

TIMEKEEPER TRAINING

Employee Self Service (ESS)
Time Reporting









SEATTLE PUBLIC SCHOOLS

Employee Self Service (ESS)

- Employee Self Service applications provide you with easy access to your information and services.
- To access ESS, log in to mysps.seattleschools.org
 - Click on ESS/MSS under Links and Resources
 - Click on the Employee Self-Service tab on the SAP Overview screen.

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.

 <p>Working Time</p> <ul style="list-style-type: none">* Record your hours worked, absences and extra time.* TIME CANNOT BE ENTERED PRIOR TO 08/01/2013. CONTACT PAYROLL TO PROCESS EARLIER DATES.* Display your working time data. <p>Quick Links Record Working Time</p>	 <p>Training and Events</p> <ul style="list-style-type: none">* View and sign up for training classes being offered by Seattle Public Schools.* View, reschedule and cancel training classes you have registered for.* View your training history.
 <p>Career & Job</p> <ul style="list-style-type: none">* View your Skills Profile.	 <p>Personal Information</p> <ul style="list-style-type: none">*Add, Edit and Delete Addresses, Phone numbers and deposit Banks*View Family Members and Personal information.**USE ONLY 22 CHARACTERS MAX ON THE STREET ADDRESS LINE. It is all that will print on your checks. You may need to abbreviate.**
 <p>Benefits and Payment</p> <ul style="list-style-type: none">* View and print Benefit Participation and Salary Statements.* Benefits Open Enrollment and Life Event Change Enrollment.	 <p>Universal Worklist</p>

Employee Self Service (ESS)

- **Employee Self-Service (ESS)** provides employees the ability to view and update information related to their employment with the Seattle Public Schools, including:
 - Addresses and phone numbers
 - Direct deposit information
 - Family members and personal information
 - W4 tax withholding information
- Employees can sign up for SPS trainings in ESS and view their training history.
- In addition, employees can view:
 - Monthly salary statements
 - Current absence quotas
 - and benefits participation information.
- One of the major advantages of the ESS system and the resulting information is that the data is displayed in **real-time**. When you view your information in ESS, the most current information is being displayed directly from the Human Resources/Payroll System. It will provide more up-to-date information than your printed paystubs.
- If any of the information you view in ESS appears to be incorrect or if you have questions about the information that is provided, please contact Human Resources immediately.



Employee Self Service (ESS)

- ESS is also where employees report their own time. Time that employees should enter in ESS include:
 - absences (negative time)
 - hourly time
 - extra time (provided the extra time does not require a signed timesheet).
- The remainder of this PowerPoint Presentation provides instructions on how to report your time in ESS.

Absence and Attendance Codes



Absence Codes:

- 1102 Vacation
- 1104 Sick Leave
- 1106 Personal Leave
- 1108 UNPAID Leave
- 1109 Snow/Inclement Weather
- 1110 Bereavement Leave
- 1114 Jury Duty
- 1132 UNPAID Sick Leave

- 2134 Cert Earnings DI
- 2135 Class Earnings DI
- (Both 2134 & 2135 are for recording workshop attendance during work day – **no quotas or pay associated with these two attendance types**)

Attendance Codes:

- 2200 Class Overtime (1.5)
- 2202 Class Extra Time (1.0)
- 2206 Class Double Time (2.0)

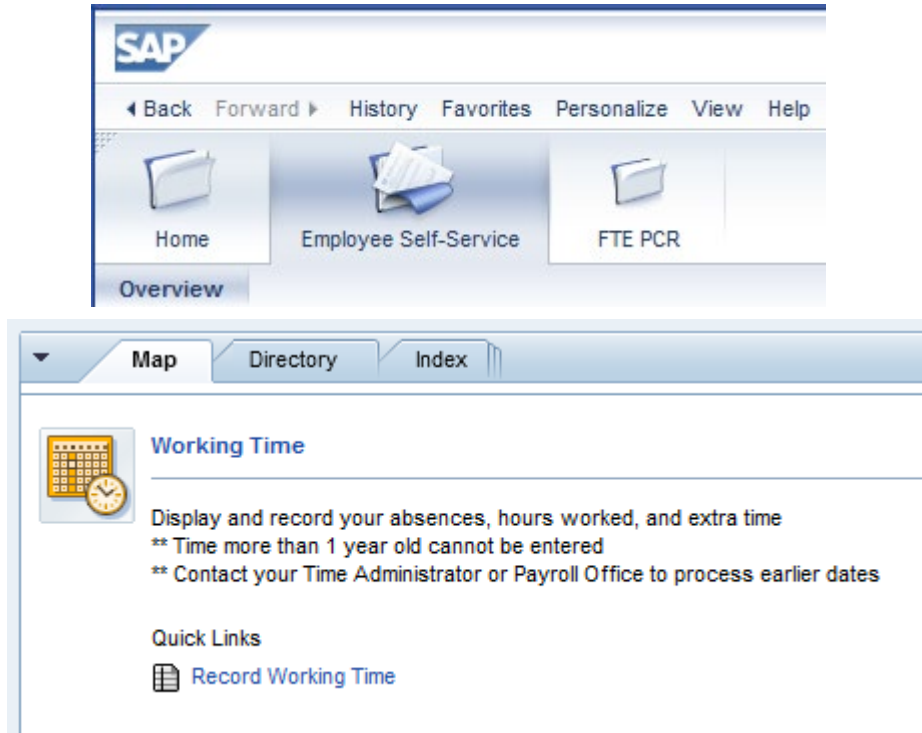
- 2210 Cert Extra Time (non per-diem, approved rates only)
- 2220 Cert Negotiated Days (Contract-Guaranteed Extra Time)
- 2221 Cert Tech Pay (Maximum 4 days per school year)

- 2230 Home Instruction – Extra Time (Must be approved by Nursing Services)

- 2335 Metro League (approved rates only)

- 2700 – Hourly Regular Pay

Recording Your Time



The screenshot shows the SAP Employee Self-Service interface. At the top, there is a navigation bar with the SAP logo and menu items: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a main navigation area with three tabs: Home, Employee Self-Service (which is selected), and FTE PCR. An 'Overview' button is visible at the bottom left of this section.

Below the navigation area, there are three tabs: Map, Directory, and Index. The 'Working Time' section is active, featuring a calendar and clock icon. The text in this section reads: 'Working Time', 'Display and record your absences, hours worked, and extra time', '** Time more than 1 year old cannot be entered', and '** Contact your Time Administrator or Payroll Office to process earlier dates'. Underneath, there is a 'Quick Links' section with a link labeled 'Record Working Time' accompanied by a calendar icon.

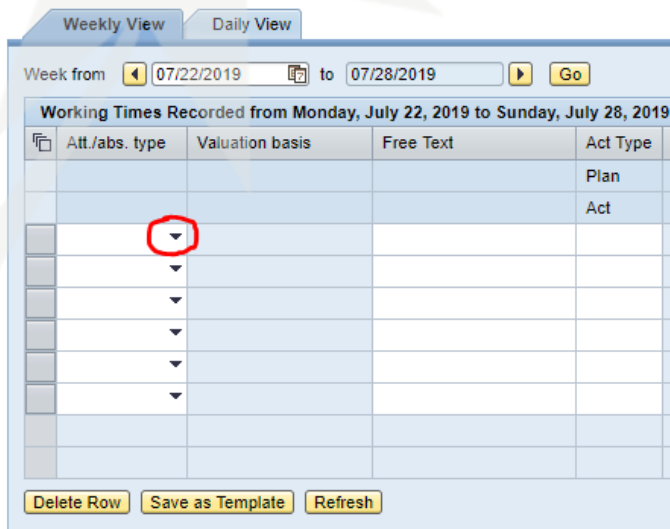
- Click on **Employee Self Service** tab
- Click on **Record Working Time**

Recording Your Time: Absences

1. Use the calendar to select the date range you need to record time for.



2. Click on the down arrow on the **Att./abs. type** field and a list of attendance and absence types will appear. Select the appropriate type.



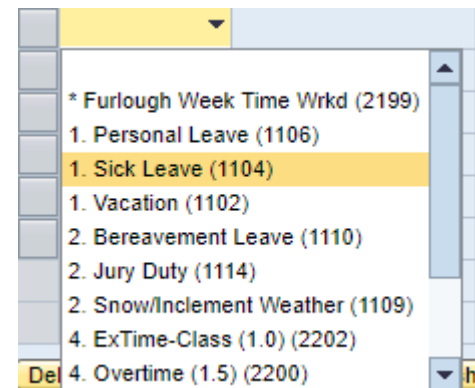
Weekly View Daily View

Week from 07/22/2019 to 07/28/2019 Go

Working Times Recorded from Monday, July 22, 2019 to Sunday, July 28, 2019.

Att./abs. type	Valuation basis	Free Text	Act Type
▼			Plan
▼			Act
▼			
▼			
▼			
▼			

Delete Row Save as Template Refresh



* Furlough Week Time Wrkd (2199)

- 1. Personal Leave (1106)
- 1. Sick Leave (1104)
- 1. Vacation (1102)
- 2. Bereavement Leave (1110)
- 2. Jury Duty (1114)
- 2. Snow/Inclement Weather (1109)
- 4. ExTime-Class (1.0) (2202)
- 4. Overtime (1.5) (2200)

Recording Your Time: Absences



- In the **Free Text** column, enter a short absence reason.
- In the **Date** column, enter the number of hours you were/will be absent.
- Click **Save** in the upper-left of the Record Working Times window. A message confirming your data has been saved will appear below the save button.

Att./abs. type	Valuation basis	Free Text	Act Type	Total	MO, 05/29	Det.	TU, 05/30	Det.	WE, 05/31
				32.00	0.00		8.00		8.00
				4.00	0.00		4.00		0.00
1. Sick Leave ▼				4.00			4.00		
▼									
▼									
▼									
▼									
▼									

Record Working Times:

Save | Personnel Assignment

Your data has been saved

Recording Your Time: Hourly Time



Hourly employees who have ESS access can record their regular working hours in Employee Self-Service. The procedure follows the absence reporting process

1. Use the calendar to select the date range you need to record time for.
2. Click on the down arrow on the **Att./abs. type** field and a list of attendance and absence types
3. In the **Free Text** column, enter a short attendance reason.
4. In the **Date** column, enter the number of hours you worked.
 - Hourly time should never be entered prior to being worked.
5. If time looks correct, click **Save**.

Recording Your Time: Extra Time



Some employee extra time can and should be entered into ESS, but there are exceptions.

Extra time should ***not*** be entered into ESS and instead should be submitted via extra time form if:

- It is through a program or department different from where you regularly work
- Additional documentation is required for verification (ex. a funding authority signature)

Recording Your Time: Extra Time



Recording your extra time in ESS follows the same steps as absence reporting, but with one additional step for certain attendance types:

1. Use the calendar to select the date range you need to record time for.
2. Click on the down arrow on the **Att./abs. type** field and a list of attendance and absence types
 - See next slide for special instructions regarding absence types 2210 and 2235
3. In the **Free Text** column, enter a short description of the extra time.
4. In the **Date** column, enter the number of hours you worked.
5. If time looks correct, click **Save**.

Recording Your Time: Extra Time



If you are using Attendance Types 2210 or 2335, you will need to take additional steps. After selecting 2210 or 2335, click the “Act Type” field and a pop-up menu will appear.

Weekly View Daily View

Week from 03/25/2019 to 03/31/2019 Go

Working Times Recorded from Monday, March 25, 2019 to Sunday, March 31, 2019.

Att./abs. type	Valuation basis	Free Text	Act Type	Total	MO, 03/25	TU, 03/26	WE, 03/27	TH
			Plan	40.00	8.00	8.00	8.00	
			Act	0.00	0.00	0.00	0.00	

Dropdown menu items:

- 2. Jury Duty (1114)
- 2. Parental Leave (1129)
- 4. ExTime-Cert Workshop (2210)
- 4. ExTime-Home Instruct (2230)
- 4. Negotiated Day-Cert (2220)
- 4. Tech Day-Cert (2221)
- 5. Union Leave (2750)
- 6. Evening School- Cert (2340)
- 6. Metro League (1.0) (2335)
- 6. Traffic Ed- Cert (2345)
- 6. Cert. Sum. Sch. Dist. Org. (2326)

By selecting 'Review', 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 in the 'Free Text' field in the table above.

Previous Step Review Cancel

Advanced Search

Att./abs. type:

Go

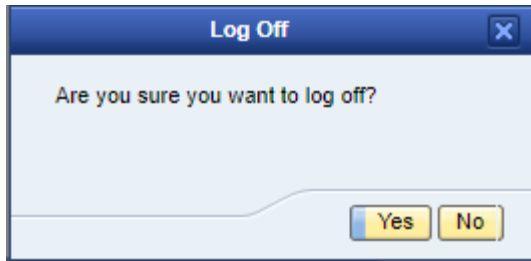
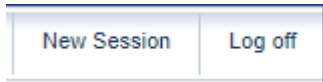
Act Type	Act Type Text	Att./abs. type	Act Rate
01	Semi-Independent	2210	37.21
02	Guided	2210	27.60
03	Closely Supervised	2210	18.00
04	Required	2210	39.00
05	Athletic Helper	2335	15.45
06	Athletics Event Manager	2335	17.00

In the pop-up, click on the **Go** button to populate the table and then select the Activity Type corresponding with the activity or task you performed.

That Activity Code will populate the Valuation Basis box.

NOTE: If you are unclear which activity type your extra time corresponds to, check with your timekeeper or manager.

Logging Off



- Click **Log Off** in the top-right corner of the page
- Click **Yes**

- For Payroll support, contact your Payroll Specialist.
- For technical support, contact the Techline at 2-0333
(206-252-0333)

Thank you!



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