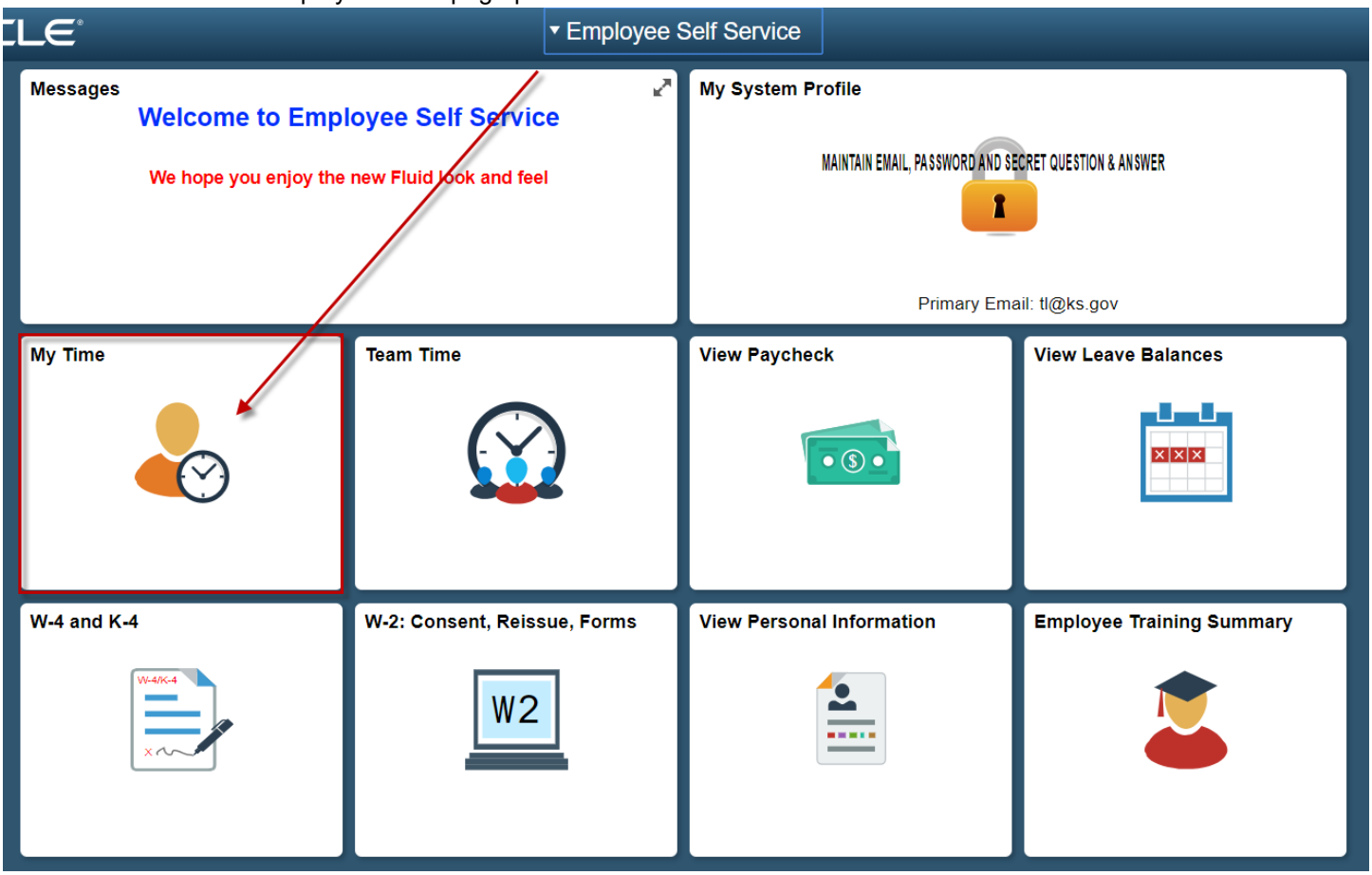
SHARP 9.2 Fluid Overview of Time Reporting and Approval Using Employee Self Service

Step 1: **Log in** to Employee Self Service at http://admin.ks.gov/offices/personnel-services/ssc or www.kansas.gov/employee (bookmark this page for easy access!) **Hint:** Use the Forgot Password link when signing in if you forget your password!





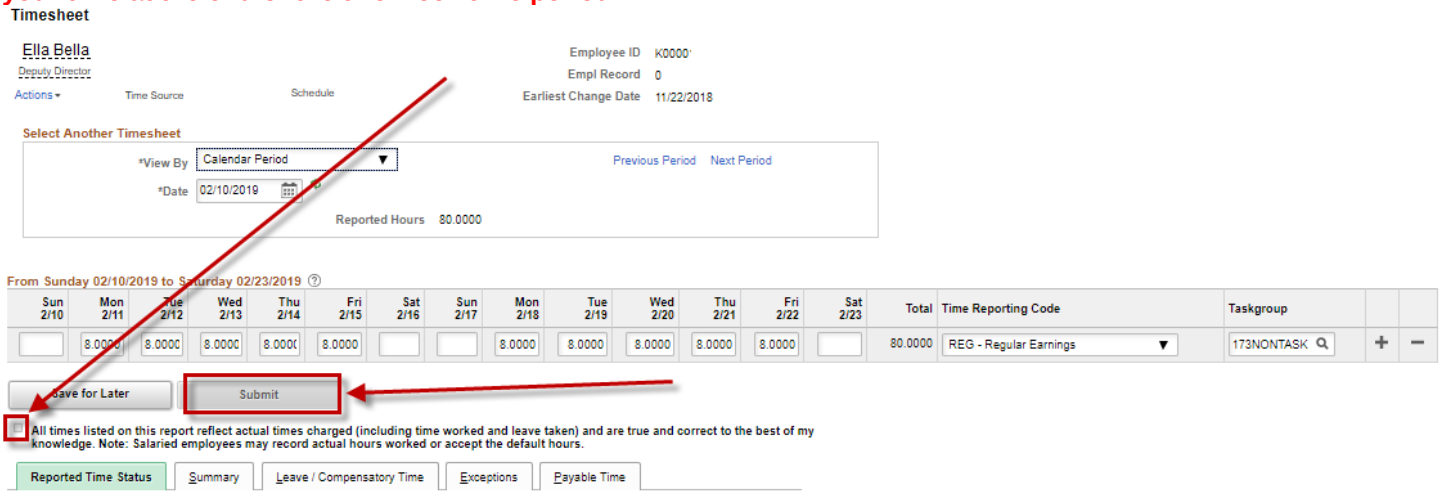
Step 2: **Select My Time** tile to access your timesheet so you can record time for the current pay period – both exempt and non-exempt employees must record and submit their time each pay period! NOTE: Only supervisors will see the "Team Time" tile that is displayed in the page print listed below.



Step 3: **Adjust the size of your timesheet** (if it appears too large or too small):

- Press and hold the **Ctrl key** on your keyboard, then use the **wheel** on your mouse to reduce or increase the size of your timesheet; Or…
- Press and hold the **Ctrl key** on your keyboard and click the plus (+) or minus (-) symbol to zoom in and out
- To return to 100%, Press and hold the **Ctrl key** on your keyboard and press the 0 (zero) key on your keyboard

Step 4: Enter and Save or Submit your time. Your standard work schedule (if established by your agency in SHARP) will default into your timesheet. NOTE: The work schedule will be blank if your agency does not establish a set work schedule for you – in that case, you would **enter both the hours and Time Reporting Code or adjust existing hours if needed (see Recording Changes to the Default Schedule section below)**. If you are updating your timesheet daily, be sure to **click Save for Later**. If it is the end of the reporting period and no changes are required to the hours defaulted, **Click 'On' the affirmation statement checkbox**, "*All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours*." and **Click 'Submit'** to send time to your supervisor/manager for approval. On-Line edits will run when time is submitted. **Remember, only click *Submit* when you are finished entering your time at the end of the two week time period.**

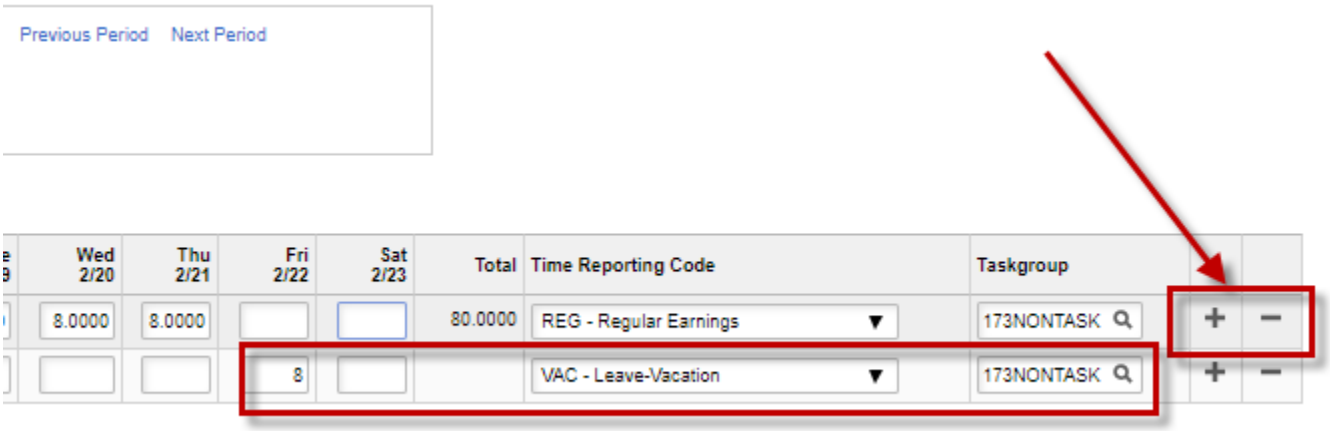


NOTE: Click on the folder tabs listed directly below the affirmation statement to view:

- the **Reported Time Status** of your timesheet, such as Saved, Needs Approval, Approved
- a **Summary** of the hours you've reported by week and by pay period
- your **Leave / Compensatory Time** balance information
- **Exceptions** (errors)
- **Payable Time**. Payable Time only displays after your timesheet has processed through a batch edit process

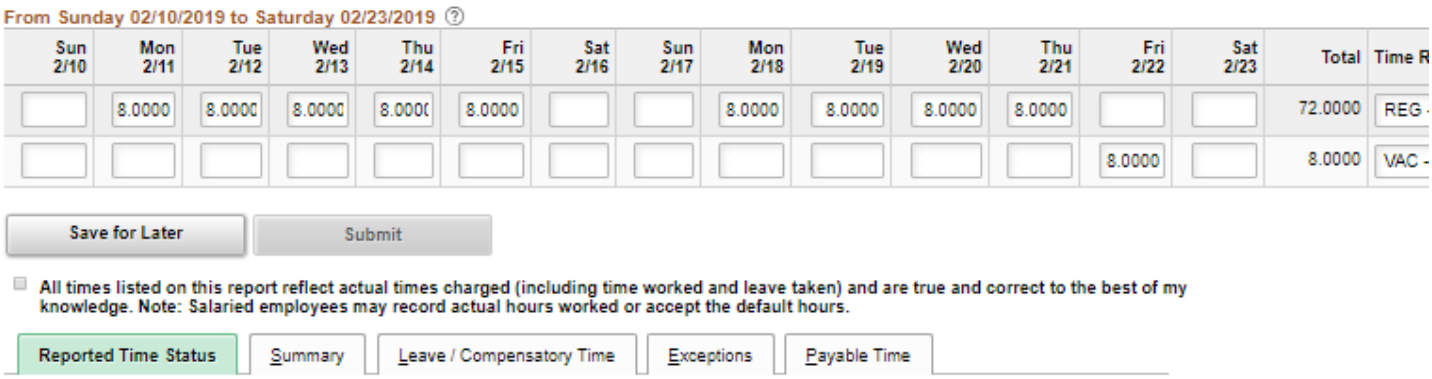
Recording Changes to the Default Schedule:

To report hours different from what is defaulted (i.e. vacation leave, etc.), scroll to the right and click on the '+' button to add a new row (or '-' button to delete a row). Select the appropriate Time Reporting Code, from the drop down box, then add/modify the hours on the appropriate day. NOTE: Your supervisor may be able to record time for you if you are absent. Upon your return, you should sign an Official State of Kansas paper time document provided by your HR Office. Your supervisor will also sign/date the form and turn it into your HR Office.



NOTE: The Taskgroup field designates funding and will default based on agency established values. The Taskgroup field will not need to be modified by you, unless you are reporting time for integration to the Project Costing module.

Recording Time Througout the Pay Period: You have the option to record time throughout the pay period (daily, weekly, etc.) through early evening Sunday following the last day of the pay period. We expect employees to record time at work prior to their shift ending. Do not enter time outside of your normal work hours. NOTE: Employee Self Service is down from 8AM–Noon on Sundays and from 6-7PM nightly. Self Service is also down one Saturday-Sunday per month. After you enter your time, simply **click** on the '**Save for Later'** button to save the time recorded. The system will give you the option to have the online edits run each time the 'Save for Later' button is submitted - just **click Yes**. If any errors occur (i.e. not enough leave to cover the time reported) make the necessary corrections and Save again.



NOTE: Non-exempt employees should not update their timesheets after regular work hours.

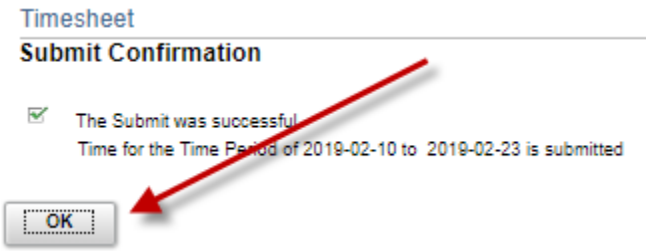
Submit Time: When you submit your time at the end of the pay period, you'll receive a Timesheet 'Submit Confirmation' message. Before the message appears, you'll most likely see the **blue processing icon**:



Be patient as the processing may take awhile as it is gathering the list of supervisors and timekeepers who can review and approve your timesheet.

After the processing icon disappears, a **green ribbon** with the words "**Saving**" may appear briefly, followed by the **Submit Confirmation** statement. Once the statement appears, **click the OK button** to return to your timesheet.

A workflow notification email is sent to your supervisor to notify him/her that time has been submitted that requires approval. Upon approval by your supervisor, an e-mail notification is sent to you noting that the reported time was approved for payment. NOTE: The job that produces the emails runs every hour from 8:15AM-5:15PM, so it could take up to an hour before you or your supervisor receives the email.



Example of an email the supervisor receives letting the Supervisor know there is time waiting to be approved for the employee

From: no-replyTL@da.ks.gov [mailto:no-replyTL@da.ks.gov]
Sent: Tuesday, September 04, 2012 11:30 AM
To: (removed)
Subject: Reported time is awaiting your approval.

This message is to notify you that there is currently reported time waiting for your approval.

Names:
Donald Duck

Date Range: 08/19/2012 - 09/01/2012

To access the Timesheet page, click on the following link https://qas.sharp.ks.gov/ESS/

NOTE: This is a system-generated email. Do not reply to this email.

Example of an email an employee receives for notification that reported time has been approved for payment

-----Original Message-----
From: no-replyTL@da.ks.gov [mailto:no-replyTL@da.ks.gov]
Sent: Tuesday, August 21, 2012 2:20 PM
To: TL [PE]
Subject: Reported time was approved for payment.

This message is to notify you that your reported time was approved for the date range: 08/05/2012 - 08/18/2012

To access the Timesheet page, click on the following link https://qas.sharp.ks.gov/ESS/

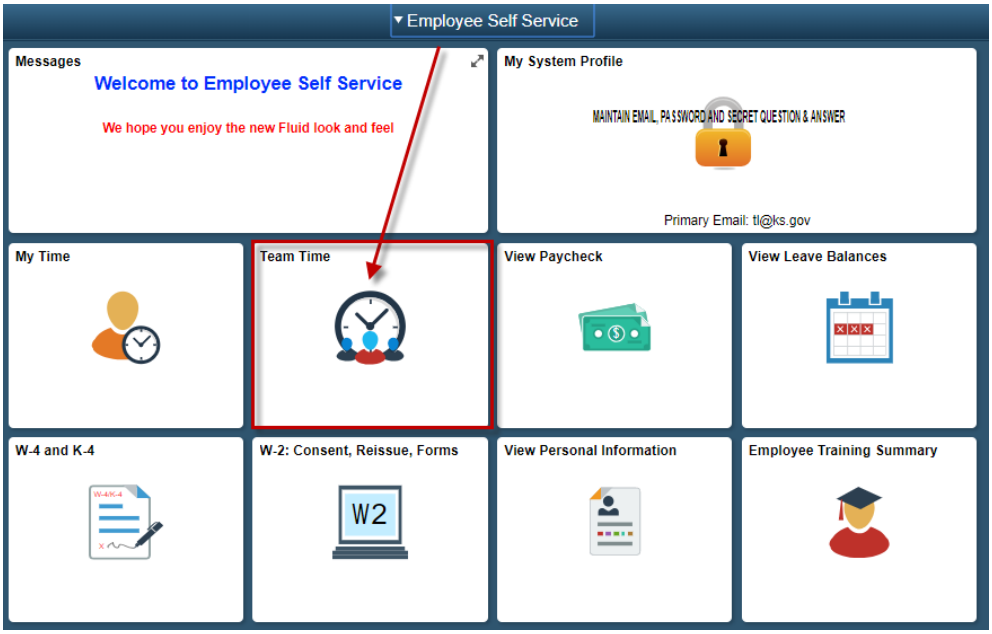
NOTE: This is a system-generated email. Do not reply to this email.

This Ends the employee timesheet entry Section.

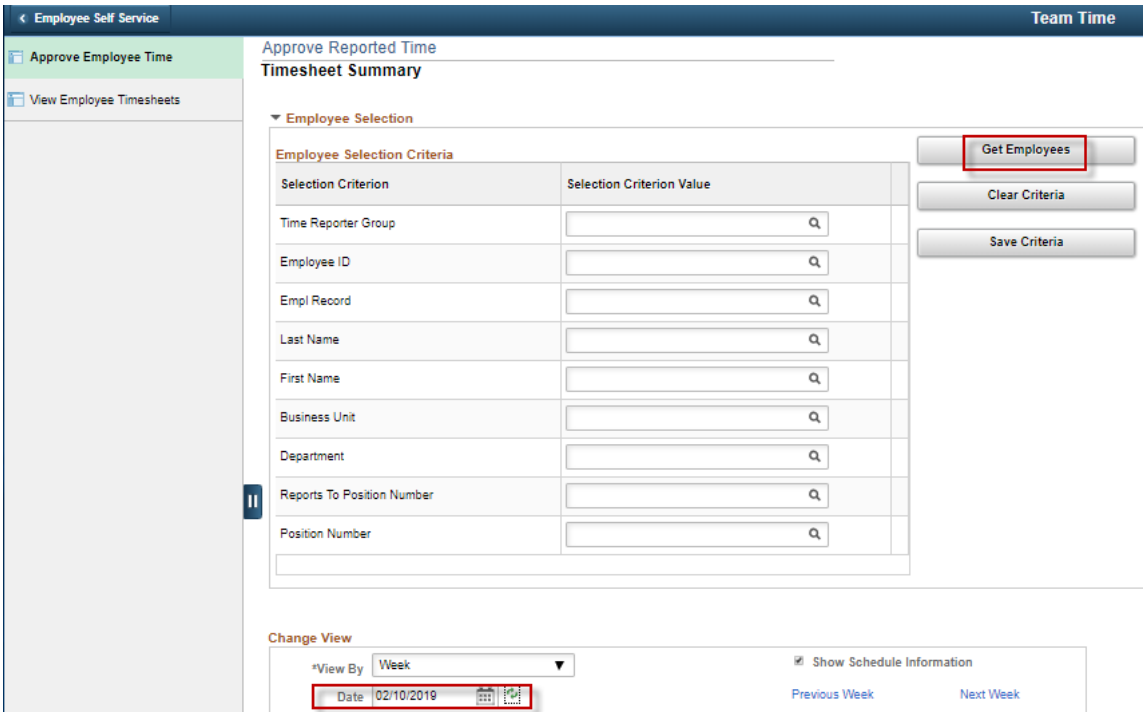
The remainder of this document is intended for supervisors who approve their employee's timesheets through Time and Labor Employee Self Service.

Manager/Supervisor Approval of Reported Time through Employee Self Service

Step 1: Click on the Team Time Tile.



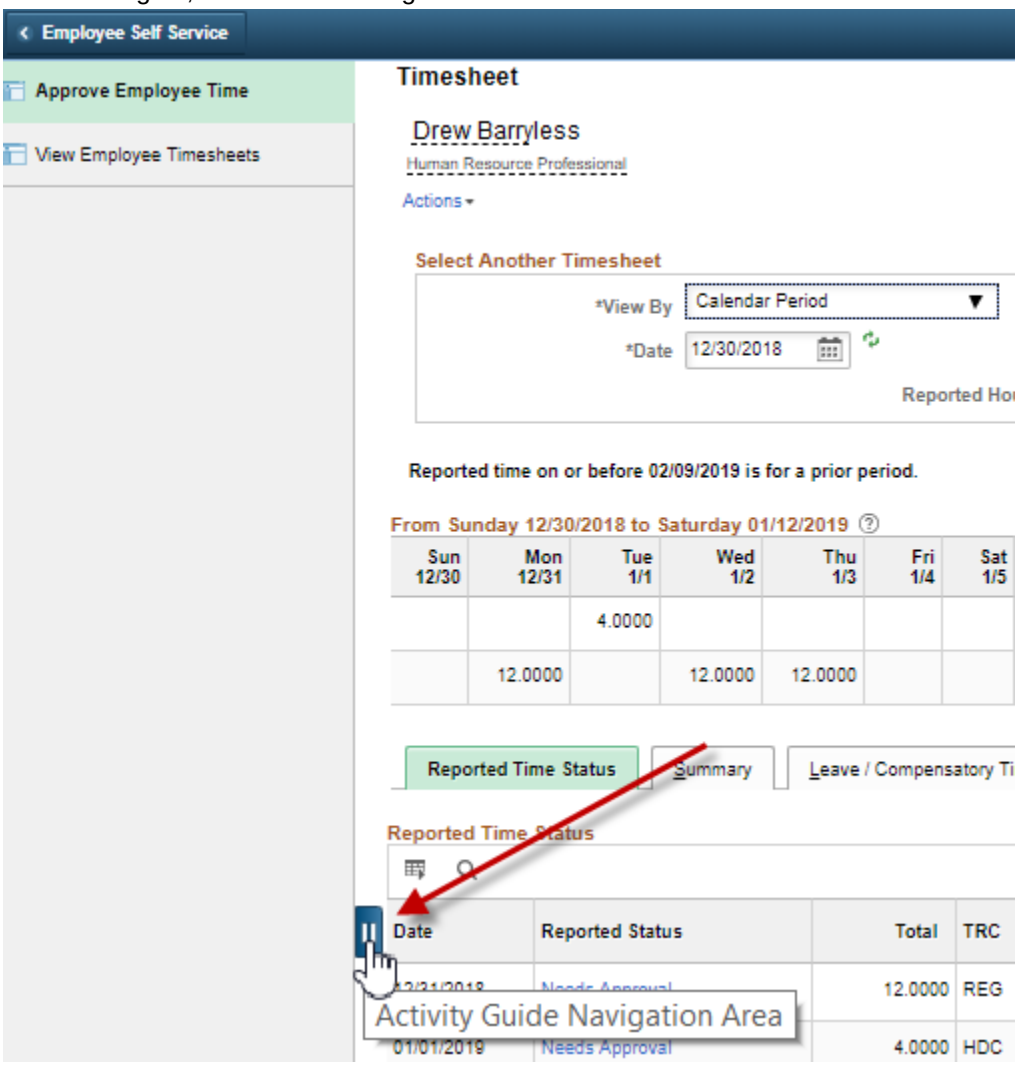
Step 2: NOTE: This step is a change from the prior version! The Approve Reported Time Timesheet Summary Search page displays on the right side of the page. The left side contains the Navigation Collection: Approve Employee Time and View Employee Timesheets. If you are ready to approve employee timesheets, **change the Date** to the pay period begin date and **click Get Employees** one time. Your employees who report **directly** to you (who have submitted their timesheets), will display. **Note**: If you want to display employees who report directly, **and** indirectly to you, remove your Time Reporter Group and click Get Employees. Be sure to write down your Time Reporter Group ID so you can enter it again in the event you want to display only those who report directly to you. **If you want to review timesheets for a specific supervisor**, enter that supervisor's Time Reporter Group. Refer to pages 16-24 of the Time and Labor TL370 Self-Service Users training material: Lesson 3: Reviewing and Approving Timesheets / https://admin.ks.gov/docs/default-source/ops/fluid92/tl-lesson-3.pdf .



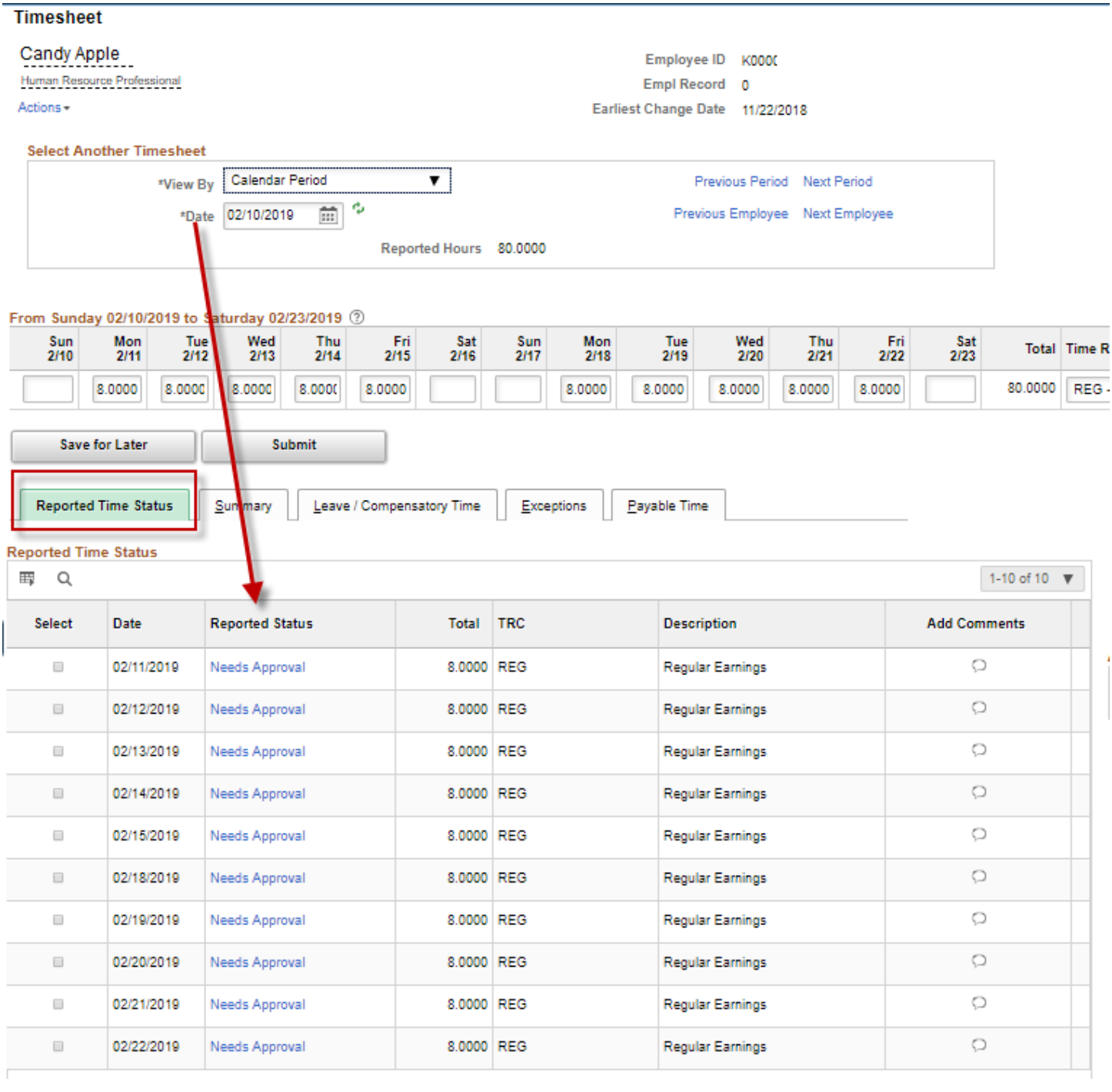
Step 3: Click on the Employee's Last Name to review and approve the time for each individual employee.



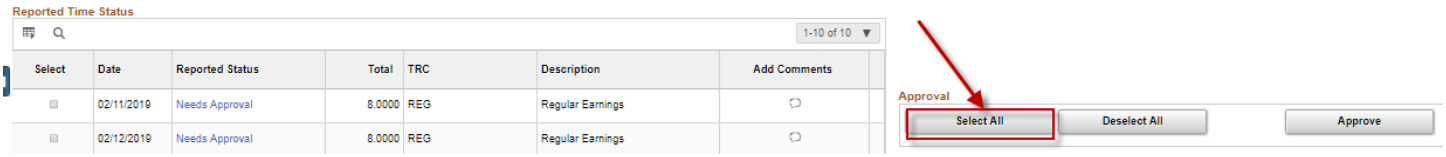
Step 4 (Optional): To collapse the Navigation Collection (left side of the page), click the icon. To display the navigation collection again, click the icon again.



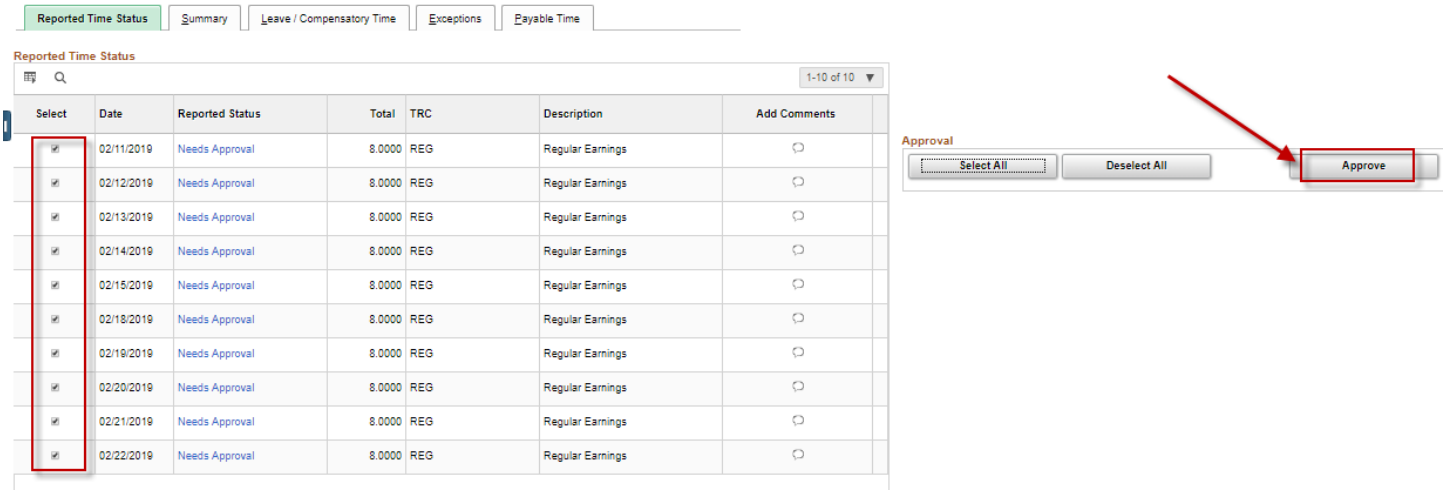
Step 5: Review the individual timesheet. Notice the timesheet row status which is visible under the Reported Time Status folder tab. NOTE: If your employee has not submitted his or her timesheet, you will not see it here.



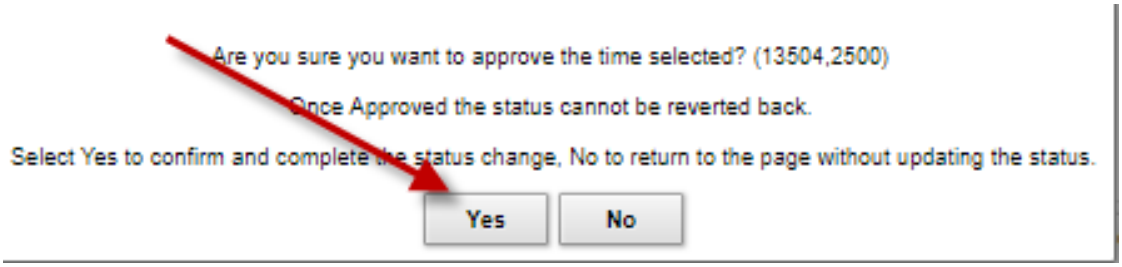
Step 6: Click 'Select All'. You may need to scroll to the right to see the Select All, Deselect All and Approve buttons.



Step 7: Notice the checkmarks display in the "Select" column for all rows after you click Select All. **Click 'Approve.'** (you may need to scroll to the right to see the Approve button. **NOTE:** If errors are identified, contact the employee to make the necessary updates and resubmit time for approval. If the employee no longer has access to the timesheet, contact your Human Resources Office for assistance, or if you change something on your employee's timesheet, please contact Human Resources and ask that a paper time document be printed so the employee can sign and date the document to indicate their agreement with the change.



Step 8: After you click the Approve button, you'll receive the following message: 'Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change. No to return to the page without updating the status.' **Click Yes**.



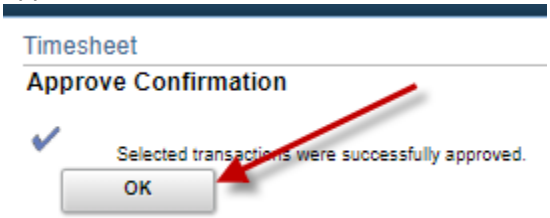
Note: Before the message appears, you'll most likely see the **blue processing icon**:



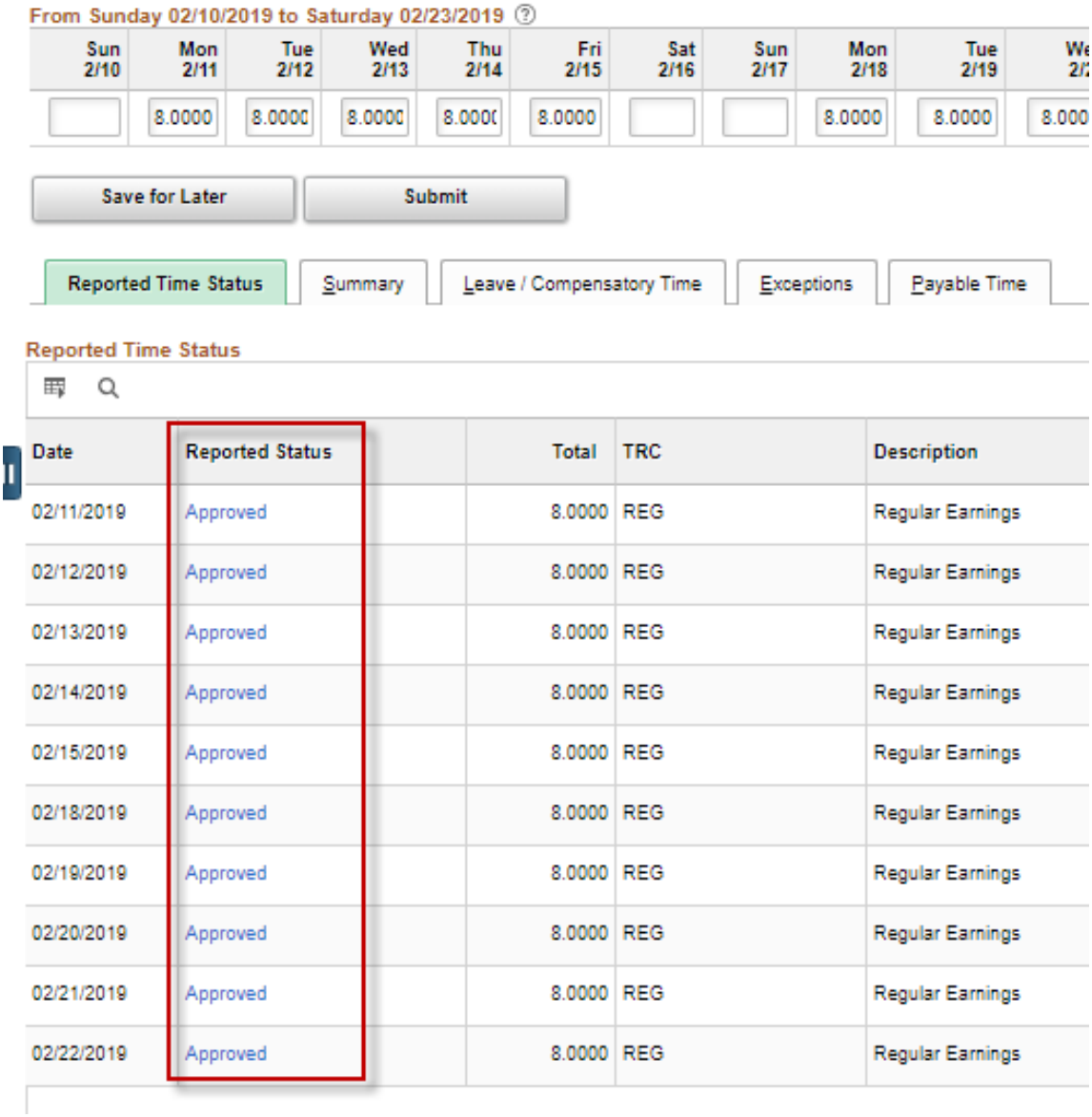
Be patient as the processing may take awhile.

After the processing icon disappears, a **green ribbon** with the words "**Saving**" may appear briefly, followed by the **Timesheet Approve Confirmation** statement.

Step 9: The following message displays: 'Timesheet Approve Confirmation. Selected transactions were successfully approved.' **Click 'OK'**



Step 10: **Verify** the Reported Status is "Approved."



From Sunday 02/10/2019 to Saturday 02/23/2019

Sun 2/10	Mon 2/11	Tue 2/12	Wed 2/13	Thu 2/14	Fri 2/15	Sat 2/16	Sun 2/17	Mon 2/18	Tue 2/19	We 2/
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.000

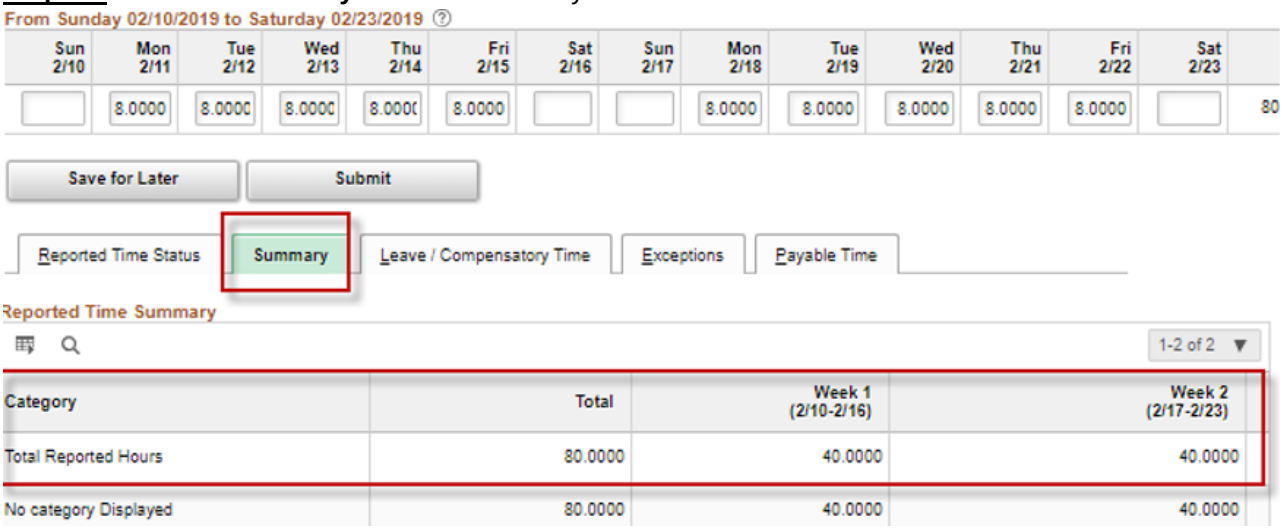
Save for Later | Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description
02/11/2019	Approved	8.0000	REG	Regular Earnings
02/12/2019	Approved	8.0000	REG	Regular Earnings
02/13/2019	Approved	8.0000	REG	Regular Earnings
02/14/2019	Approved	8.0000	REG	Regular Earnings
02/15/2019	Approved	8.0000	REG	Regular Earnings
02/18/2019	Approved	8.0000	REG	Regular Earnings
02/19/2019	Approved	8.0000	REG	Regular Earnings
02/20/2019	Approved	8.0000	REG	Regular Earnings
02/21/2019	Approved	8.0000	REG	Regular Earnings
02/22/2019	Approved	8.0000	REG	Regular Earnings

Step 11: **Click the Summary folder tab** to verify the total number of hours recorded.



From Sunday 02/10/2019 to Saturday 02/23/2019

Sun 2/10	Mon 2/11	Tue 2/12	Wed 2/13	Thu 2/14	Fri 2/15	Sat 2/16	Sun 2/17	Mon 2/18	Tue 2/19	Wed 2/20	Thu 2/21	Fri 2/22	Sat 2/23	
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80

Save for Later | Submit

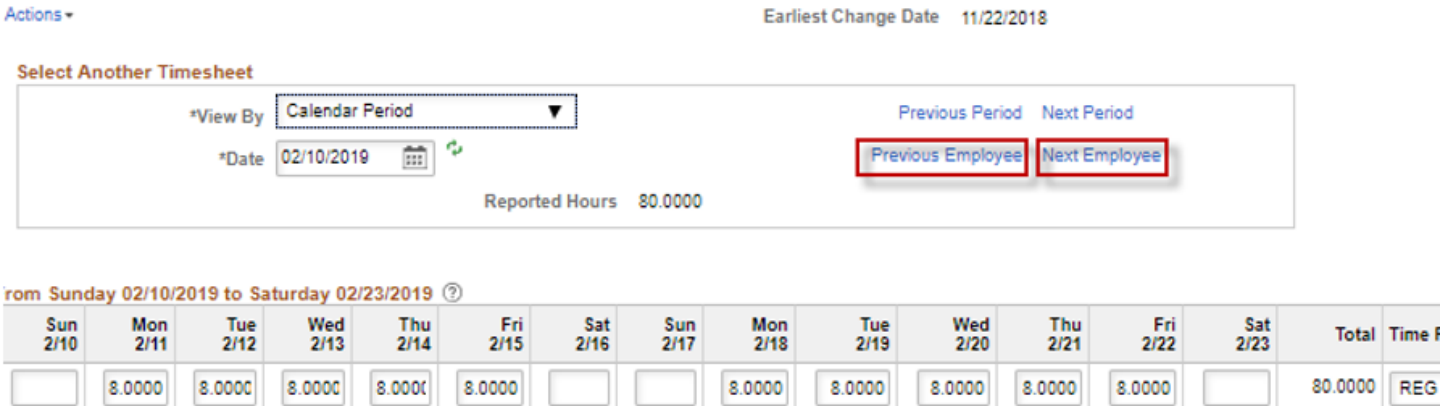
Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

1-2 of 2

Category	Total	Week 1 (2/10-2/16)	Week 2 (2/17-2/23)
Total Reported Hours	80.0000	40.0000	40.0000
No category Displayed	80.0000	40.0000	40.0000

Step 12: Click the 'Next Employee' hyperlink to select the next employee's timesheet to review. If you prefer, you can also click on 'Return to Select Employee' to display a list of all employees who need their timesheets approved. **Note**: If you supervise only one employee, or if only one employee has submitted his or her timesheet, you can skip this step.



Step 13 (Optional): If you want to view your employee's leave balances, click on the Leave/Compensatory Time folder tab.



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