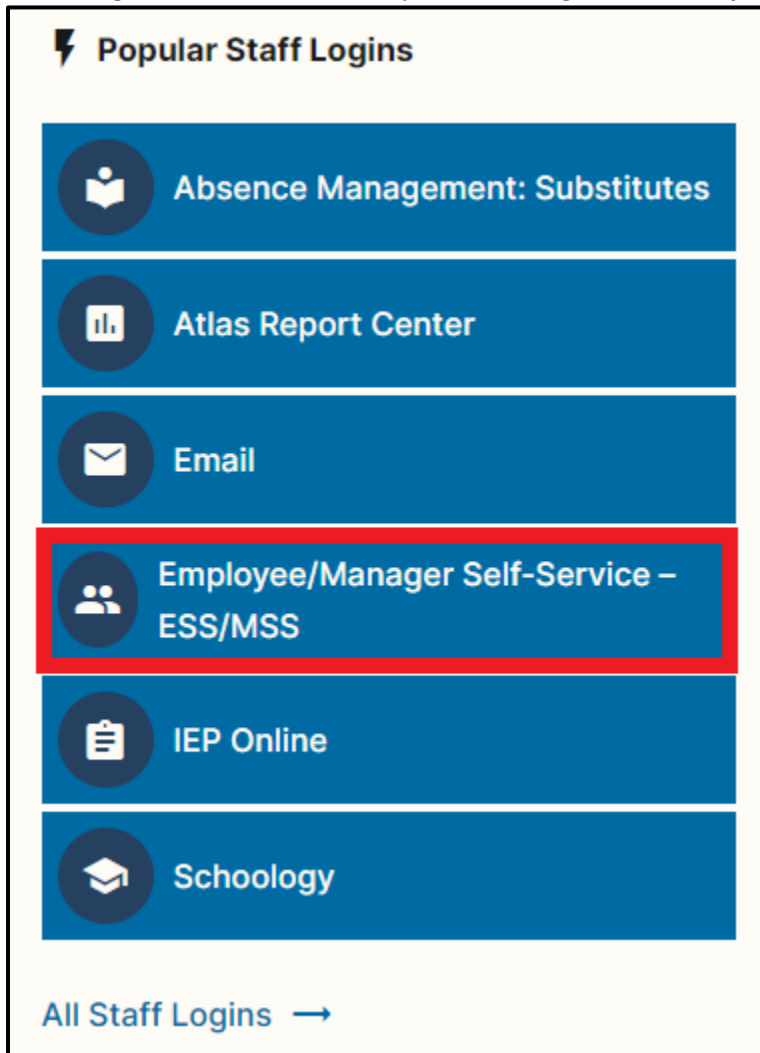


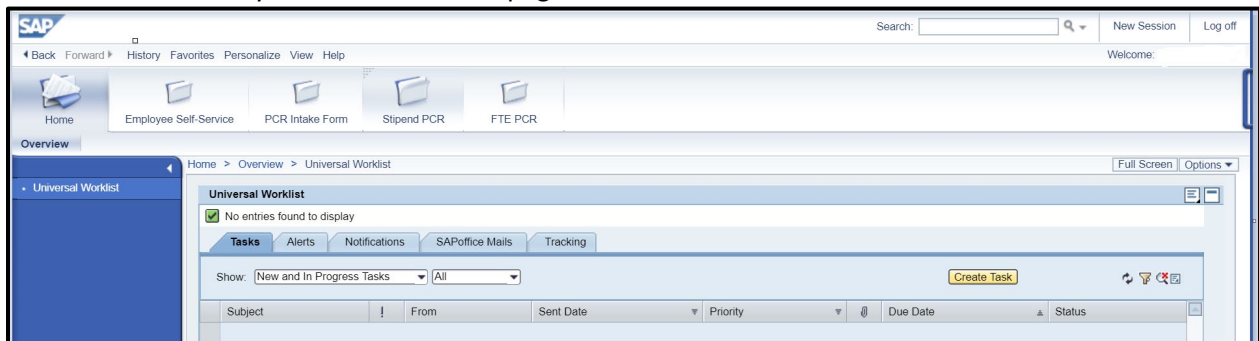
Logging and Recording Time in ESS

To log into ESS and record your time, please follow the instructions below.

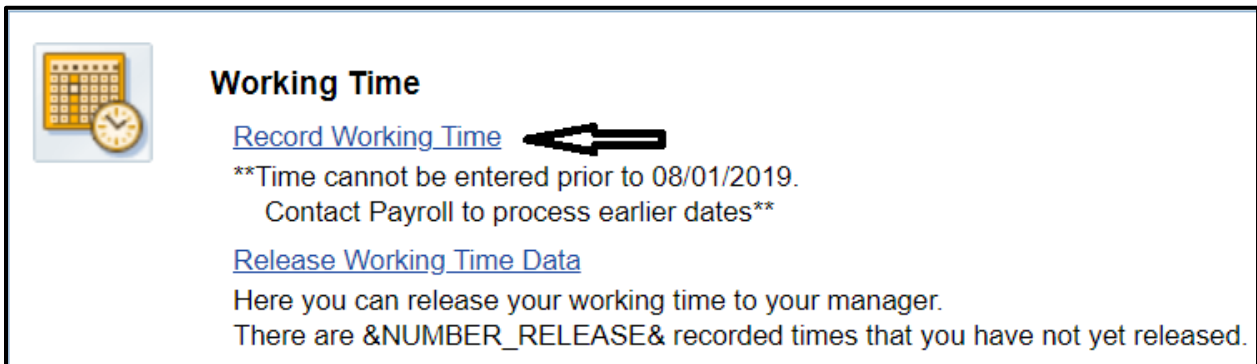
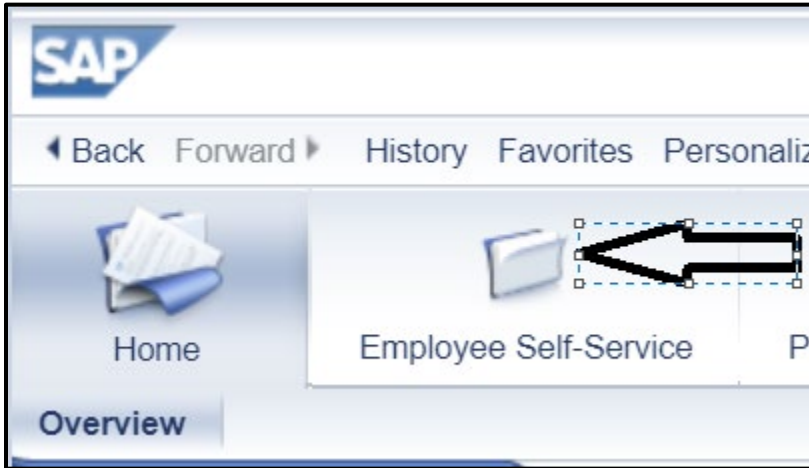
- 1) **Before logging into ESS:** Log in to Frontline and confirm your scheduled hours. Please note, your 30-minute lunch is unpaid.
- 2) Log in to the staff portal on MySPS: <https://mysps.seattleschools.org/>
 - a. [Instructions for accessing ESS on a Personal Device](#)
- 3) On the right-hand side under “Popular Staff Logins”, click **Employee/Manager Self Service – ESS/MSS**.



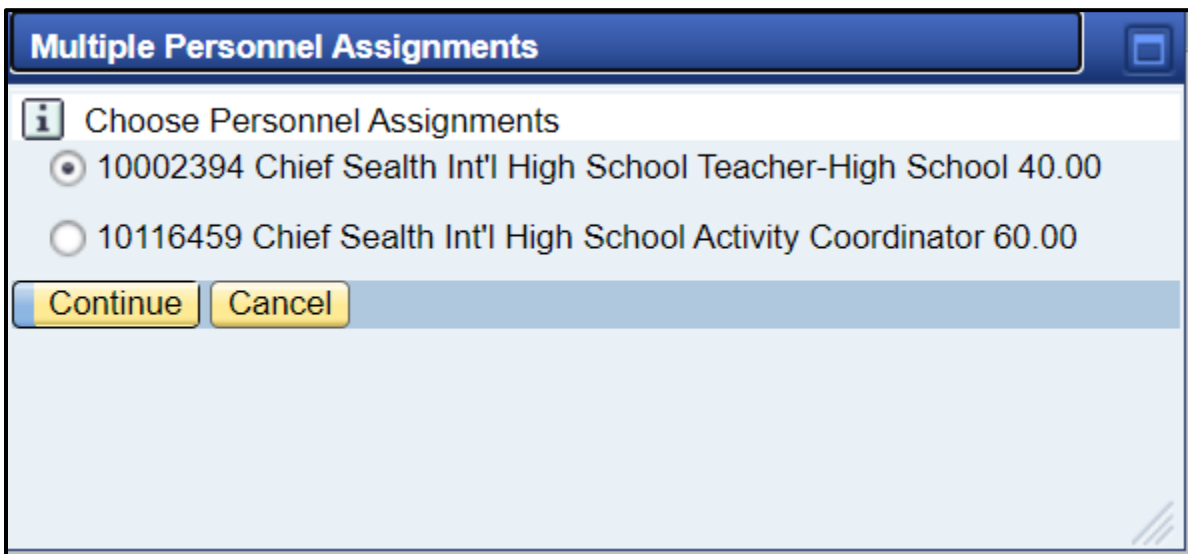
- 4) The link will redirect you to the ESS home page.



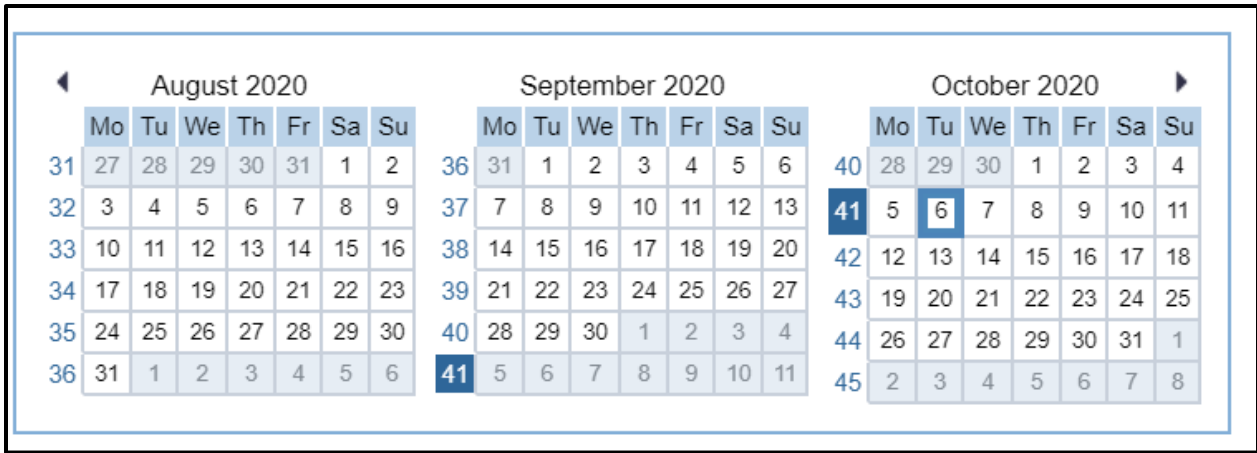
5) From the ESS home page, click **Employee Self-Service** folder icon.



Note: For employees with multiple assignments, a new screen will pop up. Select the appropriate assignment and then click **Continue**.



7) From the Record Working Time page, select the date you would like to enter your time.



8) The timesheet will display the work week.

Employee Self-Service > Working Time > Working Time Full Screen | Op

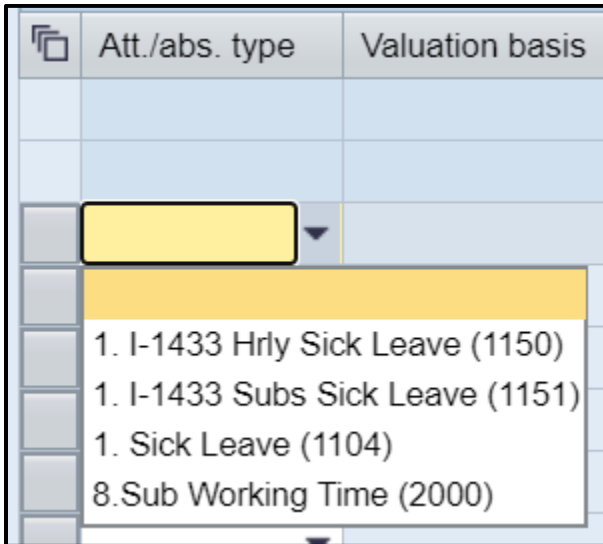
10135332 Substitutes - HR Services Cert Sr Sub Benefits EI 100.00 (00018362)

Week from 03/14/2022 to 03/20/2022 Go

Working Times Recorded from Monday, March 14, 2022 to Sunday, March 20, 2022.

Pers Assign	Per. assignmTtxt.	Att./abs. type	Valuation basis	Free Text	Act Type	Total	MO, 03/14	TU, 03/15	WE, 03/16	TH, 03/17
					Plan	168.00	24.00	24.00	24.00	24.00
					Act	35.00	7.00	7.00	7.00	7.00
00018362	10135332 Substitutes - HR Services Cert Sr Sub B...	8.Sub Working...				35.00	7.00	7.00	7.00	7.00

9) In the timesheet, select the dropdown menu in the “Att/abs. type” and then select the time type you are recording.



10) [Instructions on reviewing your sick balance and type.](#)

11) In the timesheet, enter your time worked for each day.

Att./abs. type	Valuation basis	Free Text	Act Type	Total	MO, 03/14	TU, 03/15
			Plan	168.00	24.00	24.00
			Act	35.00	7.00	7.00
8.Sub Working...				35.00	7.00	7.00

Note: When entering time into ESS the minutes must be converted into a decimal format.

Minutes	ESS
15	0.25
30	0.50
45	0.75
60	1.00

12) Once you have completed your time entries, scroll to the bottom of the page and click **Review**.



Please note: Only paid work time and paid sick time should be recorded in ESS. [To record your extra time please continue using the Extra Time Reporting Form](#)

13) You will be directed to the next screen to review your entries before submitting.

14) Review your hours and click **Save**. If the hours are not correct, click **Previous Step** and update your time entries.

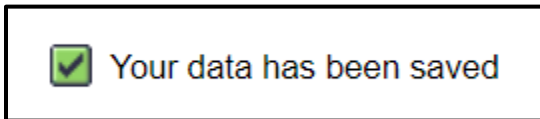
Check your entries before saving.

Recorded Working Times							
Date	Pers Assgn	Per. assignmTxt.	Att./abs. type	Valuation basis	Free Text	Act Type	Cell content
03/14/2022	00018362	10135332 Substitutes - HR Services Cert Sr Sub Benefits EI 100.00	1. Sick Leave			00	7.00

By selecting 'Save', I hereby certify that the time and effort I exercised in my job did support my FTE's portion funded by the Federal Program.
To the best of my knowledge, I have substantiated my time with documentation of my daily activities on this report and/or attachments.

Navigation buttons: Previous Step, Save, Exit

15) After clicking save you should receive a message stating your data has been saved.



16) Click **Log Off** if you have completed your time entries. You will be redirected back to the MySPS home page.



Reviewing your Sick Balance

1) From the ESS Main Menu, click **Working Time**.

Employee Self-Service > Overview > Overview

Overview

Employee Self-Service applications provide you with easy access to your information and services. This page gives you an overview of the entire offering.

Working Time


- * Record your hours worked, absences and extra time.
- * TIME CANNOT BE ENTERED PRIOR TO 08/01/2019. CONTACT PAYROLL TO PROCESS EARLIER DATES.
- * Display your working time data.

Quick Links
[Record Working Time](#)

2) From the Working Time page, under Leave Request, click **Quota Overview**

Leave Request

[Leave Request](#)
Request leave and other types of absences.

[Quota Overview](#) 

**View your leave allocation and balances to aid in planning.

[Leave Overview](#)
Display Leave Overview of all personnel assignments.

Note: For employees with multiple assignments, select the assignment you want to view the quota balance

Multiple Personnel Assignments

Choose Personnel Assignments

- 10002394 Chief Sealth Int'l High School Teacher-High School 40.00
- 10116459 Chief Sealth Int'l High School Activity Coordinator 60.00

Continue **Cancel**

Example of a Quota balance:

Employee Self-Service > Overview > Overview Full S

Valid for Personnel Assignments: 10002394 Chief Sealth Int'l High School Teacher-High School 40.00

Leave Balance data displayed below always represents leave accruals as of today (excluding unapproved absences).

ALL PERSONNEL ASSIGNMENTS | All Types | 03/15/2022 | **Display**

Personnel Assignment	Personnel Assignment Text	Time Account	Deductible from	Deductible to	Entitlement	Remainder
00809959	10116459 CHIEF SEALTH INT'L HIGH SCHOOL ACTIVITY COORDINATOR 60.00	Personal Leave	09/01/2021	08/31/2022	19.20 HOURS	19.20 HOURS
00809959	10116459 CHIEF SEALTH INT'L HIGH SCHOOL ACTIVITY COORDINATOR 60.00	Sick Leave	09/01/2013	12/31/9999	395.20 HOURS	272.80 HOURS

Note: For employees with multiple assignments, you can select the drop down to view other assignment quota balances.

Employee Self-Service > Overview > Overview

Valid for Personnel Assignments: 10002394 Chief Sealth Int'l High School Teacher-High School 40.00

Leave Balance data displayed below always represents leave accruals as of today (excluding unapproved ab

ALL PERSONNEL ASSIGNMENTS | All Types

- ALL PERSONNEL ASSIGNMENTS
- 10116459 CHIEF SEALTH INT'L HIGH SCHOOL ACTIVITY COORDINATOR 60.00
- 10002394 CHIEF SEALTH INT'L HIGH SCHOOL TEACHER-HIGH SCHOOL 40.00
- 99999999 WITHDRAWN CHIEF SEALTH INT'L HIGH SCHOOL TEACHER-SPECIAL EDUCATI 60.00

Logging In to ESS/MSS from Home with MFA

Employee/Manager Self-Service (ESS/MSS) is now available from personal laptops and desktop computers (Windows or Mac). As with many other District web services, when accessed from a non-District computer you will be prompted for a Multi-Factor Authentication (MFA) login. MFA provides an additional layer of security for the sensitive information contained within ESS.

To log in to ESS, on a personal device or on the District network with a District Windows PC, go to <https://ess.seattleschools.org>

You can also use the helpful links on the [Staff Logins](#) page.

Please note, to access ESS from outside the District, you must first be enrolled in MFA (Multi-Factor Authentication). You may choose to either install the [Microsoft Authenticator app on your phone](#), or you may receive [one-time codes via text message](#).

You also must enable popups for ESS in your browser if you are not using a District Windows laptop. [See full directions for enabling popups and logging on with MFA.](#)

Important Note

Always press Log off when you are finished in ESS before you close your browser window. You don't want your personal financial information exposed to others! Also, never press "Accept" for Microsoft Authenticator on your phone unless you know why it's asking (i.e., you initiated the request).

Additional Resources and Support

For ESS Substitute related questions, please contact the sub office at suboffice@seattleschools.org

For Payroll related questions, please contact your Payroll Specialist at payroll@seattleschools.org

[All other Substitute related information.](#)

Last Update on: 3/15/22