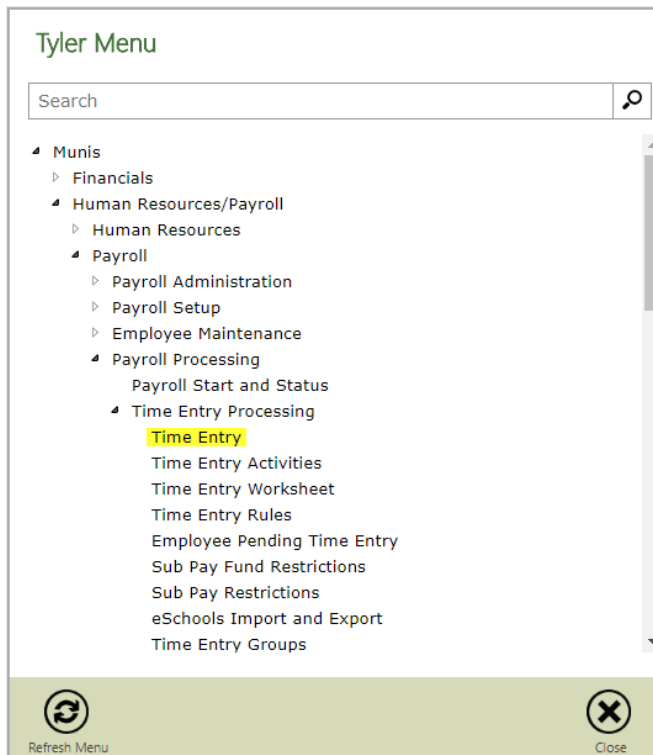


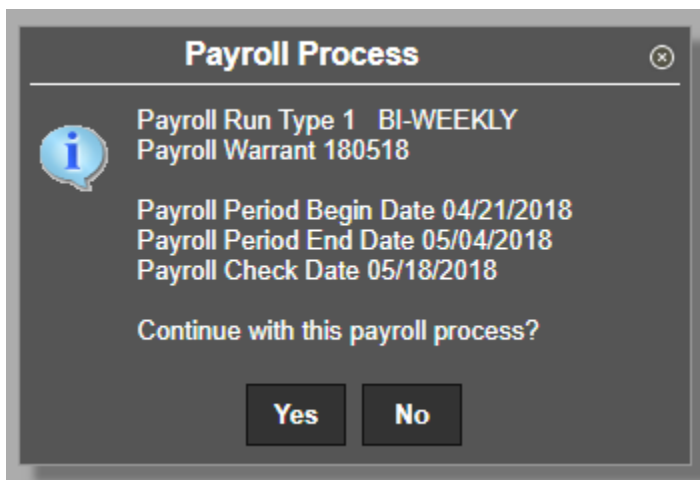
Payroll Clerk pulling time from ESS

1. Open Time Entry Processing

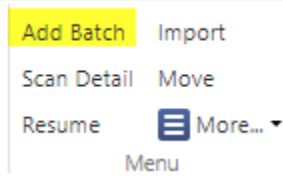
Human Resources/Payroll > Payroll > Payroll Processing > Time Entry Processing > Time Entry



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

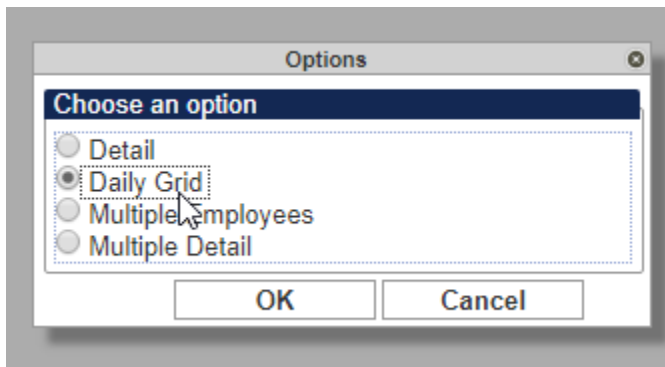


3. Select Add Batch from the Menu



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.

Payroll Identification		
Run	Warrant	Batch
1 - BI-WEEKLY	180518	45

Batch Information	
Department	404 ...
Location	4040 ...
Comment	
Clerk	ahamilton ...
Date	05/15/2018 [calendar icon]
Time	09:07
Batch Type	STANDARD MUNIS TIME ENTRY
	<input checked="" type="checkbox"/> No Exceptions
Posted	N
Status	
Employee Count	

Workflow				
Approve	Reject	Hold	Forward	Approvers



Accept

- 6. Click
- 7. Select the Group

Selection

Group: BUDGETARY ▼ Preview

Location: [] to []

Check Location: [] to []

Job Class: [] to []

Barg Unit: [] to []

Inclusive

Override Defaults

From: [] to []

Job Class: [] ...

Pay: [] ...

Quantity: [] [] ▼

Allocation: [] ...

Project Account: [] ...

Org/Obj/Proj: [] ... [] ... [] ...

Location: [] ...



Accept

- 8. Click

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

- 9. In the Menu Click Find Pending

Edit Details Remove Pending Return

Stored Entry Activity Cost

Find Pending More... ▼

Menu

This step is ONLY for clerks pulling in ESS time

- 10. Select your Group

Select Scheduled Pay Records

Pre-Scheduled Time Entry records exist.

Group: BUDGETARY ▼

Subtract From Base

Remove Existing Pays

Load Examine Cancel

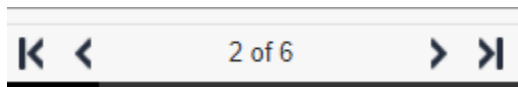
- Select Examine to view the time entries prior to loading them in the batch.
- On your keyboard, click Control A to select all entries after reviewing them.



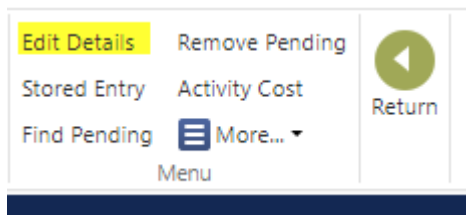
- Select **Accept** to pull all time into the entry batch.

Payroll Identification																			
Run	Warrant	Batch	Start	End															
1 - BI-WEEKLY		180518	45	04/21/2018	05/04/2018														
Daily Detail																			
Employee	SSN	Last Name	First Name	M	Supervisor														
Week 1 of 2																			
Activity	Activity Descr...	Job	Job Description	Pay	Pay Description	Allocation	Proj S...	Proj Seg2	Proj Seg3	Proj Seg4	Org	Object	Project	Account Descr...	Work Order	Task	SAT 04/21	SUN 04/22	MON 04/23
		1035	WEIGHTS AND V	100	REGULAR HOUR	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	150	EMERGENCY CL	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	381	VACATION REQU	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	401	SICK REQUESTE	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	510	COMP TIME 1.5	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	521	COMP TIME USE	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	540	HOLIDAY 1.0	40											0.000	0.000	0.000
		1035	WEIGHTS AND V	561	PERSONAL REQ	40											0.000	0.000	0.000

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



- You can also make changes within the Edit Detail screen

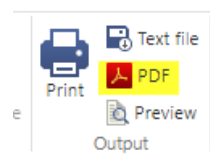


To make changes in this screen, select update and then accept to save.

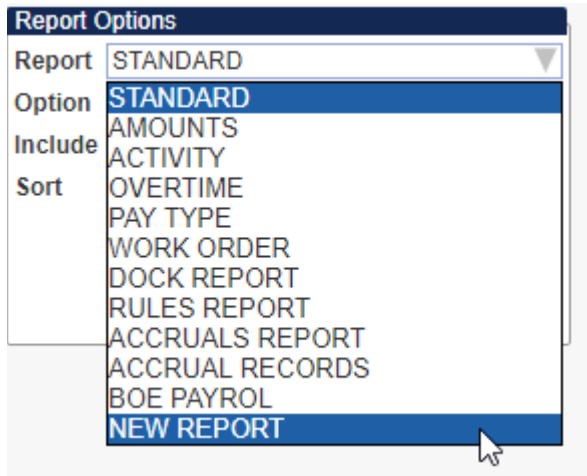
All adjustments should be made by the department clerk within Time Entry for it to affect an employee's ESS timesheet. If an adjustment is made by the Auditor's Office, the change will not reflect on the employees ESS time entry.



- Once all employees have been reviewed and the batch entry is completed, Select **Return**.
- Select PDF or Preview for the standard reports

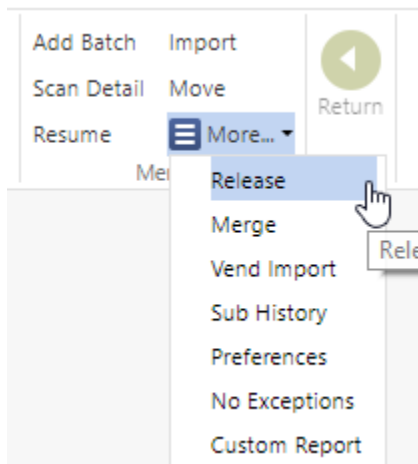


19. Select the New Report to utilize when balancing. Print and return to the Auditor's Office with the department head or Elected Official's sign off.

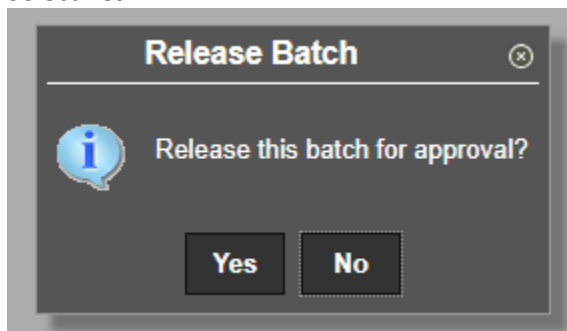


20. Select Return

21. Select Release from the menu.



22. Select Yes.



23. Ensure all approvals are received 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.