

**DESK AID - Employee
Time & Labor - Employee Self Service**

Accessing Employee Self Service

1. Go to the **State Employee Service Center** home page: 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

Accessing your timesheet

1. Select "Update My Time Sheet" from the Main Menu (left side of the page; bottom of the list) *Note: Some of your employee data will automatically appear at the top of your timesheet. **You will only be able to access the current pay period timesheet.***

Keying hours worked and saving your entries for later

1. In the **Time Reporting Code** (TRC) field select or type REG for regular earnings (to the right of the hours fields).
2. The **Taskgroup** should display on your timesheet automatically.
3. Select the **Task Profile** that you are charging hours to. *Note: Some Timesheets do not contain a Task Profile field. If your timesheet does not contain the Task Profile field, ignore this step.*
4. Scroll to the left and key hours (in .25 increments) associated with this Task Profile by day. *Note for Exempt employees only: VAC, SCK, SHL, and HCT TRCs must have time reported in ½ or full day increments.*
5. Additional **rows may be added by** clicking the on the far right side of the row.
6. If necessary, repeat steps 1 – 5 using the appropriate TRC (such as VAC, SCK, FNL, etc.) and Task Profile
Note: Once you are comfortable with the page, you can key the fields in the order that is most convenient for you.
7. Click as you key your time throughout the pay period.
8. The following message displays: "**Would you like to check for errors?** (13504,10066)", Click – you would like to check for errors.
9. Correct any errors.
10. Click if you made any corrections.

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

Submitting your time for supervisor approval NOTE: You should only click Submit when you have entered all time for the entire two weeks. Clicking submit invokes an e-mail process that sends an e-mail to your supervisor/ manager, so to reduce the amount of e-mails being sent, please Submit your timesheet only once (after you've entered all time for the two weeks).

1. Click the **legal statement checkbox** to acknowledge that "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."
2. Click on (The submit button is available only after you have clicked the legal statement checkbox.)
3. The following message displays: "**Submit Confirmation** - The Submit was successful. Reported Time for the Time Period of 20XX-XX-XX to 20XX-XX-XX is submitted" (XX represents the pay period begin and end dates) Click to Confirm submission

(If no errors are found, an e-mail will be sent to your supervisor/ manager requesting time sheet approval)

Note: Once your time has been submitted, you will see the Status change from Saved to Needs Approval.

Keying time other than work time

- The Time Reporting Code (TRC) varies according to whether you are recording work time, vacation, sick, overtime, etc.
- Use the same instructions as in keying work time, but use the appropriate TRC and Task Profiles.
- Don't forget to save your time by clicking **Save for Later** as you key your time throughout the pay period.

Notification of Supervisory Approval/Denial of timesheet.

- You will receive an e-mail notifying you that your timesheet was approved or denied. Your supervisor can leave a comment by the day in question if all days are not approved.
- The Status of each segment of time keyed will change to reflect approval or denial by the supervisor.
- If a segment of time was denied, you need to correct it and **SUBMIT** again to the supervisor by following this steps:
 - Delete the entire row for the time that was denied: Click on the on the far right side of the row. Make a note of what was originally entered as you'll be entering much of the same information again.
 - Save for Later and check for errors.
 - Add a new row (click on the plus sign on the far right side of the row).
 - Enter the TRC and hours, Task Group (and Task Profile if applicable).
 - Click the **legal statement checkbox** to acknowledge that "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."
 - Click on **Submit** (The submit button is available only after you have clicked the legal statement checkbox.)
 - The following message displays: "**Submit Confirmation** - The Submit was successful. Reported Time for the Time Period of 20XX-XX-XX to 20XX-XX-XX is submitted" (XX represents the pay period begin and end dates)
Click **OK** to Confirm submission

(If no errors are found, an e-mail will be sent to your supervisor/ manager requesting time sheet approval)

Note: Once your time has been submitted, you will see the Status change from Saved to Needs Approval.

Things to Remember

- Changes can only be made to the current timesheet. Contact your supervisor/ manager for assistance with corrections to previous pay periods.
- VIEW BY field – should be set to "Time Period."
- If you inadvertently end up in the wrong pay period, enter a date within the current pay period and click the **REFRESH** Button. The current pay period should display.
- A signed paper time document is required anytime an individual other than the employee keys or makes corrections to the electronic time sheet.

Timesheet Hyperlinks

- **Click for Instructions:** The following information appears: "Report elapsed time with either number of hours worked, units worked or amounts. To report time for a different day, week, or time period, change the View By option and/or enter a new date in the Date field and click on Refresh."

