

DESK AID- Supervisors/Managers

Time and 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 **Employment 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 the 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. Click on the **Team Time** tile
2. Select **Approve Employee Time** (left side of the page)
3. Change the **Date** to the **first day of the pay period** you are approving
4. Click on **Get Employess** (right side of the page)
5. Your direct reports that have submitted time will automatically appear
6. Click on the employee's last name to view the timesheet (**do not** select all or approve)
7. When necessary, you can use the search fields to pull up the group of employees you need to approve
 - The **Time Reporter 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.
 - 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 is not an all or none process

Note: Confirm the View By field is set to Calendar 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** button
3. The following message displays, "**Are you sure you want to approve the time selected?** (13504,2500)," click **YES**
4. The following message displays, "**Timesheet Approve Confirmation. Selected transactions were successfully approved.**" 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 (the 3 white dots)

Viewing the Time keyed by your Employees

Click on the **Team Time** tile

- Click on the **Team Time** tile
- Select **View Employee Timesheets** (left side of the page)
- The **Time Reporter 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, to be approved etc for a week. (Read through the information that is available)
- Click on the employee's last name to view the timesheet.
- Confirm the **View By** field is set to Calendar Period
- View the timesheet entries. You can click on the Previous Period or Next Period to view other timesheets for that employee.

Things to Remember

- A signed paper timesheet 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.
- There is no way to deny a timesheet. If there is something wrong with the timesheet, you can approve the rows that are correct and request the employee to make the correction to those rows or you can request the employee to make the correction and then approve the completed timesheet when it is correct.

Team Time

Timesheet

Employee Name: Sector Administrative Assistant Employee ID: 09876543210
 Empl Record: 0 Earliest Change Date: 03/15/2026

Select Another Timesheet
 *View By: Calendar Period *Date: 03/15/2026 Reported Hours: 80.0000

Timesheet Example as Viewed by a Manager or Supervisor

From Sunday 03/15/2026 to Saturday 03/28/2026

Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	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		80.0000	REG - Regular Earnings	1230100528	123CARS012

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	03/16/2026	Saved	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/17/2026	Needs Approval	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/18/2026	Needs Approval	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/19/2026	Needs Approval	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/20/2026	Needs Approval	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/23/2026	Approved	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/24/2026	Approved	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/25/2026	Approved	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/26/2026	Approved	8.0000	REG	Regular Earnings	
<input type="checkbox"/>	03/27/2026	Approved	8.0000	REG	Regular Earnings	

Approval: Select All Deselect All Approve

Saved - time has not been submitted by the employee.
 Needs Approved - time needs approved by the supervisor.
 Approved - time has been approved by the supervisor.

Return to Select Employee