

## DESK AID – Supervisors / Managers

### Time & Labor - Employee Self Service

#### Accessing Employee Self Service

1. Go to the **State Employee Service Center** home page: [www.kansas.gov/employee](http://www.kansas.gov/employee)
2. Click on the **Employee Self Service** hyperlink (located on the right side of the page)
3. Click on **Sign In** to Employee Self Service (located on left side of page)
4. Enter your **Employee ID** (don't forget to capitalize the first letter)
5. Enter your **Password**  
*If you forgot your password, click the "Forgot My Password" hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self Service help desk at 296-1900 (Topeka Area) or 1-866-999-3001 (if outside Topeka)*
6. Click on **Sign In**

#### Overview

Each time your employees click **SUBMIT**, you will receive an e-mail notification that time is ready for approval. If you accessed the system by clicking on the "Time is Ready for Approval" e-mail, start on #2 below.

#### Accessing timesheets to approve

1. Select **Approve Reported Time** from the Main Menu (left side in the middle of the page)
2. Change the **Date** to the **first day of the pay period** you are approving.
3. Click **Get Employees** (right side of the page)
4. Your direct reports that have submitted time will automatically appear.
5. Click on the an employee's name to view the timesheet (**do not** select all and approve)
6. When necessary, you can use the search fields to pull up the group of employees you need to approve.  
*Note: Employee ID, Name, Department or Reports To Position # will be the options most used. If you are approving the time in the absence of one of your supervisors, you will key that supervisor's position number in the Report's to Field. Click the **Get Employees** button (right side)*

#### Approving Time -Approval or Denial is not an all or none process

*Note: Confirm the View By field is set to Time Period.*

Review the employee's daily keyed time to ensure the Time Reporting Code (TRC), hours keyed and Taskgroup (and Task Profile ID if visible on timesheet) are accurate.

1. Approve the accurate days by clicking (this puts a checkmark) on the box (Select column).
2. Click the **APPROVE SELECTED** button
3. The following message displays, "**Are you sure you want to approve the time selected?** (13504,2500)," click **OK**.
4. The following message displays, "**Timesheet Approve Confirmation. Approve Confirmation. The approve was successful.**" Click **OK**.
5. Click on **Next Employee** to go to the next person on the list (Top right of the page). Repeat steps 1-4.

*Note: The Sign out link is at the top right (in small white font).*

#### Denying Time -Approval or Denial is not an "all or none process"

1. Deny the inaccurate days by clicking on the box (Select column).
2. **OPTIONAL:** Before denying a row of time, you can use the comment column to provide information to the employee.

- Click the **DENY SELECTED** button.
- The following message displays, “Are you sure you want to deny the time selected? (13504,10034) Once the page is saved, you will not be able to change the status from "Denied." Click OK to save the Deny action. Click Cancel to maintain the "Needs Approval" status.” Click **OK**.
- The following message displays, “Timesheet Deny Confirmation. The Deny was successful.” Click **OK**.  
*NOTE: Every time you approve, deny, or change an employee’s timesheet an e-mail notification automatically is sent to the employee.*  
 At this point, the employee should make the correction(s) and **SUBMIT** again for approval. Upon receipt of another e-mail notification, review the employee’s corrections and approve or deny as appropriate.  
*Note: The **Sign out** link is at the top right (in small white font).*

### Viewing the Time keyed by your Employees

- From the Main Menu for the Employee Self Service, click on **Report Time for My Employees** (left side of the page).
- In the **Date** field, Enter the pay period begin date for the pay period you wish to view.
- The **Group ID** is a code unique to you. You can leave this field blank if you want to see timesheets of employees that do not report directly to you, but rather to a supervisor/manager who reports to you.
- Confirm the **View By** field is set to Week.
- Click **Get Employees**. You will see a list of your employees and the amount of time keyed, approved, denied, to be approved etc for a week. (Read through the information that is available.)
- Click on the an employee’s name to view the timesheet
- Confirm the **View By** field is set to Time Period.
- View the timesheet entries. You can click on the Previous Time Period or Next Time Period to view other timesheets.

### Things to Remember

- A signed paper time document is required anytime an individual other than the employee keys or makes corrections to the electronic time sheet. You can request a paper time document from the timekeeper or HR personnel.

**Timesheet**

John Smith      EmplID: 09876543210      Empl Rcd#: 0

Job Title: Horse Trainer      Department: 1234567890

[Click for Instructions](#)

View By: **Time Period**      Date: 03/06/2011      [Refresh](#)      [<< Previous Time Period](#)      [Next Time Period >>](#)

Reported Hours: 80.0000 Hours      Scheduled Hours: 0.0000 Hours

**Timesheet Example as Viewed by a Manager or Supervisor**

From Sunday 03/06/2011 to Saturday 03/19/2011

Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total Time Reporting Code	Taskgroup	Task Profile ID
8.0000	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000 REG - Regular Earnings	1230100528	123CARS012

[Save for Later](#)      [Submit](#)

**Reported Time Status - click to hide**

Select	Date	Status	Total Time Reporting Code	Comments
<input type="checkbox"/>	03/07/2011	Approved	8.0000 REG	
<input type="checkbox"/>	03/08/2011	Approved	8.0000 REG	
<input type="checkbox"/>	03/09/2011	Approved	8.0000 REG	
<input type="checkbox"/>	03/10/2011	Denied	8.0000 REG	
<input type="checkbox"/>	03/11/2011	Needs Approval	8.0000 REG	
<input type="checkbox"/>	03/14/2011	Needs Approval	8.0000 REG	
<input type="checkbox"/>	03/15/2011	Needs Approval	8.0000 REG	
<input type="checkbox"/>	03/16/2011	Needs Approval	8.0000 REG	
<input type="checkbox"/>	03/17/2011	Needs Approval	8.0000 REG	
<input type="checkbox"/>	03/18/2011	Needs Approval	8.0000 REG	

[Select All](#)      [Deselect All](#)      [Approve Selected](#)      [Deny Selected](#)