggest using Daily Grid, but test each to find what works best for you. Click OK.



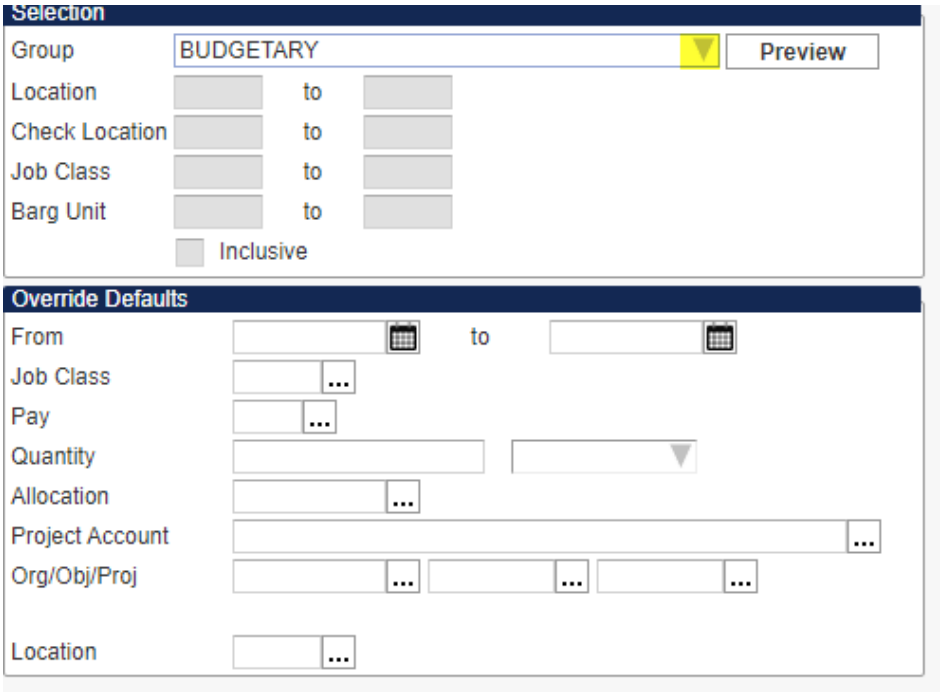
5. Complete the Department and Location on the batch screen.

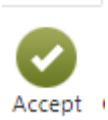




6. Click

7. Select the Group

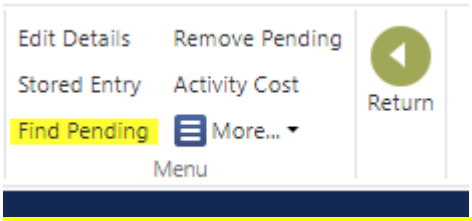




8. Click

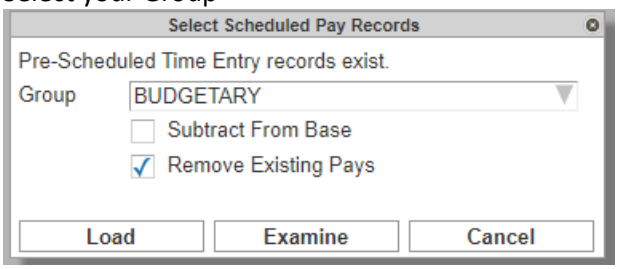
For ESS Time Entry go to #9.
For Non ESS Time Entry go to #14.

9. In the Menu Click Find Pending



This step is ONLY for clerks pulling in ESS time

10. Select your Group

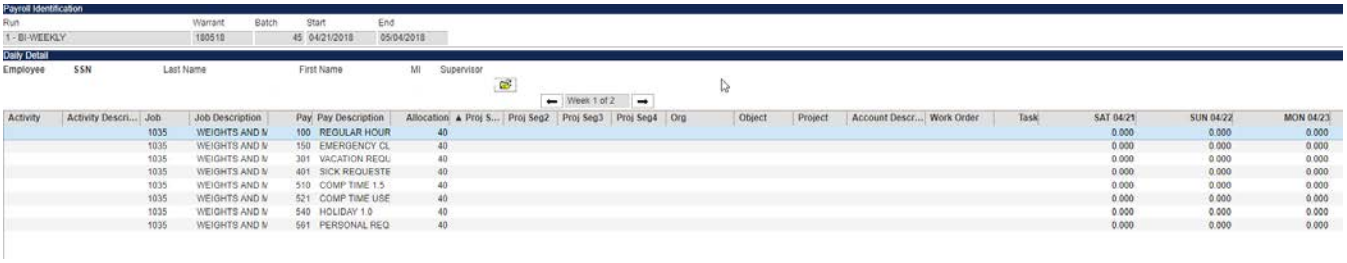


11. Select Examine to view the time entries prior to loading them in the batch.

12. On your keyboard, click Control A to select all entries after reviewing them.

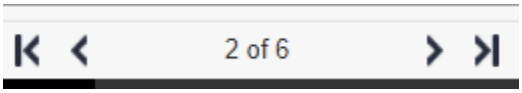
13. Select

to pull all time into the entry batch.

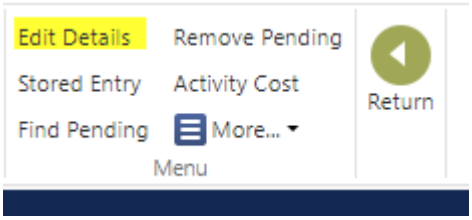


14. Review each employee and their entries to ensure completion. Make any changes necessary at this time. To make changes – select update and then accept to change them.

15. Scroll to each employee by using the toggle at the bottom of the screen:

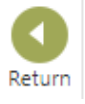


16. You can also make changes within the Edit Detail screen



To make changes in this screen, select update and then accept to save.

All adjustments should be made by the department clerk within Time Entry for it to affect an employee's ESS timesheet. If an adjustment is made by the Auditor's Office, the change will not reflect on the employees ESS time entry.

17. Once all employees have been reviewed and the batch entry is completed, Select 

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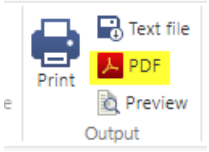
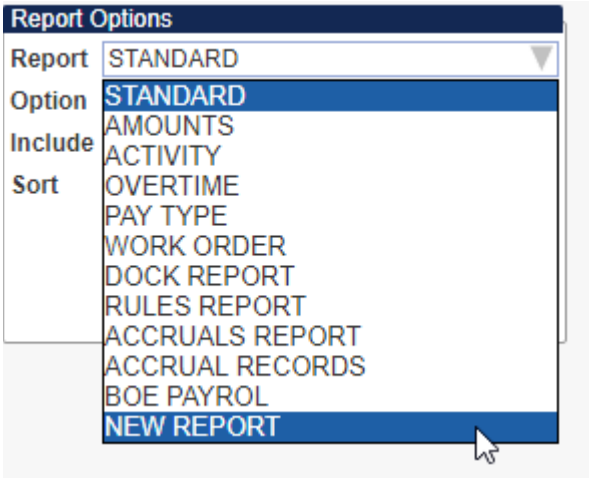
18. Select PDF or Preview for the standard reports

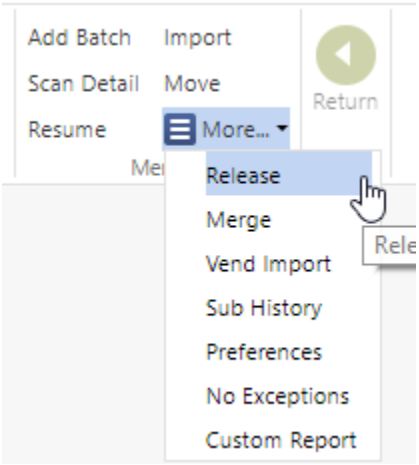


19. Select the New Report to utilize when balancing. Print and return to the Auditor's Office with the department head or Elected Official's sign off.



20. Select Return

21. Select Release from the menu.



22. Select Yes.

23. Ensure all approvals are reiceved if workflow is built on this program. Release and approval must be completed prior to the payroll deadline (typically Wednesday at Noon) along with all supporting documentation forwarded to the Auditor's Office payroll division.